

General Fees and Charges 2024/25



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Title	MPS General Fees and Charges 2024/25
Version 1	
Summary	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)OCU or Unit, Directorate	Finance Services
Author	Faizi Ainsworth
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Item	Detail	Amount	Conditions
Accident reports			
Copy of Collision Report	Incident and Collision Report Books	£202.90	Up to 30 pages of a single EAB, CRB & Collision Report.
Copy of Accident Report - Additional Pages	Report in excess of 30 pages per incident	£5.70	Per A4 sheet: Maximum of 2 additional pages from the same single EAB, CRB or Collision Report above 30 pages on each A4 sheet.
Copy of Self Reporting/minor accident form	Provision of copy of self-reporting/minor accident report	£48.00	Per report. Cost of providing copies to third parties, other than the person who completes the form.
Technical report	Forensic Collision Investigator – Technical report	£529.00	Per report. Cost of providing copies to third parties, other than the person who completes the form.
Reconstruction video	Forensic Collision Investigator – Reconstruction video	£105.50	
Rough data	Copy of rough data per page	£35.50	Cost per page.
Plan	Copy of Plan (other than in Collision report)	£53.00	Per plan.
Forensic Collision Investigator/ Forensic Vehicle Examiner - Vehicle Examination Report (unless provided as full extract)	Vehicle Examination Report (unless provided as full extract)	£87.90	
Information/record search		£30.40	
Forensic Collision Investigator – ad hoc requested services		Per hour +£65.60	

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Item	Detail	Amount	Conditions
Specialist Report – (CCTV/Tachograph/Vehicle download) if separate		£92.10	
External Expert Report – Requested by force		£82.10	
External Expert Report – Requested by external party		Cost +£82.10	
Copies of Photographs			
From Digital camera (per disc)		£36.30	
From digital camera contact sheet (digital)		£36.30	
Curated photo sets (per 10 digital photos or part thereof)		£71.60	
Video footage	Police (handheld, drone, vehicle mounted or body worn video). Per hour rate for reviewing and redaction.	Per hour +£36.30	
3D Virtual World - Simulations / Fly Throughs – Already prepared		£35.70	
3D Virtual World - Simulations / Fly Throughs – Requested		Per hour +£35.70	

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Item	Detail	Amount	Conditions
Dashcam, drone or CCTV footage – Public/Private		£36.30	
Digital Data			
Laser scan data – Raw		£75.20	
Laser scan data – Registered/Point cloud		£75.20	
Skid test and Survey data – Raw		£31.70	
Skid test and Survey Data - Registered		£31.70	
Video recording aligned to digital mapping/survey data		£75.20	
Vehicle digital data download - IDR/Blackbox/tachograph/Infotainment (per item)		£75.20	
Copies of Statements – other than in booklets			
Copy of Statement (Up to 3 pages)	Statement (including typed).	£52.60	The charge is limited to a maximum of 3 pages per statement.
Copy of additional pages (per page)		£5.80	

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Item	Detail	Amount	Conditions
Witness Statements	Copy of existing witness statement (witness does agree to disclosure of personal details)	£55.85	Per statement.
Witness Statements	Copy of witness statement (witness does not to disclosure of personal details)	£74.70	Per statement.
Audio Tapes	Audio Tapes	£105.80	Cost per tape.
	Provision for CJS	£57.00	
Video Tapes & DVDs	Video tapes and DVDs	£105.50	Cost per video tape and DVD. This includes copy documentation and details from CCTV footage in Custody Suites and Identification Parades.
CDs/DVDs	CDs/DVDs	£34.00	
Searches			
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£48.00	Per Form 517 (Particulars of Accident as recorded by Police).
Cancellation Charges			
Prior to Search	Cancelled prior to search commencing	No charge	Refund any fee paid.
Prior to Dispatch	If search is made prior to cancellation	£48.00	Per item searched for. This represents the cost of searching for and copying the document prior to cancellation of the request.

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Item	Detail	Amount	Conditions
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee as all costs have been incurred.
Charges for Civil Cases			
Statements	Request for a statement to be written by a Police Officer.	£207.80	Per statement.
Interview	Interview with member of the Metropolitan Police Service in a Civil Case	£207.80	Per interview.
Witness Allowance	Attendance at court in Civil Actions (Less than 4 hours)	£52.00	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)	£103.80	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.
Alarms			
Registration	Registration by Central alarms	£66.72	Per alarm (includes VAT).
Subject Access (Data protection)			
Search	Data protection / criminal record search	No longer charged	

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Item	Detail	Amount	Conditions
National Guidance on Data Sharing for NPCC in respect of Association of British Insurers (ABI)			
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	£158.90	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 E	Request for information held by police where there is evidence to suspect a fraudulent insurance claim (Schedule 2) (Guidance App E)	No charge	
Para 4.5	Interview with a Police Officer (per officer)	£177.70	In respect of each interview with a Police Officer as specified under Paragraph 4.5 of the NPCC guidelines. Charge per Officer per interview.

