

General Fees and Charges 2012-13

Item	Detail	Amount	Conditions
Copies			
EAB, CRB & Collision Report.	Evidence and Actions Book, Collision Report Books & Collision Report.	£131.00	Up to 25 pages of a single Evidence and Actions book (EAB) collision report book (CRB) & Collision Report.
EAB, CRB & Collision Report.	In excess of 25 pages per incident.	£3.60	Max 2 additional pages from same single EAB/ CRB or Collision Report above 25 pages on one A4 sheet.
Statements.	Other than in EAB, CRB or Collision Report (including typed).	£31.00	The charge is limited to maximum of 3 pages per statement. Additional pages £3.60 per page.
Witness Statements.	Copy of witness statement (witness does not agree to disclosure of personal details).	£47.00	Per statement, up to 3 pages. Additional pages £3.60 per page.
Witness Statements.	Copy of witness statement (witness does agree to disclosure of personal details).	£36.00	Per statement, up to 3 pages. Additional pages £3.60 per page.
Plan.	Copy of Plan (other than in EAB, CRB or Collision Report).	£36.00	Per plan.
Reports.	Vehicle examination report, Reconstruction Report, Collision reconstruction report.	£3.60	Per page.
Self Reporting/minor accident form.	Copy of Self Reporting/minor accident form.	£31.00	Per report. Cost of providing copies to third parties, other than the person who completes the form.
Other.	All other copies.	£3.60	This represents the cost per page of providing non-specific copy documentation required for civil proceedings.
1-10 Photographic Prints (Non digital and digital contained on the MPS photographic imaging database).	1 – 10 Photographs from same or different image.	£26.00	The charge is limited to a single request containing a maximum of 10 photographs from same or different image, including the first photo. Additional photograph(s), in groups of 10, are £26.00 for each request.
1-10 Photographic Prints (Non digital and digital contained on the MPS photographic imaging database).	Cost per album.	£9.00	Full photo album cost = Number of photo(s) cost (in groups of 10) + number of album(s) cost.
Photograph(s): (Non Digital and Digital contained on the MPS photographic imaging database) 1 – 10 Images on CD.	First compact disc (CD) containing 1-10 images.	£17.50	First CD holding 1 – 10 images from an incident.
Photograph(s): (Non Digital and Digital contained on the MPS photographic imaging database) 1 – 10 Images on CD.	Each subsequent compact disc (CD) containing 1-10 images.	£4.00	Each subsequent compact disc (CD), from the same incident, holding 1-10 images (Non digital and digital contained on the MPS photographic imaging database).
1-10 Negatives/Prints that require scanning onto MPS database.	Cost of scanning 1-10 negatives/prints that are not contained in MPS photographic imaging database.	£18.00	Cost of scanning 1-10 negatives/prints that are not contained in MPS photographic imaging database. Cost to be added to 1-10 photographic prints with/without an album or the first CD containing 1-10 images.
Audio Tapes.	Audio tapes.	£37.00	Per tape.
Video Tapes, DVDs & Fatals – reconstruction videos/DVDs.	Video tapes and DVDs.	£170.00	Per tape/DVD.

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City of London Police Service General Fees and Charges Contd.

Item	Detail	Amount	Conditions
Photo-copies. Rough data. Fatal / Serious Personal Injury Accidents. Limited Particulars.	Medical Reports and Personal Records. Copy of rough data. Limited particulars (Road Traffic Accidents).	£0.50 £23.50 Full Cost £31.00	Per page – where required for legal proceedings (includes VAT). Per page. To include all fees detailed above that are applicable to a specific situation. Per form 517 (Particulars of Accident as recorded by Police).
Cancellation Charges Prior to Search. Prior to Dispatch. Documents Copied.	Cancelled prior to search commencing. If search is made prior to cancellation. If search is made and documents ready for dispatch.	No Charge £49.00 Full Fee	Refund any fee paid. Per item searched for. Full fee.
Charges for Civil Cases Statements. Interview. Interview. Witness Allowance. Witness Allowance.	Request for a statement to be written by a Police Officer. Interview a Police Officer in a Civil Case. Interview with Police Staff for a Civil Case. Attendance at court in Civil Actions. Attendance at court in Civil Actions.	£134.00 £134.00 £134.00 £35.75 £71.50	Per statement. Per interview. Per interview. Less than 4 hours. Per police officer / police staff, per day. Reasonable travel expenses up to 70 miles from court to be added for police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officer and police staff. More than 4 hours. Per police officer / police staff, per day. Reasonable travel expenses in excess of 70 miles to be added for both police officer and police staff.
Alarms Registration.	Registration by Central alarms.	£52.18	Per alarm (includes VAT).
Data Protection Search.	Data protection/criminal record search.	£10.00	Per search on an individual.
Memorandum of Understanding ACPO & Insurers / Loss Adjusters Appendix D (a) Appendix D (b)	Supply of information [crime/lost property ref. No., date & time offence reported, reporting person] where there is a specific reason to check a claim. Supply of information [additional to the above] where there is a specific reason to check a claim.	£20.00 £75.00	In respect of each request form (Appendix D [a]) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf]. In respect of each request form (Appendix D [b]) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf].

