



Fees and Charges Handbook

**1 April 2024
To
31 March 2025**

Version 1.1

OFFICE OF THE POLICE AND CRIME COMMISSIONER
FOR CHESHIRE
FEES & CHARGES HANDBOOK 2024/25

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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 2024 to 31 March 2025 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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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)

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)	55.60
Alarm Registration (Hold Up Alarm)	55.60
Existing system takeover – single	55.60
Existing system takeover – multiple	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	67.10
Lone Worker Devices 10,001 – 50,000	100.70
Lone Worker Devices 50,001 and over	134.30

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%

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Cheshire Bikesafe Courses – National Rate

External company charge to customer £65

Exempt from VAT 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	177.70
Statement to be written by a Police Officer	177.70

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%

Civil Family Court Proceedings Charges

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

	NPCC Rate £	Local Rate £
Information – In each case a decision will be made by police in relation to the editing of documents provided Fees are PER ITEM		
Police National Computer Records (antecedents) – per record		44.70
Niche – schedule of relevant and non-relevant occurrences		70.50
Occurrence Enquiry Log – per log		72.30
Witness / Victim statement		61.80
Digital Interviews / Video Interviews – per interview		105.80
Copy of Interview Record / MG15	70.50	
Medical Reports		67.30
MG5	44.70	
CSI Photographs – per bundle	36.30	
All Exhibit Photographs / Screenshots – per photo		5.50
Officer Pocket Book / Day Books Entries		22.50
Body Worn Video Footage / CCTV / Doorbell Footage		111.70
Sexual Offences Booklet		44.70
MG12 Exhibit List		44.70
CAVA		70.50

VAT is non business rate 0%

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Common Items – NPCC and Local Rates

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

	NPCC Rate £	Local Rate £
Crime Report	112.00	
MG5 – Offence Report	44.70	
MG3 – report to CPS for a charging decision, decision log and action plan	44.70	
MG4 – Caution Certificate		29.15
Incident / Call Log	45.50	
Domestic Violence Report	67.30	
Occurrence Summary	22.60	
Custody Record	22.50	
Copy of MG11 - Witness Statement		70.00
Copy of interview record/MG15	70.50	

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 Motorway Awareness Course	89.00
National Speed Awareness Course	89.00
What's Driving Us?	89.00
Safe and Considerate Driving Course	175.00

Exempt from VAT 0%

Fingerprint Fees – NPCC Rates

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

	£
One set	99.30
Additional Sets thereafter (each)	49.70

VAT is charged at standard rate 20%

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Filming/documentaries – Local Rates

Charges for production companies will be agreed with the Head of Corporate Communications or the External Communications Manager in parallel with an Access Agreement in place, where required.

Revisions to the charging scheme will be reviewed on an annual basis in-line with inflation.

Charging Schedule for Documentaries/ Filming		
Description	Notes	Local Charges
Long term (>3 – 12 months with option of rollover agreement) Requiring access to specified operations/ investigations/locations	Documentary film	Flat fee of £12,000/year + £5,000 (per episode/film) on first broadcast
	Speculative filming (focused but not pre-defined)	
	Production of one or more pieces of collateral	
Short term access (<3 months) Requiring access to specified operations/ investigations/locations	Documentary film	Flat fee of £6,000 + £3,000 (per episode/film) on first broadcast.
	Speculative filming /pre-defined	
	Production of one or more pieces of collateral	

For one off filming: Interviews with Police Officers and Police Staff

Cheshire Constabulary will charge documentary and film makers for the whole time that an officer or member of staff is required as part of any recording, including being interviewed or supporting recording.

These charges reflect the fact that during the recording process, the officer or member of the staff is unavailable for operational policing duty.

Charges are dependent on the officer or staff member's rank. Please refer to Special Police Service Charges on page 12 of the handbook.

Any time supported by a member of the force's Corporate Communications department during filming will not be charged.

Using Police sites as a location for one-off filming

Specific access and fees will need to be agreed on a case-by-case basis with the External Communications Manager - Corporate Communications, taking into account the requirements of individual projects.

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%

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Expenses incurred by Police Officers and Police Staff

Cheshire Constabulary charges documentary and film makers for expenses incurred by an officer or staff member during filming. This may include, but is not limited to, parking charges, mileage costs, food and drink and expenses incurred by the Corporate Communications department to support recording.

- Price per Digital material £32.50.
- Price per physical item: Physical photograph £33.60; Videos on DVD £100.90.

