

## General Fees and Charges Schedule 2019/20

<b>Freedom of Information Act Publication Scheme</b>	
<b>Protective Marking</b>	<b>Not Protectively Marked</b>
<b>Publication Scheme Y/N</b>	Yes
<b>Title</b>	MPS General Fees and Charges 2019 2020
<b>Version</b>	
<b>Summary</b>	This document provides information classified under a number of specific categories. They are: MPS calculated fees and charges; Fees as advised by other Agencies; Fees and charges as detailed within statute or legislation
<b>(B)OCU or Unit, Directorate</b>	Met HQ - Commercial & Finance
<b>Author</b>	
<b>Review Date</b>	April 2020
<b>Date Issued</b>	April 2019

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
<b>Copies</b>			
EAB, CRB and Collision Report.	Incident and Collision Report Books/Bk 124A (Evidence & Actions Book).	£162.68	Up to 25 pages of a single EAB, CRB & Collision Report.
EAB, CRB & Collision Report - Additional Pages	Report in excess of 30 pages per incident	£4.57	Per A4 sheet: Maximum of 2 additional pages from the same single EAB, CRB or Collision Report above 25 pages on each A4 sheet.
Statements Other than in IRB (including typed)	Statement Other than in IRB (including typed).	£38.44	The charge is limited to a maximum of 3 pages per statement. Additional pages will be charged at £4.57 per page.
Witness Statements	Copy of existing witness statement (witness does not agree to disclosure of personal details)	£59.79	Per statement, up to a maximum of 3 pages per statement. Additional pages will be charged at £4.57 per page.
Witness Statements	Copy of witness statement (witness does agree to disclosure of personal details)	£44.71	Per statement, up to a maximum of 3 pages per statement. Additional pages will be charged at £4.57 per page.
Plan	Copy of witness statement (witness does agree to disclosure of personal details)	£44.71	Per plan.
Self Reporting / minor accident form	Provision of copy of self-reporting / minor accident report	£38.44	Per report. Cost of providing copies to third parties, other than the person who completes the form.
Other	All other copies	£4.57	This represents the cost per page of providing non-specific copy documentation required for civil proceedings.

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
1 to 10 Photographic Prints (Non-digital and digital contained on the MPS photographic imaging database).	1 to 10 photographs from the same or different image.	£32.28	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 £29.92 for each request.
1 to 10 Photographic Prints (Non-digital and digital contained on the MPS photographic imaging database).	Cost per Album	£11.15	Full photo album cost = Number of photo(s) cost (in groups of 10) + number of album(s) cost.
Photograph: (Non Digital and Digital contained on the MPS photographic imaging database) 1 - 10 Images on CD.	First Compact Disc (CD) containing 1 to 10 images.	£21.77	First CD holding 1 to 10 images from an incident.
Photograph: (Non Digital and Digital contained on the MPS photographic imaging database) 1 - 10 Images on CD.	Each subsequent CD containing 1 to 10 images.	£4.88	Each subsequent 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 additional 1 to 10 negatives / prints that are not contained on the MPS photographic imaging database.	£22.51	Cost of scanning 1 to 10 negatives/prints that are not contained in MPS photographic imaging database. The cost is to be added to 1 to 10 photographic prints with or without an album or the first CD containing 1 to 10 images.
Audio Tapes	Audio Tapes	£46.09	Cost per tape.
Video Tapes & DVDs	Video tapes/ and DVDs	£211.32	Cost per video tape and DVD. This includes copy documentation and details from CCTV footage in Custody Suites and Identification Parades.

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
Fatals – reconstruction videos and DVDs.	Provision of copy of fatal reconstruction video/DVDs	£211.32	Cost per video tape and DVD. This includes copy documentation and details from CCTV footage in Custody Suites and Identification Parades.
Photo-copies	Medical Reports and Personal Records	£0.53	Cost per page – where required for legal proceedings (includes VAT).
Fatal - Accident investigation report	Provision of copy of fatal accident report	A Composite Charge based on the number of pieces of documentation that are provided	When recovering the cost of providing a copy of this type of documentation, the MPS charge is a composite charge which can fluctuate based on the number of vehicles involved, the number of witnesses for which documentation has been completed.
Police vehicle examination report (per page)	Copy of police vehicle examination report (unless provided as part of a full extract)		
Collision reconstruction report (per page) (max £50)	Copy of collision report (unless provided as part of a full extract) per page – Max £50		
Rough Data	Copy of rough data per page	£29.73	Cost per page.
<b>Searches</b>			
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£38.44	Per Form 517 (Particulars of Accident as recorded by Police).
<b>Cancellation Charges</b>			
Prior to Search	Cancelled prior to search commencing	No charge	Refund any fee paid.

