



Fees and Charges Handbook

**1 April 2023
To
31 March 2024**

Version 4 – 8 March 2023

OFFICE OF THE POLICE AND CRIME COMMISSIONER
FOR CHESHIRE
FEES & CHARGES HANDBOOK 2023/24

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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 2023 to 31 March 2024 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 the Finance Services Team if you are unsure as to VAT treatment.

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Vehicle Collisions – NPCC and Local Rates

	NPCC Rate £	Local Rate £
<u>Collision Reports and assisting documentation</u>		
Copy of Collision Report (Full extract up to 30 pages)	118.30	
Additional pages for same incident (per page)	5.20	
Limited particulars – 3 rd party details and search admin fee	41.90	
Copy of self-reporting / minor accident form – RTC details form/yellow card	41.90	
Rough Data (per page) – sketch/attending officer’s drawing	33.60	
<u>Photographs, recordings and other digital data</u>		
Attending Officer Photographs (per image)		5.25
Video footage - Police (handheld, drone, vehicle mounted, or body worn video) (per hour rate for reviewing and redacting)	Per Hour + 34.70	
3D Virtual World - Simulations / Fly Throughs - already prepared	34.10	
3D Virtual World - Simulations / Fly Throughs - requested	Per Hour + 34.10	
Dashcam, drone & CCTV footage - Public/Private	34.70	
Copies of CDs / DVDs	32.50	
<u>Copies of Statements (other than in booklets) and Police Officer Interviews</u>		
Copy of Statement - (up to 3 pages) – Police Officer MG11	43.40	
Copy of additional pages (per page)	5.20	
Copy of MG11 - Witness Statement (witness agrees to disclosure of personal details)	50.70	
Copy of MG11 - Witness Statement (witness not agreeing to disclosure of personal details)	66.90	
Interview with a Police Officer (per officer) – attending/OIC Police Officer interview	169.90	
Request for a statement to be written by Police Officer (from the interview)	169.90	
Copy of interview record (only where prepared during investigative process)	67.40	
Copy of interview record – MG15 ‘transcript’ of recorded interview	67.40	
PNB/OEL Witness/Driver – Comments/Accounts		34.70
Incident Log	43.50	

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Forensic Collision Investigation (FCI) and Vehicle Examination (VEX) Information		
FCI Technical Report per page Minimum charge	505.80	15.75
Interview with FCI Officer		262.50
Request for a statement to be written by FCI Officer		262.50
Copy of Police VEX report – Short		131.25
Copy of Police VEX report – Full		262.50
Raw Survey Data (total Station/VRS)		262.50
Raw survey data (Laser Scanner)		525.00
Copy of scale plan – other than collision report		262.50
Skid tests (if not in a supplied report)		52.50
Calculations (if not in a supplied report)		52.50
FCI Photographs (per image)		5.25
FCI Scene Notes		106.80
VEX Scene Notes (per vehicle examined)		106.80
BOSCH ECU data		
Per Vehicle for the first two		262.50
Per vehicle thereafter		131.25

VAT is non business rate, 0%

Fingerprint Fees – NPCC Rates

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

	£
One set	94.90
Additional Sets thereafter (each)	47.50

Other Requests for Information – NPCC Rates

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).

	£
Request for Information (up to 2 hours work)	106.80
Hourly rate for work above 2 hours (including redaction)	35.90
Limited particulars – 3 rd party details and search admin fee	41.90

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Obtain VAT guidance from the Financial Services Team in the Finance Department.

ABI/Lloyds Disclosure of Information (ABI/Lloyds MOU) – NPCC Rates

	£
Request re property crime – MOI App D(a) – formerly App D(a) and D(b)	152.50
Interview with Police Officer (per Officer) – MOU Para 6.20	169.90

VAT is non business rate, 0%

Common Items – NPCC Rates

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

	£
Crime Report	107.00
MG5 – Offence Report	42.70
MG3 – report to CPS for a charging decision, decision log and action plan	42.70
Incident / Call Log	43.50
Domestic Violence Report	64.30
Occurrence Summary	21.60
Custody Record	21.50
Copy of MG11 - Witness Statement (witness agrees to disclosure of personal details)	50.70
Copy of MG11 - Witness Statement (witness not agreeing to disclosure of personal details)	66.90
Copy of interview record/MG15	67.40

VAT is non business rate, 0%

Alarm Registrations – NPCC Rates

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 (system retains false alarm history unless upgraded to DD243 2004 or current BS8243 standard)
- Existing user changing security company (system retains false alarm history unless upgraded to DD243 2004 or current BS8243 standard)

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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)

	£
Alarm Registration (Intruder and Hold Up) – per element	53.10
Alarm Registration (Intruder and Hold Up) – 2 elements	106.20
Existing system takeover – 1 element	53.10
Existing system takeover – 2 elements	79.60

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.

	£
Lone Worker Devices up to 10,000	64.20
Lone Worker Devices 10,001 – 50,000	96.30
Lone Worker Devices 50,001 and over	128.40

The charges in this section are based on the Police Operational Advice and Security Industry Requirements for Response to Security Systems document issued by the NPCC.

