



**Sussex
Police & Crime
Commissioner**

**Surrey
PCC**

THE POLICE AND CRIME COMMISSIONER

Fees and Charges for the Supply of Goods & Services

2021-2022

Applicable from April 2021 to March 2022



**Surrey & Sussex
Policing Together**

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NOT PROTECTIVELY MARKED

NPCC ADVISED CHARGES

The following tables list the NPCC recommended charges for common items provided by forces in England, Wales and Northern Ireland

ACCIDENT REPORTS

CHARGE	Revised 2021/22 £
Copy of Accident Report (full extract up to 30 pages)	101.30
Additional Pages for same incident (per page)	4.50
Limited Particulars (RT Act details)	36.00
Copy of self-reporting/minor accident form	36.00
Fatals – Accident Investigation report	434.70
Fatals – Reconstruction video	86.70
Rough Data (per page)	28.90
Copy of Scale plan - other than in collision report	43.60
Copy of Police vehicle examination report (unless provided as full extract)	72.20
Copy of Collision Reconstruction Report (unless provided as full extract)	72.20
Copy of Collision Reconstruction Report (unless provided as full extract) per page (max £50)	4.50

PHOTOGRAPHS

CHARGE	Revised 2021/22 £
Copy of Photograph (first photo)	28.90
Copy of Photograph (Each subsequent photograph)	3.30
A4 Index Sheet – Digital	21.30
From Digital Camera (per disc)	21.30

NOT PROTECTIVELY MARKED

STATEMENTS – OTHER THAN IN BOOKLETS

CHARGE	Revised 2021/22 £
Copy of Statements (up to 3 pages)	37.20
Copy of Statements (additional pages)	4.50
Copy of Witness Statement (witness agrees to disclosure of personal details)	43.60
Copy of Witness Statement (witness not agreeing to disclosure of personal details)	57.50
Interview with Police Officer (per officer)	146.00
Request for Statement to be written by Police Officer	146.00
Copy of PIC Sheets (2nd copy)	28.90
Copy of Interview Record (only where prepared during investigative process)	57.90
Copy of audio tape	86.90
Copy of video tape	86.70
Copy of CD/DVD	21.00
Copy of audio tapes (provision for CJS)	36.00
Cancellation Charges	
Abortive Search	35.70
Aborted Search – prior to search	0.00
Aborted Search – post search	35.70
Aborted Search – post search & prior to dispatch	86.00

FINGERPRINTING

CHARGE	Revised 2021/22 £
One set	81.60
Additional set thereafter (each)	40.80

OTHER REQUESTS FOR INFORMATION

CHARGE	Revised 2021/22 £
Request for Disclosure of Information, not covered by other Memorandums of Understanding, statutory, judicial or other NPCC agreements (up to two hours).	91.80
Request for Disclosure of Information, additional hours (hours or part thereof in excess of two hours)	30.80

NPCC CHARGES AND ASSOCIATION OF BRITISH INSURERS

CHARGE	Revised 2021/22 £
Request (crime/lost property number etc) – MOU App D (a)	30.80
Request (In response to specific questions) – MOU App D(b)	130.60
Interview with Police Officer (per Officer) – MOU Para 4.5	146.00
<p>Police Forces will supply information regarding reported crime/loss of property where the insurer has a specific reason to check the related claim. Specific details regarding the services and charges are listed in the Memorandum of Understanding (MOU) between National Policing and the Association of British Insurers. Charges for services provided under this MOU will incur standard charges listed elsewhere in this handbook and HMRC has instructed is to be considered outside the scope of VAT.</p> <p>Expedited requests incur the appropriate fee for details requested and will require any overtime necessary at current rates to produce the information in the required timescale (if possible). Any requests for interviews or statements from Police Officers/Staff will incur standard charges listed elsewhere in this handbook.</p> <p>(All requests under the ABI MOU are subject to VAT at the then current rate.)</p>	