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
Prior to Dispatch	If search is made prior to cancellation	£60.85	Per item searched for. This represents the cost of searching for and copying the document prior to cancellation of the request.
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee as all costs have been incurred.
<b>Charges for Civil Cases</b>			
Statements.	Request for a statement to be written by a Police Officer.	£166.61	Per statement.
Interview	Interview with member of the Metropolitan Police Service in a Civil Case	£166.61	Per interview.
Witness Allowance	Attendance at court in Civil Actions (Less than 4 hours)	£41.63	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 officers and police staff.
Witness Allowance	Attendance at court in Civil Actions (More than 4 hours)	£83.15	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 officers and police staff.
<b>Alarms</b>			
Registration	Registration by Central alarms	£54.00	Per alarm (includes VAT).
<b>Subject Access (Data protection)</b>			
Search	Data protection / criminal record search	No longer charged	

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
<b>Memorandum of Understandings between NPCC &amp; Lloyd's Market Association &amp; Association of British Insurers</b>			
Appendix D (a)	Supply of information (crime / lost property reference number, date & time offence reported, reporting person) where there is a specific reason to check a claim	£30.00	Per request form (Appendix D [a]) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf]. VAT inclusive.
Appendix D (b)	Supply of information (additional to the above) in response to specific question.	£127.60	Per request form (Appendix D [b]) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf]. VAT inclusive.
MoU Paragraph 4.5	Interview with a Police Officer (per officer)	£142.50	In respect of each interview with a Police Officer as specified under Paragraph 4.5 of the MoU. Charge per Officer per interview.

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.



## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
<b>Requests for Disclosure of Information from a Regulatory or Governing Body or in respect of Intended or Ongoing Family Proceedings (Private Matters)</b>			
Request for Information	Request for disclosure of additional information from regulatory or governing body - initial 2 hours work.	£92.07	<p>Under the Common Law Police Disclosure Scheme (, forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient detail will be provided in the first instance to allow the regulatory or governing body concerned to conduct an adequate risk assessment in terms of the risk that may be posed to children, vulnerable adults, national security and probity and administration of justice.</p> <p>The regulatory or governing body may request further supporting information to aid their own internal investigations as to whether the individual is still fit to practise in their profession. Dealing with such requests requires information to be retrieved and decisions made about what information should be disclosed. This additional information will be subject to a charge.</p> <p><b>If an emergency disclosure was required by a regulatory body OR authority due to immediate risk to children or vulnerable adults, this would be performed urgently at no cost.</b></p>
Request for Information	Request for disclosure of additional information from regulatory or governing body or intended – charge for each subsequent hour’s work after the initial 2 hour period.	£30.80	The majority of these requests will take no more than 2 hours to complete. Any requests that take longer than 2 hours will incur further costs at the hourly rate shown.

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor’s Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.



## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
Supply of Domestic Violence Report	Request for disclosure of information from regulatory or governing body	£54.09	Initial disclosure is without charge and sufficient information will be provided to conduct adequate risk assessment. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged
Supply of Crime Report	Request for disclosure of information from regulatory or governing body	£89.98	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged
Supply of MG5 Report	Request for disclosure of information from regulatory or governing body	£35.89	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged
Supply of MG3 Report	Request for disclosure of information from regulatory or governing body	£35.89	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged
Supply of Incident Log	Request for disclosure of information from regulatory or governing body	£36.63	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged
Supply of PNC Convictions Report	Request for disclosure of information from regulatory or governing body	£35.89	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged
Supply of Caution Certificate	Request for disclosure of information from regulatory or governing body	£23.54	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged
Domestic Violence Report	Request for disclosure of information from regulatory or governing body	£54.09	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged
Supply of Occurrence Summary Report	Request for disclosure of information from regulatory or governing body	£18.10	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.



## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
Supply of Custody Record	Request for disclosure of information from regulatory or governing body	£18.10	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged
<b>Overseas Visitors</b>			
Nominal Registration	For citizens of countries in the registration scheme	£34.00	Per registration including spouses, dependants and replacements.
Fingerprints	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc. - First set	£84.00	For visa application: applications for employment in a securities industry or overseas appointment; personal identification purposes etc.
Fingerprints	As above - each subsequent set	£42.05	
<b>Payroll Administration</b>			
All wage and salary related costs.	For paying salaries of non-Mayor's Office for Policing and Crime (MOPAC) personnel	Full Cost	Comprises Full Cost + ERNIC + Employers Pension Contributions.
Administration Fee		£17.95	
<b>Pedlars' Certificates (Variation of Fee) Order 1985</b>			
Grant of Certificate	On grant of a pedlar's certificate	£12.25	Per certificate. Pedlars' Certificates (Variation of Fee) Order 1985.
<b>Seconded Officers</b>			
All wage and salary related costs.	Recovery of salary related costs for Officers and Staff seconded to external organisations.	Full Cost	Full Cost + ERNIC + Employer's Pension Contribution Rate (24.2% of Police Officer Basic Pay, London Weighting and Competency Related Threshold Payments). NB VAT must be added to the sum of Police Staff wage and salary costs and the Administration Charge.

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
Administration Charge - Police Officer	Monthly charge	£295.32	Per Police Officer per month. <b>Note:</b> Where there is a simple secondment to another UK Police Force the Business Group Head has the flexibility to reduce the charge down to £50 per month.
Administration Charge - Police Staff	Monthly charge.	£233.51	Per Police Staff per month (plus VAT). <b>Note:</b> Where there is a simple secondment to another UK Police Force the Business Group Head has the flexibility to reduce the charge down to £50 per month (plus VAT).

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
<b>Defence Examination in Criminal Matters</b>			
Provision of documentation to Defence expert and for allowing the expert access to MPS premises, equipment and staff		Various hourly rates (see below)	
Supply of papers / exhibits / information / material to the Investigator or Prosecutor, which the Prosecutor decides meets the tests for disclosure as unused material, in the Criminal Procedure and Investigations Act 1996		No Charge	
Provision of scientific case files, notes, etc., not requiring reporting scientist expert supervision (soft or hard copy).		£50.00	
Provision of scientific case files, notes, etc., which require reporting scientist expert supervision (soft or hard copy).		£72.00	
Provision of specialist electronic data files (usually related to DNA samples, electropherograms etc.) and requiring reporting scientist expert supervision.		£72.00	
Case File Only reviews at prosecution laboratory premises (including 30 minutes of Reporting Scientist time if needed).		No Charge	
Additional Reporting Scientist time associated with Case File Only reviews		£72.00	
Charges for the use of Laboratory facilities (non-DNA clean) including basic consumables, PPE & supervision where needed.		£60.00	
Charges for the use of Laboratory facilities (DNA clean) including basic consumables, PPE, elimination/ contamination sampling & supervision where needed		£72.00	
Charges for the use of Specialist Laboratory facilities & equipment (such as Firearms Ranges, Toxicology/Drugs analysing, Fire examination, DNA profiling etc) including basic consumables, PPE & supervision where needed.		£120.00	
<b>Firearm Certificates – Effective from 6<sup>th</sup> April 2015</b>			
Issue	On grant of a firearms certificate	£88.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	On renewal of a firearms certificate	£62.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Variation	Variation where number of weapons is Increased	£20.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Replacement	On replacement of lost or destroyed certificate	£4.00	As detailed in the Firearms (Variation of Fees) Order 2015.

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
Table 1 or 2 full	Reissue because Table 1 or 2 full	No charge	As detailed in the Firearms (Variation of Fees) Order 2015.
<b>Shotgun Certificates – New rates effective from 6 April 2015</b>			
Issue	On grant of a shotgun certificate	£79.50	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	On renewal of a shotgun certificate	£49.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Replacement	On replacement of a shotgun certificate	£4.00	As detailed in the Firearms (Variation of Fees) Order 2015.
<b>Museum (Firearms Amendment Act 1988)</b>			
Issue	On grant of a museum licence	£200.00	As detailed in the Museum (Firearms Amendment Act 1988)
Renewal	On renewal of a museum licence	£200.00	As detailed in the Museum (Firearms Amendment Act 1988)
Extension	On extension to additional premises	£75.00	As detailed in the Museum (Firearms Amendment Act 1988)
<b>Firearms Dealers – New rates effective from 6 April 2015</b>			
Issue	Certificate of Registration	£200.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	Renewal of certificate	£200.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Fairs & Exhibitions	In respect of game and table fairs and exhibitions	£13.00	As detailed in the Firearms (Variation of Fees) Order 2015.
<b>Visitors Permit (Shotgun &amp; Firearm) – New rates effective from 6 April 2015</b>			
Issue Unit	On the grant of a visitors permit	£20.00	Per permit. As detailed in the Firearms (Variation of Fees) Order 2015.

