

Appendix 2

GENERAL FEES AND CHARGES

Item	Detail	CoLP 2014/15 Charge	Proposed 2015/16 Charge
Copies			
EAB, CRB & Collision Report	Incident and Collision Report Books/Bk 124A (Evidence & Actions Book) up to 25 pages per single report	£142.80	£144.90
EAB, CRB & Collision Report	In excess of 25 pages per incident per sheet.A4 Maximum of two additional sheets	£4.00	£4.00
Statements	Other than in IRB or (including typed) The charge is limited to a maximum of three sheets per statement. Additional pages will be charged at £4.00 per page.	£33.80	£34.30
Witness statements	Copy of witness statement (witness does not agree to disclosure of personal details). Per statement, up to a maximum of three pages per statement. Additional pages will be charged at £4.00 per page.	£52.40	£53.20
Witness statements	Copy of witness statement (witness does agree to disclosure of personal details). Per statement up to a maximum of three pages per statement. Additional pages will be charged at 34.00 per page.	£39.30	£39.90
Plan	Copy of plan (other in IRB or CARB)	£39.30	£39.90
Self Reporting/minor accident form	Provision of copy of self reporting/minor accident report. To third parties other than the person completing the report.	£33.80	£34.30
Other reports and copies	Vehicle examination report, Reconstruction report, Collision reconstruction report	£4.00	£4.00
1-10 Photographic Prints (Non digital and digital contained on the CoL photographic imaging database)	1-10 photographs from same or different image. The charge is limited to a single request containing a maximum of `10 photographs from the same or different image, including the first photograph. Additional photographs in groups of 10 are £26.50 for each request.	£28.40	£28.80
	Cost per Album. Full photo album cost = Cost of number of photographs (groups of 10) + Cost of number of albums	£9.80	£9.90
Photograph: (Non Digital and Digital contained on the CoLP photographic imaging database) 1-10 images on CD	First Compact Disc (CD) containing 1-10 images	£19.10	£19.40
	Each subsequent Compact Disc containing 1-10 images from the same incident.	£4.30	£4.30
1-10 Negatives/Prints that require scanning onto CoLP database	Cost of scanning additional 1-10 negatives/prints that are not contained in CoLP Photographic imaging database. The cost to be added to 1-10	£19.70	£20.00

	photographic prints with or without an album or the first CD containing 1-10 images.		
Audio Tapes	Audio Tapes. Cost per tape	£40.40	£41.00
Video Tapes/DVDs	Video Tapes/DVDs	£185.40	£188.20
Fatals - reconstruction videos/DVDs	Provision of copy of Fatal - reconstruction video/DVDs	Full Cost	£188.20
Photocopies	Medical Reports and Personal Records- Cost per page – where required for legal proceedings (includes VAT)	£0.50	£0.50
Fatal - accident investigation report	Provision of copy of fatal - accident investigation report	A composite charge based on the number of pieces of documentation that are provided	
Police vehicle examination report	Copy of police vehicle examination report (unless provided as part of full extract)		
Collision reconstruction report per page	Copy of collision reconstruction report (unless provided as part of a full extract) per page (max £50)		
Rough Data	Copy of rough data per page	£26.10	£26.50
Searches			
Limited Particulars	Search for Limited Particulars (Road Traffic Act details). Per Form 517	£33.80	£34.30
Cancellation Charges			
Prior to Search	Cancelled prior to search commencing- Refund any fee paid.	No Charge	No Charge
Prior to Dispatch	If search is made prior to cancellation	£53.50	£54.20
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee
Charges for Civil Cases			
Statements	Request for a statement to be written by a Police Officer	£146.20	£148.40
Interview	Interview with a member of the City of London Police in a civil case	£146.20	£148.40
Witness allowance (less than 4 hours)	Attendance at court in Civil Actions- Per police officer and police staff. Reasonable travel expenses up to 70 miles to court to be added to police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officers and police staff.	£36.50	£37.10
Witness allowance (more than 4 hours).	Attendance at court in Civil Actions - Per police officer and police staff. Reasonable travel expenses up to 70 miles to court to be added to police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officers and police staff.	£72.90	£74.00

ACPO CALCULATED FEES AND CHARGES

Item	Detail	CoLP 2014/15 Charge	Proposed 2015/16 Charge
Alarms			
Registration	Registration by Central Alarms (includes VAT)	£52.20	£54.00
Subject Access (Data Protection)			
Search	Data Protection/criminal record search	£10.00	£10.00