OTHER REGULAR ITEMS

CHARGE	Revised 2021/22 £
Crime Report	92.00
MG5	36.70
MG3	36.70
Incident Log	37.40
PNC Convictions	36.70
Caution Certificate	24.00
Domestic Violence Report	55.30
Occurrence Summary	18.60
Custody Record	18.50
<p>Where not otherwise stated or subject to an NPCC Memorandum of Understanding, the following charges will apply, as recommended by NPCC Guidelines.</p>	

NPCC CHARGES FOR ALARM REGISTRATIONS

The following NPCC approved charging structure is adopted by all police forces seeking to recover administration costs in respect of registration of security systems which terminate at a recognised Alarm Receiving Centre (ARC), Remote Video Response Centre (RVRC) for CCTV and System Operating Centre (SOC) for vehicle tracking. The administration fee is payable for:

- New Unique Reference Number (URN) applications
- New occupiers/owners of premises taking over existing security systems
- Existing user changing security company

Where a security company cancels a URN, a period of 28 days grace should be given to allow another security company to take over the URN. Where a security company applies to take over a URN from an existing company and/or Maintenance Contract, they may do so supported by the customer's authority. The administration fee is not applicable when:

- A security company takes over another security company.
- A security company ceases to trade and another company takes over the URNs within 28 days
- Premises change name only. (Evidence will be required to ensure it is a change of name only and not change of owner/user).

Panic Attack Alarms will be issued with a separate URN and as such, generate an additional charge.

CHARGE	Revised 2021/22 £
Intruder Alarm Registration Fee	45.66
Panic Attack Alarm Registration Fee	45.66

A reduced administration fee is applicable when a company has two URNs (Intruder & Personal Attack/Hold-up) and:

- The company is taken over or
- The premises are taken over or
- The company changes security company supplier (as long as the previous security company does not cancel the URNs immediately).

CHARGE	Revised 2021/22 £
Reduced combined Intruder / Personal Attack/Hold Up Alarm Registration Fee	90.00

For Lone Worker Devices (LWDs), The ARC may apply to the relevant police force for a URN, if the conditions of the NPCC Police Response to Security Systems (Police Requirements for Lone Worker Services) are complied with. The cost of the URN will depend on the number of systems monitored, as detailed in the table below.

CHARGE	RATE PER ANNUM £
Under 10,000 LWDs	55.17
10,000 to 50,000 LWDs	82.76
Above 50,000 LWDs	110.35
CAT 5 Vehicle Tracking SOCs	55.17

All charges for URNs will attract VAT at the standard rate.

NOT PROTECTIVELY MARKED

HOME OFFICE ADVISED CHARGES

FIREARMS LICENSING

HOME OFFICE CHARGES		Statutory Charges £
Firearms Certificate (FAC)		
Grant (Form 201)		88.00
Renewal (Form 201)		62.00
Variation – one for one (Form 202)		0.00
Variation (not like for like) (Form 202)		20.00
Replacement		4.00
Visitors Permit (individual {1 to5} per person) (Form 107)		20.00
Visitors Permit (Group {6 to 20}) (Form 107)		100.00
Shotgun Certificate (SGC)		
Grant (Form 201)		79.50
Renewal (Form 201)		49.00
Replacement		4.00
Shotgun Certificate Grant (Co-Terminus with FAC) (Form 201)		90.00
Shotgun Certificate Renewal (Co-Terminus with FAC)		65.00
Registered Firearms Dealer		
Grant (Form 116)		200.00
Renewal (Form 116)		200.00
Explosives		
(COER & MSER) Explosives Certificate, Manufacturing Licenses/Registration and variations thereof		Please contact for specific details
Extract from Explosives Registers		10.00
Firearms Museum License		200.00
Extension to additional premises		75.00
Home Office Club Approval		84.00
Game Fairs		13.00

HOME OFFICE OTHER CHARGES

CHARGES	Revised 2021/22 £
Alien's Certificate	34.00
Peddler's Certificate	12.25

PHOTOCOPYING

Surrey and Sussex forces do not allow the use of photocopiers or other office/IT equipment for private purposes.

SPEED SURVEY CHARGES

Forces may provide information which assists other authorities, organisations and individuals to review traffic patterns. The services involve resources such as staff and speed indication/capture device deployment and reporting. The following charges have been established based upon standard NPCC/APPCs Guidelines on Charging for Special Police Services.

