



Fees and Charges Handbook

**1 April 2018
To
31 March 2019**

Version 2 – 1 April 2018

OFFICE OF THE POLICE AND CRIME COMMISSIONER
FOR CHESHIRE
FEES & CHARGES HANDBOOK 2018/19

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Preface

This handbook is designed to provide guidance on the charges and fees to be levied by Cheshire Constabulary. Its contents have been reviewed and approved by the Police and Crime Commissioner and as such are the only officially approved charges currently in force.

Use of Handbook

The rates in this handbook apply to services provided 1 April 2018 to 31 March 2019 irrespective of the date of the original request.

Treatment of Value Added Tax (VAT)

Section 25 of the Police Act 1996 permits a chief police officer to provide, if requested by the owner of premises or the organiser of an event, special services at those premises and events in the police area, and to charge for these services. Where this happens the services are provided under a special legal regime, but the question is whether they are nonetheless provided in competition with the private sector – in which case they are within the scope of VAT.

There are situations where it is accepted that only a police officer can provide the requisite service and thus it is not possible for the owner of the premises or the organiser of the event to use a private sector alternative. These fall into three broad categories and would not be subject to VAT:

1. Where only the police can perform the task.
2. Where the recipient of the service has no option but to use police officers, because the Chief Constable stipulates this condition (so private security firms cannot compete).
3. Where the recipient of the service cannot comply with its legal or other obligation without using police officers (so in theory they could hire private security guards, but this would be insufficient to comply with a legal requirement).

However, in other situations where the owner of the premises or the organiser of the event has an option either to use the services of police officers or to use the services of – for example – stewards or private security guards, then the supply by the police is within the scope of VAT (and normally it will be standard rated).

Please obtain VAT guidance from Accounts team in the Multi Force Shared Service Centre if you are unsure as to VAT treatment.

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NPCC Charges - Firearms Licensing

Firearms licensing fees are dictated by the National Police Chiefs' Council.

Charge Firearms (Variation of Fees) Order 2000	Rate £
Firearms Certificate (FAC)	
Grant	88.00
Renewal	62.00
Replacement	4.00
Visitors Permit (Single)	20.00
Visitors Permit (6+)	100.00
Shotgun Certificate (SGC)	
Grant	79.50
Renewal	49.00
Replacement	4.00
Coterminous Grant	90.00
Coterminous Renewal	65.00
Registered Firearms Dealer	
Grant	200.00
Renewal	200.00
Registered Firearms Dealer – Temporary transfer in	13.00
Explosives	
Control of Explosives Regulations 1991 (COER) & Manufacture and Storage of Explosives Regulations 2005 (MSER) Explosives Certificate, Manufacturing Licenses / Registration and variations there of	Please contact Firearms Licensing for specific details
Museum License	200.00
Home Office Club Approval	84.00

VAT is non business rate, 0%

NPCC Charges - Fingerprint Fees

Charges for the provision of a fingerprinting service to the general public

Charge	Rate £
Fingerprint Fees (One set)	77.70
Fingerprint Fees (additional sets)	38.80

VAT, if supplied for Police matters, non-business rate 0%, otherwise standard rate, 20%

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NPCC Charges – Vehicle Collision Information (Inc Motorway)

The following table lists the Cheshire Constabulary charges for common items provided by forces in England, Wales and Northern Ireland.

CHARGE	Rate £
<u>Accident Reports</u>	
Copy of Accident Report (full extract up to 30 pages)	95.50
Additional pages for same incident (per page)	4.20
Limited particulars (RT Act details)	34.30
Copy of self-reporting / minor accident form	34.30
Fatal incidents – Accident Investigation report	414.00
Fatal incidents – Reconstruction video	82.60
Rough Data (per page)	27.50
Copy of scale plan – other than collision report	41.40
Copy of Police vehicle examination report (unless provided as full extract)	68.80
Copy of Collision Reconstruction Report (unless provided as full extract)	68.80
Copy of Collision Reconstruction Report (unless provided as full extract) per page (max £50)	4.20
<u>Copies of Photographs</u>	
From digital camera (per disc)	20.30
A4 index sheet (digital)	20.30
Photographs (first photo)	27.50
Each subsequent photograph	3.00
<u>Copies of statements – other than in booklets</u>	
(per statement – up to 3 pages)	35.40
Additional pages (per page)	4.20
Copy of witness statement (witness agrees to disclosure of personal details)	41.40
Copy of witness statement (witness not agreeing to disclosure of personal details)	55.10
Interview with Police Officer (per officer)	138.90
Request for a statement to be written by Police Officer	138.90
Copy of PIC Sheets (2 nd copy)	27.50
Copy of interview record	55.10
(only where prepared during investigative process)	
Copies of VHS videotapes (provision for CJS)	82.60
Copies of audio tapes	82.60
(provision for CJS)	34.30
Copies of CDs / DVDs	20.00

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Cancellation Charges

Cancellation of requests may incur a charge, if received after work has started on any service. If received before any work has commenced, no charge should be made. If received immediately prior to despatch of requested item(s), full charge should be made. Cancellation requests received where the request is part complete, should be charged proportionately.