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Item	Detail	Amount	Conditions
Requests for Disclosure of Information for intended or ongoing Family Proceedings			
Request for Information	Request for disclosure of information from a regulatory or governing body in public law matters.	£0	<p>Under the Common Law Police Disclosure Scheme, forces have an obligation to disclose certain information. Initial disclosure to regulatory or governing bodies 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>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 in total.</p>
Request for Information	Request for disclosure of additional information from a regulatory or governing body in public law matters - initial 2 hours work.	£111.70	The regulatory or governing body may request additional copies of the disclosure made or information which has not been generated as part of the criminal matter, and this will be subject to a charge.
Request for Information	Request for disclosure of additional information from a regulatory or governing body in public law matters – charge for each subsequent hour's work after the initial 2 hour period.	£37.50	The regulatory or governing body may request additional copies of the disclosure made or information which has not been generated as part of the criminal matter, and this will be subject to a charge. The majority of these requests will take no more than 2 hours to complete. Any requests that take longer than 2 hours for retrieval of information will incur further costs at the hourly rate shown.

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Item	Detail	Amount	Conditions
Request for Information	Request for disclosure of information from solicitors or litigants in private law matters – initial 2 hours work	£111.70	Solicitors or litigants may make requests for information to be disclosed in relation to private law matters. This charge will be made for retrieval of information.
Request for Information	Request for disclosure of information from solicitors or litigants in private law matters – charge for each subsequent hour's work after the initial 2 hour period.	£37.50	The majority of these requests will take no more than 2 hours to complete. Any requests that take longer than 2 hours for retrieval of information will incur further costs at the hourly rate shown.
Request for Information	Request for disclosure of information from solicitors or litigants where the costs are to be split	£70.00	In cases where the costs are to be split the first invoice will not incur a charge however every additional invoice will be charged at the rate shown. This is to cover the cost incurred by the MPS when raising multiple invoices.
Witness Allowance	Witness Allowance (less than 4 hours)	£52.00	For attendance at family court, 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	Witness Allowance (more than 4 hours.)	£103.80	For attendance at family court, 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.
Cancellation Charges			
Prior to Search	Cancelled prior to search commencing	No Charge	No charge will be applied.

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Item	Detail	Amount	Conditions
Prior to Dispatch	If search is made prior to cancellation	£111.70	Charge is calculated based on the rate used for the initial 2 hours work.
Documents Processed	If search is made and documents ready for dispatch	Full Fee	Full Fee as all costs have been incurred.
Other Common Items			
Supply of Domestic Violence Report	Request for disclosure of information from regulatory or governing body	£67.30	Per document
Supply of Crime Report	Request for disclosure of information from regulatory or governing body	£112.00	Per document
Supply of MG5 Report	Request for disclosure of information from regulatory or governing body	£44.70	Per document
Supply of MG3 Report	Request for disclosure of information from regulatory or governing body	£44.70	Per document
Supply of Incident Log	Request for disclosure of information from regulatory or governing body	£45.50	Per document
Supply of PNC Convictions Report	Request for disclosure of information from regulatory or governing body	£44.70	Per document
Supply of Caution Certificate	Request for disclosure of information from regulatory or governing body	£29.20	Per document

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Item	Detail	Amount	Conditions
Supply of Occurrence Summary Report	Request for disclosure of information from regulatory or governing body	£22.60	Per document
Supply of Custody Record	Request for disclosure of information from regulatory or governing body	£22.50	Per document
Fingerprints			
Fingerprints	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc. - First set	£104.80 plus VAT for applicable countries	For visa application: applications for employment in a securities industry or overseas appointment; personal identification purposes etc.
Fingerprints	As above - each subsequent set	£52.50 plus VAT for applicable countries	
Payroll Administration			
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		£22.50 plus VAT	Per person per month
Pedlars' Certificates (Variation of Fee) Order 1985			
Grant of Certificate	On grant of a pedlar's certificate	£12.25	Per certificate. Pedlars' Certificates (Variation of Fee) Order 1985.
Seconded Officers			
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 (31% 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.

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Item	Detail	Amount	Conditions
Administration Charge - Police Officer	Monthly charge	£306	Per Police Officer per month. Note: 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.	£306	Per Police Staff per month (plus VAT). Note: 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).