DEPLOYMENT TOOL	SINGLE DEPLOYMENT (7 DAY UNIT COST)	CO-LOCATED (7 DAY UNIT COST)
Speed Indication Device (per unit)	£51.70	£51.70
Speed Data Capture (per unit)	£378.90	£189.50
Vehicle Activated Sign (per unit)	£304.20	£112.20

Charges for co-located devices are abated when they can be deployed at the same time as another unit, thus saving multi-journey expenditure(s).

If Traffic Management Officers are required for special purposes not listed above, they will be charged at the then current hourly rate on delivery of the service, as detailed under NPCC/APPCs Guidelines on Charging for Special Police Services.

All charges for Traffic Management services will attract VAT at the then current rate and may be subject to local abatement.

FILMING

CHARGE	Revised 2021/22 £
Premises Charges – proportional to the premises required	Minimum £168.30 per Hour
Supervising Officers – See section on Cost Recovery and Special Police Services for individual hourly costs	Cost Recovery Rates

If the filming organisation requests the use of a Force crest, this will be negotiated on an individual basis, subject to further charges and appropriate vetting undertaken.

IDENTITY CHECKING SERVICE

Identity checking is a service for members of the public requiring photocopies of identity documents certified as being a true likeness of the original.

CHARGE	Revised 2021/22 £
Maximum 3 original documents against photocopies and certify each photocopy as a true likeness of the original document	8.90

CIVIL COURTS & TRIBUNALS

The following charges are made at a flat rate, as recommended within NPCC/APA Guidance on Charging for Police Services.

CHARGE	FLAT RATE £
Interview with a Police Officer (per officer)	146.00
Statement to be written by a Police Officer	146.00

In addition to the above 'flat rate' charges, hourly rates apply for attendance requirements (subject to premiums listed in Cost Recovery, for short notice, unsociable hours and national holiday working) and listed below.

Police Officers

CHARGE	SURREY HOURLY RATE £	SUSSEX HOURLY RATE £
Attendance at Civil Court/Tribunal:		
Chief Superintendent	121.41	119.10
Superintendent	104.89	99.76
Chief Inspector	86.31	84.30
Inspector	82.31	79.28
Sergeant	84.61	81.76
Constable	69.11	67.14
PCSO	48.59	53.24
Service of Subpoena	21.80	21.80
Minimum period of hire is 4 hours		

EXAMINATION OF COMPUTERS/MEDIA STORAGE DEVICES

The examination of the above devices will be charged at £78.50 per hour.

CLPD (PREVIOUSLY NOTIFIABLE OCCUPATIONS)

CHARGE	Revised 2021/22 £
CLPD Initial Disclosure	No Charge
CLPD Additional Information (First two hour period)	No Charge
CLPD Additional Information (Hours or part thereof in excess of two hours)	28.00

Requests are received and managed by Information Governance departments.

REQUESTS FOR SERVICES NOT LISTED ELSEWHERE

If the force receives a request to provide a service which is not listed in the current Fees and Charges Handbook and there is no existing current guidance, the following general charge calculation should be used:

- Cost of Officer / Staff time using Full Economic Cost Recovery rates (specified in the Cost Recovery and Special Police Services section of this document);
- Plus a charge for the service/goods being provided;
- Plus a 5% Administration charge (to a minimum of £10) to cover the issuance and processing of any invoice and payment.

Any such charge may be subject to VAT at the appropriate rate(s).

If further guidance is required regarding an unlisted service, please contact the Joint Finance Service Team by email/phone:

Force	Contact Details
Surrey Police	01273 404183 Ext 544208 JointFinance.Service@sussex.pnn.police.uk
Sussex Police	01273 404183 Ext 544208 JointFinance.Service@sussex.pnn.police.uk

COST RECOVERY AND SPECIAL POLICE SERVICES

Police forces will take steps to maximise force income through the pursuit of cost recovery activities when it is in the interests of the force and their communities to do so. The charging formulae for police services is based upon the NPCC nationally recommended cost recovery mechanisms, as updated from time to time.