Memorandum of Understanding (2009), ACPO and Lloyd's Market Association			
Appendix D (a)	Supply of information [crime/lost property ref. No, date & time offence reported, reporting person] where there is a specific reason to check a claim	£24.00	£27.10
Appendix D (b)	Supply of information [additional to the above] where there is a specific reason to check a claim	£90.00	£115.50
MoU Paragraph 4.5	Interview with a Police Officer (In respect of each Interview)	0	129.00
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	£81.20	£82.00
Request for Information	Request for disclosure of information from regulatory or governing body - each subsequent hour work after initial 2 hour period	£27.10	£27.40
Overseas Visitors			
Nominal Registration	For citizens of countries in the registration scheme	£34.00	£34.00
Fingerprints	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc - First set	£74.10	£74.80
Fingerprints	As above - each subsequent set	£37.10	£37.50

CHARGES SET BY STATUTE OR LEGISLATION

Item	Detail	CoLP 2014/15 Charge	Proposed 2015/16 Charge
Pedlars' Certificates (Variation of Fee) Order 1985			
Grant of Certificate	On grant of a pedlar's certificate	£12.25	£12.25
Seconded Officers			
All wage and salary related costs (including pension contributions @ 24.2% of Basic Pay, London Weighting, Competency Related Threshold Payments)		Full Cost	Full Cost
Administration Charge – Police Officer – Police Staff		£420.70 £293.50	£263.00 £208.00
Defence Examinations in Criminal Matters			
Supply of papers / exhibits / information / materials to the Investigator or Prosecutor	Which the Prosecutor decides meets the tests for disclosure as unused material in the Criminal Procedure and Investigation Act 1996	0	No Charge
Provision of scientific case files, notes etc (soft or hard copy)	Where there is no requirement for reporting scientist expert supervision	0	£50.00
	Where reporting scientist expert supervision is required (per hour)	0	£90.00

Provision of specialist electronic data files (usually related to DNA samples and electropherograms etc)	Where reporting scientist expert supervision is required (per hour)	0	£90.00
Case file only reviews at prosecution laboratory premises	Including up to 30 minutes of reporting scientist time if needed	0	No Charge up to 30 minutes
	Additional reporting scientist time associated with case file only reviews (per hour)	0	£90.00
Use of laboratory facilities (non DNA clean)	Including basic consumables, PPE, elimination/contamination sampling and supervision where needed (per hour)	0	£60.00
Use of laboratory facilities (DNA clean)	Including basic consumables, PPE, elimination/contamination sampling and supervision where needed (per hour)	0	£90.00
Use of specialist laboratory facilities and equipment (such as firearms ranges, toxicology / drugs analysing, fire examination and DNA profiling)	Including basic consumables, PPE, elimination/contamination sampling and supervision where needed (per hour)	0	£120.00
Firearms Certificates			
Issue	On grant of firearms certificate	£50.00	£88.00
Renewal	On renewal of firearms certificate	£40.00	£62.00
Variation	Variation where no. of weapons is increased	£26.00	£20.00
Replacement	On replacement of lost or destroyed certificate	£9.00	£4.00
Table 1 or 2 full	Reissue because table 1 or 2 full	No Charge	No Charge
Shotguns Certificates			
Issue	On grant of shotgun certificate	£50.00	£79.50
Renewal	On renewal of shotgun certificate	£40.00	£49.00
Replacement	On the replacement of a shotgun certificate	£9.00	£4.00
Explosives Certificates (Health and Safety (Fees) Regulations 2010)			
Various	Various	Various	No Charge
Museum (Firearms Amendment Act 1988)			
Issue	On grant of a museum license	£200.00	£200.00
Renewal	On renewal of a museum license	£200.00	£200.00
Extension	On extension to additional premises	£75.00	£75.00
Firearms Dealers			
Issue	Certificate of Registration	£150.00	£200.00
Renewal	Renewal of certificate	£150.00	£200.00
Fairs and Exhibitions	In respect of game and table fairs and exhibitions	£12.00	£13.00
Visitors Permit (Shotgun and Firearm)			
Issue unit	On the grant of a visitors permit	£12.00	£20.00
Issue group	On the grant of a group visitors permit (6 or more)	£60.00	£100.00
Coterminous Certificate (Shotgun & Firearm)			
Issued	Granted at the same time	£60.00	£90.00
Renewed	Renewed at the same time	£50.00	£65.00

Vehicle Removals (As per the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008)			
Removal	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988	Various (as per 2008 regulations)	Various (as per 2008 regulations)
Storage	Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988	Various (as per 2008 regulations)	Various (as per 2008 regulations)
Disposal	Disposal of vehicle in contravention of RTRA 1984	Various (as per 2008 regulations)	Various (as per 2008 regulations)
Prescribed Costs	Where processing of FOI request (e.g. locating, extracting, redacting) exceeds 18 hours. Cost is for labour per hour.	£25.00	£25.00
Disbursement Costs	Additional Cost (above £20.00) to provide information e.g. printing, photocopying or postage).	Full Cost	Full Cost
Freedom of Information Act 2000			
Prescribed Costs	Hourly charge where providing a responds exceeds 18 staff hours.	0	£25.00
Disbursement Costs	Additional cost incurred (above £20.00) such as printing, photocopying or postage	0	Full Cost