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Item	Detail	Amount	Conditions
Defence Examination in Criminal Matters			
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 Investigation Act 1996.	No Charge	The Fees below are in accordance with the Guidance on Forensic Science Charges in Criminal Matters published by the Legal Aid Agency and agreed with the Crown Prosecution Service
Provision of scientific case files, notes etc., (soft or hard copy)	Where there is no requirement for reporting scientist expert supervision	£250.00	Per pack
	Where reporting scientist expert supervision is required	£18.40-£72.00	Per hour of scientist expert supervision
Provision of specialist electronic data files (usually related to DNA samples and electropherograms etc)	Where reporting scientist expert supervision is required	£18.40-£72.00	Per hour of scientist expert supervision
Case file only reviews at prosecution laboratory premises	Including up to 30 minutes of reporting scientist time if needed	No Charge	Up to 30 minutes of reporting scientist time
	Additional reporting scientist time associated with case file only reviews	£18.40-£72.00	Per hour of reporting scientist time in excess of the first 30 minutes (for which there is no charge)
Use of laboratory facilities (non DNA clean)	Including basic consumables, PPE and supervision where needed	£60.00	Per hour
Use of laboratory facilities (DNA clean)	Including basic consumables, PPE, elimination/contamination sampling and supervision where needed	£72.00	Per hour

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Item	Detail	Amount	Conditions
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	£120.00	Per hour
Firearm Certificates – Effective from 6th April 2015			
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.
Table 1 or 2 full	Reissue because Table 1 or 2 full	No charge	As detailed in the Firearms (Variation of Fees) Order 2015.
Shotgun Certificates – New rates effective from 6 April 2015			
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.
Museum (Firearms Amendment Act 1988)			
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)

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Item	Detail	Amount	Conditions
Extension	On extension to additional premises	£75.00	As detailed in the Museum (Firearms Amendment Act 1988)
Firearms Dealers – New rates effective from 6 April 2015			
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.
Visitors Permit (Shotgun & Firearm) – New rates effective from 6 April 2015			
Issue Unit	On the grant of a visitors permit	£20.00	Per permit. As detailed in the Firearms (Variation of Fees) Order 2015.
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.
Coterminous Certificate (Shotgun & Firearm) – New rates effective from 6 April 2015			
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
Vehicle Removals (as per the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008) and HGV Re-Enabling			
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.

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Item	Detail	Amount	Conditions
HGV Re-Enabling	Re-enabling an immobilised HGV following a contravention	£80.00	As detailed in the Statutory Instrument 2009 No 493 (Road Traffic)
Freedom of Information Act 2000			
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 NOT 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.
Housing HOIE and HMPPS Detainees			
Housing HOIE detainees in MPS custody suites	First hour – Immigration only	£64.52	As per the National Framework Agreement between NPCC and HOIE
	First hour – crime and immigration		
	Additional hourly rate	£34.13	For each additional hour's detention subsequent to the first hour.
	Constant watch per hour	£59.75	Per hour in addition to hourly rate
Housing HMPPS detainees in MPS custody suites	First hour	£47.87	As per the National Framework Agreement between NPCC and HMPPS
	Additional hourly rate	£29.43	For each additional hour's detention subsequent to the first hour.
	Constant watch per hour	£59.75	Per hour in addition to hourly rate

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Intellectual Property Charges			Basic Price (excluding VAT)
Trademarks		Per trademark licence	£1,400
Copyright, Photographs, Books/Print		In respect of licensing use of MPS copyrighted photographs. Price per photograph/resource.	£65
Copyright, Photographs, Television		In respect of licensing use of MPS copyrighted photographs. Price per photograph/resource.	£120
Copyright – Videos (per each 15 seconds used)		Per each 15 seconds used	£120
Copyright – Logos and Crests		Per logo used	£1,400
Material supply – Photographic copies, posters or other graphics		Per resource used	£65
Technical Interviews	Standard	Variable based on rank + 20%	Hourly rate
	Technical, specialist or rate resources	Variable based on rank + 20%	
Name Checks		Per name checked	£11

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	Administration charge per 20 names (or part thereof) checked	£40
Administrative Charges		
Administrative – Invoice request	Invoice request – where an invoice will not normally be prepared	£70.00

Glossary

CRB	Collision Report Book
EAB	Evidence and Actions Book
ERNIC	Earnings Related National Insurance Contributions
HOIE	Home Office Immigration Enforcement
HMPPS	Her Majesty's Prison and Probation Service
MOPAC	Mayor's Office for Policing and Crime
MPS	Metropolitan Police Service
NPCC	National Police Chiefs Council
PPE	Personal Protective Equipment
VAT	Value Added Tax

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