The current charges for uniformed officers and frequently requested staff grades are illustrated below. Costs for other Police Officer and Police Staff grades are available on request. Charges for Police Staff will attract VAT at the current rate and all rates may be subject to charging uplifts for national holiday or unsociable hours.

Uniform and CID	Surrey Hourly Rate £	Sussex Hourly Rate £
Chief Superintendent	121.41	119.10
Superintendent	104.89	99.76
Chief Inspector	86.31	84.30
Inspector	82.31	79.28
Sergeant	84.61	81.76
Constable	69.11	67.14
PCSO	48.59	53.24

Short Notice Additional Premium	Surrey Hourly Rate £	Sussex Hourly Rate £
Constable (less than 5 days notice)	8.75	8.92
Sergeant (less than 5 days notice)	11.28	11.32
Constable (public holiday rate)	26.24	26.77
Sergeant (public holiday rate)	33.85	33.96

Surrey Rank	Surrey Hourly Rate £	Sussex Rank	Sussex Hourly Rate £
B	33.42	SPA5	32.18
C	34.90	SPA6	35.60
D	38.50	SPA7	37.21
E	41.08	SPA8	40.42
F	45.16	SPA9	43.67
G	49.36	SPA10	52.28
H	56.84	SPA11	58.73
Controller/SOCO	62.54	Controller/SOCO	61.55
Band 2	54.04	M1	51.27
Band 1	79.48	M2	56.83

COST RECOVERY AND SPECIAL POLICE SERVICES (Continued)

If a request for Special Police Services is received such that 15 days' notice cannot be provided to officers and/or staff, a premium will be applied equal to the cost of providing officers at short notice. If a request is made for officers and/or staff on a public holiday, then the appropriate addition will be made to the hourly rate.

The Chief Constable may provide percentage abatements to the above charges, depending on the type of event and other contributing factors. The NPCC charging evaluation method is used to establish the abatement, if any.

(Police forces use the Special Police Services Charging Evaluation to establish which type of charging base to use. By default, Full Economic Cost Recovery should be used).

The officers of the Special Constabulary are volunteers and normally assigned to specific duties. If Police forces deploy Special Constabulary Officers to satisfy a request for service, these officers will be charged at 50% of the current Police Constable charge.

A minimum charge period of four hours applies.

Applications to the Chief Constable should be made on an appropriate force form and if the cost exceeds £2,500, a formal agreement between the local policing body and the requesting party will be required. Forces may choose to require payment before delivery of the requested service(s), if deemed appropriate.

ACRO POLICE CERTIFICATES FOR VISA PURPOSES

Individuals requiring Police Certificates for the purpose of visa applications, work permits or residence in Australia, Canada, New Zealand and the United States of America should obtain an application form from this website. http://www.acpo.police.uk/police_certificates.aspx

ACRO offer two services; standard and a fast track service designed to cater for those wishing to obtain a Visa quickly. The turn-around time from successful receipt of the application to dispatch of the certificate is ten and two working days respectively.

Uniform and CID	Revised 2021 £
Standard fee – 12 working days (to 31 st December 2021)	55.00
Fast Track fee – 4 working days (to 31 st December 2021)	95.00

Fees should be enclosed with the application form to ACRO and made payable to HPA.

Please note that this Certificate is processed entirely by the NPCC Criminal Records Office (ACRO). All submissions and enquiries relating to this process should be directed to ACRO, who can be contacted as follows:

Website: <https://www.acro.police.uk>

E-mail: customer.services@acro.pnn.police.uk

Address: ACRO, PO Box 481, Fareham, Hampshire, PO14 9FS

This process is not managed by local Police forces and if there are specific enquiries in respect of this form, please contact ACRO on the number above.

FREEDOM OF INFORMATION ACT FEES

CHARGE	Revised 2021/22 £
Photocopy image (per side) A4	0.15
Photocopy image (per side) A3	0.30
CD / DVD data disk	20.90
Postage	At cost ¹
Packing	At cost
Video Tape	83.80
Other media and specific external services to deliver request	At cost

Police forces can charge for disbursements in all cases, regardless of whether charges are being made for marginal cost of a request (greater than £450 limit).