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
Issue Group	On the grant of a group visitors permit (6 or more)	£100.00	Per permit. As detailed in the Firearms (Variation of Fees) Order 2015.
<b>Coterminous Certificate (Shotgun &amp; Firearm) – New rates effective from 6 April 2015</b>			
Discount	Reduced charge for shotgun certificate	N/A	
Issued	Granted at the same time	£90.00	As detailed in the Firearms (Variation of Fees) order 2015
Renewed	Renewed at the same time	£65.00	As detailed in the Firearms (Variation of Fees) order 2015
<b>Vehicle Removals (as per the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008) and HGV Re-Enabling</b>			
Removal	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988.	Various (as per 2008 regulation)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type, weight, condition and position at the time of removal.
Storage	Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988.	Various (as per 2008 regulation)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.
Disposal	Disposal of vehicle in contravention of RTRA 1984.	Various (as per 2008 regulation)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.
HGV Re-Enabling	Re-enabling an immobilised HGV following a contravention	£80.00	As detailed in the Statutory Instrument 2009 No 493 (Road Traffic)

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

Item	Detail	Amount	Conditions
<b>Freedom of Information Act 2000</b>			
Prescribed Costs	Where processing of FOI request (e.g. locating, extracting, redacting) exceeds 18 hours. Cost is for labour per hour.	£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: The MPS is <b>NOT</b> obliged to supply information where prescribed cost is estimated to be above £450.00. Consult the Digital Policing Information Rights Unit for further guidance in these cases.
Disbursement Costs	Additional cost (above £20.00) to provide information e.g. printing, photocopying or postage.	Full Cost	Additional cost incurred (above £20.00) such as printing, photocopying or postage.
<b>Housing Home Office Immigration Enforcement (HOIE) Detainees</b>			
Housing HOIE detainees in MPS custody suites	First hour	£33.41	As per the National Framework Agreement between NPCC and HOIE
	Additional hourly rate	£23.32	For each additional hour's detention subsequent to the first hour.
	Constant watch per hour	£21.37	Per hour
<b>Intellectual Property Charges</b>			
			Basic Price* (excluding VAT)
Trademarks	UK only		£1,026.00
	Worldwide		£1,539.00
Copyright, Photographs, Books/Print	Editorial		£45.14
	Cover		£199.04
Copyright, Photographs, Television	Standard		£92.34
	Other broadcasting e.g. online		£61.56

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt **MUST** be issued.

## General Fees and Charges Schedule 2019/20

Copyright - Videos		All purposes	£513.00
Copyright – Logos and Crests		UK only	£1,026.00
		Worldwide	£1,539.00
Material supply – Photographic copies, posters or other graphics			£41.04
Technical Interviews	Standard	Based on hourly rate – 4 minimum	£1026.00
	Technical, specialist or rate resources	Based on hourly rate – 4 minimum	£1,539.00
Name Checks		Per name checked	£10.26
		Administration charge per 20 names (or part thereof) checked	£20.52
Administrative – Invoice request	Invoice request – where an invoice will not normally be prepared		£63.54

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

## General Fees and Charges Schedule 2019/20

### Glossary

ACPO	Association of Chief Police Officers
CRB	Collision Report Book
EAB	Evidence and Actions Book
ERNIC	Earnings Related National Insurance Contributions
HOIE	Home Office Immigration Enforcement
MOPAC	Mayor's Office for Policing and Crime
MPS	Metropolitan Police Service
NPCC	National Police Chiefs Council
NOS	Notifiable Occupation Scheme
PPE	Personal Protective Equipment
PRA	Police Reform Act
RTA	Road Traffic Act
RTRA	Road Traffic Regulation Act
VAT	Value Added Tax

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.