VAT is non business rate, 0%

NPCC Charges – Common Items

Where not otherwise stated or subject to an NPCC Memorandum of Understanding, the following charges will apply, as recommended by NPCC Guidance.

Charge	Rate £
Crime Report	87.50
MG5	34.90
MG3	34.90
Incident Log	35.60
PNC Convictions	34.90
Caution Certificate/MG04	22.90
Domestic Violence Report	52.60
Occurrence Summary	17.60
Custody Record	17.60
Copy of Witness Statement (witness agrees to disclosure of personal details)	41.40
Copy of Witness Statement (witness not agreeing to disclosure of personal details)	55.10
Copy of interview record/MG15	55.10

VAT is non business rate, 0%

NPCC Charges – 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:

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- New Unique Reference Number (URN) applications
- New occupiers/owners of premises taking over existing security systems (system retains false alarm history unless upgraded to DD243 2004)
- Existing user changing security company (system retains false alarm history unless upgraded to DD243 2004)

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)

Charge	Rate £
Application for Unique Reference Number (URN) 1 element	43.49
Application for Unique Reference Number (URN) 2 elements	86.97
Existing user changing security company	65.23

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 £
Under 10,000 LWDs	52.55
10,000 to 50,000 LWDs	78.82
Above 50,000 LWDs	105.10

For Vehicle Tracking the System Operating Centre will apply to the relevant police force for a URN.

Charge	Rate £
Application for Unique Reference Number (URN)	52.55

The charges in this section are based on the Police Response to Security Systems document issued by ACPO and implemented on 1st June 2015.

VAT is charged at standard rate, 20%

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Local Charges - Filming

Forces may generate income through the use of police premises and operational activities for film and documentaries or the provision of police staff or officers to assist with such filming. Filming charges will be evaluated on an individual basis and costing according to the following table.

Charge	Rate £
Premises Charges – National average hourly rate, charges dependent on the access required to premises	Min £125 per hour
Supervising Officers – see section on cost Recovery and Special Police Services for individual hourly rates – 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.

VAT is charged at standard rate, 20%

Local Charges - 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	Rate £
Maximum 3 original documents against photocopies and certify each photocopy as a true likeness of the original document	35.00

Identity Checking in relation to Subject Access Requests are supplied free of charge. *No charges will be levied to former police employees (of any force) in relation to documentation for police pensions.

VAT is charged at standard rate, 20%

NPCC Charges - Home Office Other Charges

Charge	Rate £
Aliens Certificates	34.00
Peddlers Certificates	12.25

VAT is non business rate, 0%

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NPCC Charges - Civil Courts & Tribunals

The following charges are a minimum rate, as recommended within National Policing Guidelines on Charging for Police Services.

Charge	Flat Rate £
Interview with a Police Officer	138.90
Statement to be written by a Police Officer	138.90

The above minimum rate is for the first 2 hours. Thereafter, the charge is on an hourly basis at full economic cost recovery rates.

VAT is non business rate, 0%

NPCC Charges - Other Requests For Information

If the force receives a request to disclose certain information which is not covered under any other Memorandum of Understanding, Statutory, Judicial or NPCC agreement, a charge will be made to service each request.

An example of such a request might be a Solicitor requesting medical notes relating to a Police Staff member or Police Officer (with appropriate release authorisation).

Dealing with such requests requires information to be retrieved and decisions made about what information should be disclosed.

The initial charge for such requests is a standard charge, covering the first two hours (or part thereof). Any requests that take in excess of 2 hours will incur further costs at the listed hourly rate (or part thereof).

Charge	Rate £
Request for Disclosure of information, not covered by other Memorandums of Understanding, statutory, judicial or other NPCC agreements	87.40
Hourly rate for work above 2 hours (including redaction)	29.20

Obtain VAT guidance from Accounts team in the Multi Force Shared Service Centre

Local Charges - 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, the following general charge calculation should be used:

- Cost of Officer / Staff time (including National Insurance and Superannuation) using Full Economic Cost Recovery rates (specified in Special Police Services on page 10 of this document);

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- Plus a charge for the service/goods being provided;
- Plus a 5% Administration charge (minimum of £10) to cover the processing of any invoice and payment.