Fees Notices

Where the cost of the request will exceed the £450 limit, Police forces will send a fees notice to the requestor. This will be within a maximum of 20 days. The requestor will then have 3 calendar months to meet the fees notice so that the request will be processed. Fees are not subject to VAT.

Related Requests

Where an individual Police force receives more than one request for information from one individual, or a group of individuals who appear to be working as part of a campaign, the estimated cost for complying with one of the requests can be taken to be the aggregated cost of complying with all the requests, as long as the requests are received within 60 working days of each other i.e. the £450 test is compared against the amount it would cost to comply with all requests.

Further information about the police actions under the Freedom of Information Act 2000 can be found in the NPCC Freedom of Information Manual.

DATA PROTECTION ACT FEES

The Data Protection Act 2018 –allows individuals to obtain personal information.

Schedule 2, Part 1, Paragraph 5 of the Data Protection Act also allows for information to be disclosed if it is required by law or made in connection with legal proceedings, for the purpose of obtaining legal advice or is otherwise necessary for the purposes of establishing, exercising or defending legal rights. There is no statutory obligation to release information requested under this section of the DPA, thus disclosure elicits a non-refundable administrative fee.

CHARGE	Revised 2021/22 £
Data Protection Act – Request for information under Schedule 2, Part 1, Paragraph 5	89.10

¹ Postage will be charged at cost, as per Royal Mail current charges at the date of posting information, depending on requested delivery method required.

ACCESS TO HEALTH RECORDS UNDER THE DATA PROTECTION ACT

Any request for access to such Health Records held by Police forces should be made in writing to Information Governance and include the patient signature authorising the consent for disclosure. The maximum charge that may be made for complying with a subject access request to health records held in a manual filing system or a combination of electronic and manual filing systems is £50.

Under the Data Protection Act 2018 (Fees and Miscellaneous Provisions) Regulations 2000, a patient or their authorised representative may be charged to view or to be provided with a copy of their health records. The maximum charges Police forces make for these requests are listed below:

REFERENCE	Revised 2021/22 £
Data Protection Act – Subject Access Request – View Only	No Charge
Data Protection Act – Subject Access Request – Copy held on a Computer System Only	Maximum £10.00
Data Protection Act – Subject Access Request – Copy held on a Manual Filing System Only	Maximum £50.00
Data Protection Act – Subject Access Request – View Only then subsequently provide a Copy (Copy charge includes initial View fee)	Maximum £50.00

The above charges are deemed to include any charges levied for post, packing. VAT is not liable on Subject Access Requests, since responding to the request is a legal duty.

ACPO STANDARD MUTUAL AID RATES 2021/22

POLICE OFFICERS						
	Constable	Sgt.	Insp.	C/Insp.	Supt.	C/Supt.
Standard Deployment	£	£	£	£	£	£
Basic Pay	34,951	44,902	55,668	59,501	77,691	89,910
Unsociable Hours	1,200	1,500	1,900	2,100	0	0
Holiday Pay Adjustment	1,980	2,541	3,152	3,373	0	0
National Insurance	4,071	5,563	7,188	7,775	9,530	11,216
Employment Sub-Total	42,201	54,505	67,909	72,749	87,221	101,127
National Government Levies	147	202	260	282	345	406
Annual Employable Cost	42,349	54,707	68,169	73,031	87,566	101,533
Total Days	365	365	365	365	365	365
Annual Leave	26	26	26	26	26	26
Less rest days	104	104	104	104	104	104
Less Public Holidays	8	8	8	8	8	8
Less Training	9	9	9	9	9	9
Less Sickness	10	10	10	10	10	10
Productive Days	208	208	208	208	208	208
Employable Cost - Daily Rate	203.60	263.01	327.74	351.11	420.99	488.14
Equivalent hourly rate	25.45	32.88	40.97	43.89	52.62	61.02
	Constable	Sgt.	Insp.	C/Insp.	Supt.	C/Supt.
Grade 0 hourly rate - BH	50.90	65.75	51.21	54.86	65.78	76.27
Grade 1 hourly rate	38.18	49.31	51.21	54.86	65.78	76.27
Grade 2 hourly rate	33.85	43.73	51.21	54.86	65.78	76.27