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Item	Detail	Amount	Conditions
Requests for Disclosure of Information from a Regulatory or Governing Body			
Request for information	Request for disclosure of information from regulatory or governing body - up to 2 hours work	£75.00	Under the Notifiable Occupation Scheme, forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient information will be provided to conduct an adequate risk assessment (i.e. risk posed to children, vulnerable adults, national security and probity and administration of justice). Occasionally, the regulatory or governing body will request further supporting information to aid their own internal investigations and ACPO have agreed that there should be a charge in respect of this additional information.
Request for information	Request for disclosure of information from regulatory or governing body - each subsequent hours work after initial 2 hour period	£25.00	Please refer to above commentary.
Overseas Visitors			
Nominal Registration.	For citizens of countries in the registration scheme.	£34.00	Each registration including spouses, dependants and replacements.
Fingerprints.	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc. – First set.	£63.00	For visa application: applications for employment in a securities industry or overseas appointment; personal identification purposes etc.
Fingerprints.	As above – Each subsequent set.	£32.00	As above.
Payroll Administration			
All wage and salary related costs. Administration Fee.	For paying salaries of non CoLP personnel.	Full Cost £15.00	Full Cost + ERNIC + Employers Pension Contributions. Per person per month + VAT.
Pedlars			
Issue.	On grant of a pedlar licence.	£12.25	Per licence.
Seconded Officers			
All wage and salary related costs.		Full Cost	Full Cost + ERNIC + Employer's Pension Contribution Rate (24.2% of Basic Pay, London Weighting and Competency Related Threshold Payments).
Administration Charge.	Police Officer	£400.00	Per person per month.
Administration Charge.	Police Staff	£279.00	Per person per month.
Firearms Certificates			
Issue.	On grant of a firearms certificate.	£50.00	Per certificate.
Renewal.	On renewal of a firearms certificate.	£40.00	Per certificate.
Variation.	Variation where No. of weapons is increased.	£26.00	Per certificate.
Replacement.	On replacement of lost or destroyed certificate.	£9.00	Per certificate.

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Table 1 or 2 full.	Reissue because table 1 or 2 full.	No Charge	No other amendment required.
Shotguns Certificates			
Issue.	On grant of a shotgun certificate.	£50.00	Per certificate.
Renewal.	On renewal of a shotgun certificate.	£40.00	Per certificate.
Replacement.	On the replacement of a shotgun certificate.	£8.00	Per certificate.
Explosives Certificates (Health and Safety (Fees) Regulations 2006)			
Contact the CoLP Firearms Licensing Policy Officer.		Varies	Telephone number 0207 6012268
Museum Licences (Firearms Amendment Act 1988)			
Issue.	On grant of a museum licence.	£200.00	Per licence.
Renewal.	On renewal of a museum licence.	£200.00	Per licence.
Extension.	On extension to additional premises.	£75.00	Per licence.
Firearms Dealers			
Issue.	Certificate of Registration.	£150.00	Per certificate.
Renewal.	Renewal of certificate.	£150.00	Per certificate.
Fairs & Exhibitions.	In respect of game and table fairs and exhibitions.	£12.00	Per certificate.
Visitors Permits (Shotgun & Firearm)			
Issue Unit.	On the grant of a visitors permit.	£12.00	Per certificate.
Issue Group.	On the grant of a group visitors permit (6 or more).	£60.00	Per certificate.
Coterminous Certificates (Shotgun & Firearm)			
Discount.	Reduced charge for shotgun certificate.	£10.00	Shotgun certificate holder applying for grant or renewal of a firearms certificate.
Issued.	Granted at the same time.	£60.00	Shotgun and firearms certificates together.
Renewed.	Renewed at the same time.	£50.00	Shotgun and firearm certificate together.
Vehicle Removals (As revised by the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008).			
Removal.	Removal of vehicle.	Varies	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988.
Storage.	Storage per day.	Varies	Storage of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988.
Disposal.	Disposal of vehicle.	Varies	Disposal of vehicle in contravention of RTRA 1984.
Freedom of Information Act			
Prescribed costs.	Hourly charge where providing a response exceeds 18 staff hours.	£25.00	Cost of determining whether the information is held, locating and retrieving it, extracting it from other information and redacting (removing) information that is exempt from release. Note: CoLP are NOT obliged to supply information where prescribed cost is estimated to be above £450.00. Consult the Information Access Office for further guidance in these cases.

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Disbursement costs.	Above £20.00	Full Cost	Additional cost incurred (above £20.00) such as printing, photocopying or postage.
Metropolitan Police Service General Fees and Charges Contd.			
Item	Detail	Amount	Conditions
Restoration of Property found in London's 'Black Cabs - London Cab Order 1934 This is now the responsibility of Transport for London (TFL).			

City of London Police, Financial Services, 1st Floor Snow Hill Police Station, 5 Snow Hill, London EC1A 2DP