Any such charge may be subject to VAT at the appropriate rate(s). Obtain guidance from Accounts team in the Multi Force Shared Service Centre.

All requests of this nature should be referred to Finance to enable the appropriate rates to be calculated. Departments should not estimate their own rates.

NPCC Charges - Special Police Services and Local Authority Rates

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 are based upon the NPCC nationally recommended cost recovery mechanisms, as updated from time to time, these incorporate:

- Police basic pay & allowances
- Police overtime
- Relevant ancillary costs
- General overhead recovery

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.

	Full Economic Cost (Commercial Events) £		Direct Cost (Non-Commercial e.g. L.A.) £	
	Normal	Bank Holiday	Normal	Bank Holiday
Superintendent	94.70	n/a	67.82	n/a
Chief Inspector	75.70	n/a	53.21	n/a
Inspector	69.89	n/a	48.74	n/a
Sergeant	80.75	121.25	57.09	85.64
Constable	64.98	97.47	44.97	67.46
PCSO	49.55	74.33	33.10	49.65

If a request is made for officers and/or staff on a public holiday, then the normal rates will incur a 50% mark up as indicated above. This does not apply to officers above the rank of Sergeant.

If Special Constables are used to support regular officers, a charge of 50% of the PC rate should be used.

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Under the Police Act 1996 (Section 92) and Local Government and Rating Act 1997 (Section 31), services can be provided for the benefit of the local council tax payer rather than a profit making organisation at reduced rates. The NPCC guidance requires a charge representing direct costs to be applied in these cases as shown in the above table.

In the case of charitable events, a reasonable contribution towards police costs should be considered, please contact the Force Events Team for details.

Statutory events remain part of core activity and no charges should be made.

In terms of VAT, as previously indicated on page 3, consideration should be given to whether the service can only be provided by the Police Force. If this is the case then VAT is not applicable (please obtain VAT guidance from Accounts team in the Multi Force Shared Service Centre if unsure).

Local Charges - Vehicle Servicing Charges

Labour for all makes & models	£45 per hour
Parts	Cost + 10%

Labour & Parts charges are as agreed by all NAPFM West Region

VAT is charged at standard rate, 20%

NPCC Charges - Freedom Of Information Act Fees

NPCC Best Practice advice has been issued regarding charging for the delivery of items under the Freedom of Information Act 2000 (FOI).

When dealing with FOI requests, Police forces can charge for two types of fees:

- Marginal Costs
- Additional Costs

Marginal Costs

Where the cost of dealing with a request is less than £450, we will provide the information free of charge.

Costs that may be included in the £450 limit are:

- Time taken in determining whether the information is held;
- Time taken in locating and retrieving the information;
- The first full reading of the information by the FOI decision-maker;
- Time taken in extracting information to be disclosed from other information;
- Time taken in editing, summarising or redacting information, which is covered by one or more exemptions;

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- Time taken in communicating information including time spent writing a response to a request; and
- Time spent making arrangements for an applicant to view documents, books and videos or electronically held information.

Police forces currently charge a standard hourly rate of £25 when estimating the cost of an FOI request. The £450 limit equates to approximately 18 hours work, at £25 per hour.

Costs that are not included are:

- Time taken to make a decision as to whether the material should be exempt under the Act;
- Time taken in obtaining authorisation to send out the information;
- Time spent obtaining the consent for disclosure from another public authority or any individual or organisation and
- Any overheads.

Additional Costs

Police forces may pass on the full cost of additional costs incurred in responding to an application, to the requestor. Additional costs include:

- Photocopying or printing material;
- Postage;
- Producing material in an alternative format, such as CD-ROM, Video, Audio Cassette or in Braille; and
- Translating information into a different language at the request of the applicant

Police forces can charge for additional costs 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 working days. The requestor will then have 3 calendar months to meet the fees notice so that the request will be processed.

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.

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

VAT is non business rate, 0%

NPCC Charges - Data Protection Act Fees

The Data Protection Act 1998 allows individuals on payment of a fee to obtain personal information. The legislation states that the maximum fee for this is generally £10.

An individual applying under the DPA (Subject Access Request) is entitled to their personal information for that fee; no additional fees can be claimed. These requests are processed through the local force Information Compliance Unit.