Attachment	£	£	£	£	£	£
Annual employable cost	41,999	52,867	64,146	68,797	84,248	100,691
Employers pension contribution	11,905	14,985	18,182	19,501	23,880	28,541
Revised Employable Cost	53,904	67,852	82,328	88,298	108,128	129,232
Attachment - daily rate	259.15	326.21	395.81	424.51	519.84	621.31

These are the hourly rates that forces should use for mutual aid operations, subject to appropriate scarce resource enhancements.

NOT PROTECTIVELY MARKED

POLICE STAFF				
	SPA 5 / grade C (SCP 9)	SPA8 / grade E (SCP 21)	SPA11 / band 2 (SCP 32)	M2 / band 1 (SCP 42)
Standard Deployment	£	£	£	£
Basic Pay	19,265	23,467	40,075	57,660
Unsociable Hours (PCSO only)	0	3,059	0	0
Staff Pension	3,509	4,275	7,300	10,503
National Insurance	1,800	2,193	3,745	5,388
National Government Levies	65	87	135	195
Annual Employable Cost	24,639	33,081	51,255	73,746
Total Days	365	365	365	365
Annual Leave	27	29	31	31
Less weekends	104	104	104	104
Less PHL	8	8	8	8
Less Training	8	8	8	8
Less Sickness	8	8	6	6
Productive Days	210	208	208	208
Employable Cost - Daily Rate	117.33	159.04	246.42	354.55
Equivalent hourly rate	16.18	21.94	33.99	48.90
Grade 0 hourly rate - BH	32.37	43.87	67.98	97.81
Grade 1 hourly rate	24.27	32.91	50.98	73.35
Grade 2 hourly rate	24.27	32.91	50.98	73.35
Attachment	£	£	£	£
Annual employable cost	24,639	33,081	51,255	73,746
Attachment - daily rate	117.33	159.04	246.42	354.55

The situation is slightly different for police staff as the grades identified do not necessarily align easily. Some positions will be in receipt of shift allowances. The above rates exclude overtime premiums. Where these are paid on deployment, they can be recovered via mutual aid arrangements. This is a small selection of grades and others can be provided.

Mutual aid in excess of six calendar months will be classed as an **attachment**.

2021/22 SECONDMENT OR ATTACHMENT NATIONAL ADMINISTRATION FEES

The following Administration charges have been set by National Policing Chiefs Council – Finance Coordination Committee (NPCC-FCC) for the current year.

	Charge Amount
Attachment	£
Fixed Attachment Setup Fee	50
Fixed Attachment Invoice Fee	50
Secondment	
Fixed Secondment Setup Fee	50
Fixed Secondment Invoice Fee	50

The above charges are standard national rates and should be used by all forces. These rates will be updated on the 1st April each year.

NOT PROTECTIVELY MARKED

VEHICLE COST RECOVERY		
<u>Provision of vehicle only</u>	<u>Daily rate</u>	<u>Miles per litre</u>
	£	
Public order carrier	56	5
General purpose van	34	6
Electric ONLY vehicle	45	N/A
Marked car	39	6
Unmarked car	29	7
Motorcycle	29	8
Firearms ARV	45	5
Armoured vehicle	56	4
Other specialist e.g. Mobile police station	112	N/A
Other motorised equipment	#	#

Daily rates for vehicles will be subject of an annual notification for any inflationary increase by NPCC FCC.

Fuel recovery will be charged at actual mileage travelled at the specified miles per litre rate that will be set by NPCC FCC and reviewed at appropriate periods.

Where hybrid fuel vehicles are used, normal fuel mileage rates will be assumed and battery charging will not be reimbursed.

For Electric ONLY vehicle, battery charging cost is included in daily rate. Any battery charging at host police location (where charging point available) will be provided by host free of charge.

Recover actual cost on agreed basis