VAT is charged at standard rate, 20%

Firearms Licensing – NPCC Rates

	£
Firearms Certificate Grant	88.00
Firearms Certificate Renewal	62.00
Firearms Certificate Replacement	4.00
Visitors Permit (Individual 1-5) per person	20.00
Shotgun Certificate Grant	79.50
Shotgun Certificate Renewal	49.00
Shotgun Certificate Replacement	4.00
Shotgun Certificate Grant (co-terminus/including Firearms Certificate)	90.00
Shotgun Certificate Renewal (co-terminus/including Firearms Certificate)	65.00

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Visitors Permit (Individual 1-5) per person	20.00
Visitors Permit (Group 6-20) in total	100.00
Home Office Club Approval	84.00
Registered Firearms Dealer registration	200.00
Registered Firearms Dealer renewal	200.00
Games Fairs	13.00
Variation (not like for like)	20.00
Firearms Museum License	200.00

VAT is non business rate, 0%

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.

Filming – NPCC and Local Rates

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.

	£
Premises Charges –dependent on the access required to premises (minimum charge)	125.00
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%

Identity Checking Service – Local Rates

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

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

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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%

Home Office Other Charges – NPCC Rates

	£
Peddler Certificates	12.25

VAT is non business rate, 0%

Civil Courts & Tribunals – NPCC Rates

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

	£
Interview with a Police Officer	169.90
Statement to be written by a Police Officer	169.90

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%

Requests for Services Not Listed Elsewhere – Local Rates

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);
- 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 the Finance Services Team.

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

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Special Police Services and Local Authority Rates – NPCC 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 methodology applied by the NPCC incorporates:

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

The national rates for uniformed officers are illustrated below. Charges for PCSOs are calculated locally by application of the NPCC methodology. 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	121.42	N/A	82.32	N/A
Chief Inspector	97.61	N/A	64.01	N/A
Inspector	91.77	N/A	59.52	N/A
Sergeant	94.85	126.47	65.73	87.64
Constable	76.09	101.46	50.42	67.23
PCSO	57.15	76.20	38.22	50.96

The bank holiday rates in the above table should be charged for services provided on bank holidays where at least 8 days' notice has been given. The rate includes a premium for overtime at double time. Where less than 8 days' notice has been given, the rates in the table below should be charged which include a premium for overtime at double time and the cost of the additional time that the officer can take off in lieu.

	Full Economic Cost (Commercial Events)	Direct Cost (Non-Commercial e.g. L.A.)
	BH < 8 Days Notice	BH < 8 Days Notice
Superintendent	N/A	N/A
Chief Inspector	N/A	N/A
Inspector	N/A	N/A
Sergeant	189.70	131.46
Constable	152.18	100.85
PCSO	114.30	76.44

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

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 taxpayer 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 tables.

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 the Finance Services Team).

In the case of Abnormal Load Police Escort Services, if the Chief Constable decides that the abnormal load must be escorted for reasons of public safety, this would be outside the scope of VAT.

Vehicle Servicing Charges – Local Rates

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%

Freedom Of Information Act Fees – NPCC Rates

NPCC Best Practice advice has been issued regarding charging for the delivery of items under the Freedom of Information Act 2000 (FOI). The guidance indicates that when dealing with FOI requests, Police forces can charge two types of fees based on:

- Marginal Costs
- Additional Costs

Marginal Costs

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

Costs included in the £450 limit are:

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- 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 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.

Costs not included in the £450 limit 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).

Current force policy is that requests exceeding the £450 fees limit will be declined under Section 12 of the Act on the basis of cost. This limit equates to 18 hours of staff time (at an estimated cost of £25 per hour to determine if the information is held and to locate and retrieve), this does not include redaction time.

We do not offer the ability for applicants to pay for additional costs.

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%

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%

Driver Offender Retraining Courses – Local Rates

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

	£
National Speed Awareness Course	89.00
What's Driving Us?	89.00
National Driver Alertness Course	150.00

Exempt from VAT, 0%

Cheshire Bikesafe Courses – National Rate

Run by Cheshire managed by external company charge to customer £65, admin fee to external company £40.00

Exempt from VAT, 0%

Hire of Tactical Training Centre – Local Rate

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	630	420	525	368
Tactics Arena (without mock House)	788	525	630	525
Tactics Arena (with mock House)	840	525	788	525
Mock House Only	788	525	630	525
Classroom	105	53	105	53

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Matted Room	263	210	210	158
Search House	315	263	263	210

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 charged at standard rate, 20%

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 are PER ITEM	NPCC Rate £	Local Rate £
Police National Computer Records (antecedents) – per record		42.70
Niche – schedule of relevant and non-relevant occurrences		67.40
Occurrence Enquiry Log – per log	43.50	
Witness / Victim statement		59.00
Digital Interviews / Video Interviews – per interview		101.10
Copy of Interview Record / MG15	67.40	
Medical Reports		64.30
MG5	42.70	
CSI Photographs – per bundle	34.70	
All Exhibit Photographs / Screenshots – per photo		5.25
Officer Pocket Book / Day Books Entries		21.50
Body Worn Video Footage / CCTV / Doorbell Footage	34.70	
Sexual Offences Booklet		42.70
MG12 Exhibit List		42.70
CAVA		67.40

VAT is non business rate, 0%