Reference	Charge
DPA 1998 – Section 7 Subject Access Request	£10.00
DPA 1998 – Section 68 Health Records (copy)	£50.00
DPA 1998 – Section 68 Health Records (view)	£10.00
DPA 1998 – Section 68 Health Records (view & then copy)	£50.00

NPCC Charges - ABI/Lloyds Disclosure of Information (ABI/Lloyds MOU)

Reference	Charge
Request (crime/lost property number, etc.) – MOU App D(a)	£29.20
Request (In response to specific questions) – MOU App D(b)	£124.40
Interview with Police Officer (per Officer) – MOU Para 4.5	£138.90

VAT is non business rate, 0%

NPCC Charges - Immigration Charges

The Force can charge UK Borders Agency in respect of the detention of persons wanted by them. The rates are calculated using the National Framework Agreement between NPCC and Home Office Immigration Enforcement: Charging for Cell Accommodation guidelines.

VAT is non business rate, 0%

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Local Charges - Driver Offender Retraining Courses

Educational training courses offered as an alternative to prosecution for minor road traffic offences.

National Speed Awareness Course - £85.00

What's Driving Us - £85.00

National Driver Alertness Course - £150.00

VAT is charged at standard rate, 20%

Local Charges - Cheshire Bikesafe Courses

Run by Cheshire managed by external company charge to customer £50, admin fee to external company £10

VAT is charged at standard rate, 20%

Local Charges - Hire of Tactical Training Centre

The Constabulary hires out its Tactical Training Centre to both Police Forces and other users. The rates are based on square footage of area hired, available days and utility costs, these are as follows:

Facility	Other User Day Rate	Other User Half-Day Rate	Police Day Rate (8 hours)	Police Half Day Rate
Firearms Range	£600.00	£400.00	£500.00	£350.00
Tactics Arena (without mock House)	£750.00	£500.00	£600.00	£500.00
Tactics Arena (with mock House)	£800.00	£500.00	£750.00	£500.00
Mock House Only	£750.00	£500.00	£600.00	£500.00
Classroom	£100.00	£50.00	£100.00	£50.00
Matted Room	£250.00	£200.00	£200.00	£150.00
Search House	£300.00	£250.00	£250.00	£200.00

Accommodation can be provided should it be required. Rates for rooms and meals are additional to the above and charges can be provided on request.

Should training support, ammunition etc be required costs can be supplied.

VAT is non business rate, 0%

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NPCC Charges - Civil Family Court Proceedings Charges

Details of Cheshire Constabulary Records, Material and Fees payable for disclosure of police information for civil family court proceedings

Information – In each case a decision will be made by police in relation to the editing of documents provided	Fees Payable <u>PER ITEM</u> £
Police National Computer Records (antecedents) – records of criminal convictions/cautions	34.90
CAVA referrals – details of vulnerable person referrals relating to incidents of domestic abuse, child protection etc. Fee for all incident reports	55.10
NSPIS C&C Incident – details of police attendance at address or calls made by parties relating to the address and initial action taken – Fee for all incident reports	55.10
ATLAS Data – details of arrest/Criminal Justice data, crime or non-crime reports and investigation logs and relevant intelligence – Fee for all incident reports	55.10
Statements – Used or unused statements taken by police during course of an investigation (up to 3 pages)	35.40
Additional pages	4.20
Audio tapes – can include audio recordings of interviews with suspect under Police & Criminal Evidence Act 1984, 999 calls to police and other miscellaneous tapes gathered during the investigation	82.60
Medical Reports	52.60
Video Interviews – videos of interviews conducted with vulnerable or intimidated witnesses during investigation	82.60
Photographs – both post-arrest/interview photographs taken of suspects by Police or other evidential photographs e.g. injuries	27.50
Subsequent Photographs	3.00

VAT is non business rate, 0%

Local Charges - Crime Impact Statements

The below charges are based on the number of units per development.

Residential:

The charge is £30.00 per unit up to a charge of £10,000

A minimum fee of £500.00 is chargeable on any residential development.

Non-Residential:

The charge is £30.00 per 100m² up to a maximum charge of £10,000. A minimum fee of £500.00 is applicable to any non-residential scheme.

Combined:

Mixed developments (where an application relates to the erection of buildings partly for residential use and partly for other uses) fees are calculable by adding the amount payable for the number of units to the amount for other gross floor space, up to a combined maximum of £10,000.

Please note:

Charges are for developers only, not for individuals building one unit.

- Outline planning applications with reserved matters consisting of landscaping alone, will require a full Crime Impact Statement (parts A and B).
- All floor areas are gross and should be measured externally.
- Surface only car parks will be charged at a rate of £10 per 100m² or part thereof.
- Student accommodation, care homes and hotels are all classed as non-residential.
- If we receive an instruction to extend the 'Part A' to a full Crime Impact Statement within 6 months of the 'Part A' being completed, the minimum charge may be deducted from the cost of the full Crime Impact Statement.
- VAT is charged at standard rate, 20%