There is also a charge for the time it takes to collate and/or edit/redact the material, where required. Charges are dependent on the officer or staff member's rank using the rates on page 13 of the handbook.

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
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%

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

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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:

- 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.

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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.

VAT is non business rate 0%

Hire of Tactical Training Centre – Local Rates

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	658.35	438.90	548.65	384.55
Tactics Arena (without mock House)	823.50	548.65	658.35	548.65
Tactics Arena (with mock House)	877.80	548.65	823.50	548.65
Mock House Only	823.50	548.65	658.35	548.65
Classroom	109.75	55.40	109.75	55.40
Matted Room	274.85	219.45	219.45	165.10
Search House	329.20	274.85	274.85	219.45

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%

Home Office Other Charges – NPCC Rates

	£
Peddler Certificates	12.25

VAT is non business rate 0%

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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

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%

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%

National Guidance on Data Sharing for NPCC in respect of Association of British Insurers (ABI)

	£
Request for disclosure of information held by the police (guidance appendix D(A))	158.90
Request for information held by the police where there is evidence to suspect a fraudulent insurance claim (schedule 2) - (guidance appendix E)	No Charge
Interview with Police Officer (per Officer) – (guidance para 6.20)	177.70

VAT is non business rate 0%

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.

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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)	111.70
Hourly rate for work above 2 hours (including redaction)	37.50
Limited particulars – 3 rd party details and search admin fee	43.80

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

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 12 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.

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.

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	Full Economic Cost (Commercial Events) £		Direct Cost (Non-Commercial e.g. L.A.) £	
	Normal	Bank Holiday	Normal	Bank Holiday
Superintendent	131.73	N/A	89.68	N/A
Chief Inspector	105.85	N/A	69.78	N/A
Inspector	99.51	N/A	64.90	N/A
Sergeant	102.37	136.50	71.17	94.90
Constable	82.08	109.44	54.63	72.84
PCSO	68.26	91.01	41.96	55.95

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	204.75	142.34
Constable	164.15	109.26
PCSO	136.52	83.92

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 some cases, it may be relevant to charge an abatement to full economic cost, for example, where the receiver of the service is not generating a profit. In such cases the operational resource cost rates below will apply.

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	Operational Resource Cost (Abatement to Full Economic Cost) £		
	Normal	Bank Holiday	BH<8 days Notice
Superintendent	101.33	N/A	N/A
Chief Inspector	81.42	N/A	N/A
Inspector	76.55	N/A	N/A
Sergeant	82.82	110.42	165.63
Constable	66.28	88.37	132.55
PCSO	55.19	73.59	110.38

For guidance on the most appropriate rate, please contact the Finance Department.

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, in which case, VAT is not applicable. 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.

Charges for Police Staff will attract VAT at the current rate.

Vehicle Costs for Escorting Abnormal Loads

In addition to the costs of the officers deployed to the escort duty, the cost of the vehicles and fuel should be included in the total cost of the escorting service. The mileage cost should be calculated against the three distinct phases of the escort duty:

1. The distance travelled from the vehicle's base to the start of the escort
2. The total distance of the escort
3. The distance travelled from the end of the escort back to the vehicle's base.

Vehicle Type	Daily Rate £	Miles Per Litre	Fuel Cost Per Mile £
Marked Car petrol or diesel	45	6	0.2478
Marked Car electric only	54	N/A	N/A
Motorcycle	35	8	0.1760

For additional vehicle types please contact the Finance Department.

As the escorting of abnormal loads is an additional activity above and beyond 'core policing', it is recommended that all escort duties are carried out on rest days in order that the public's expectations and entitlement to core policing is not eroded (except for short-term junction closures where local discretion may be applied).

The minimum charging period for officers engaged in escorting abnormal loads is 6 hours.

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Contractual agreements should be put in place with companies requesting the escort of an abnormal load. The contract should be arranged at the point of the request, covering how any incurred overtime costs are recovered should the escort be cancelled at short notice.

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)	123.30	
Additional pages for same incident (per page)	5.50	
Limited particulars – 3 rd party details and search admin fee	43.80	
Copy of self-reporting / minor accident form – RTC details form/yellow card	43.80	
Rough Data (per page) – sketch/attending officer’s drawing	35.20	
<u>Photographs, recordings and other digital data</u>		
Attending Officer Photographs (per image)	£	£
Video footage - Police (handheld, drone, vehicle mounted, or body worn video) (per hour rate for reviewing and redacting)	Per Hour + 36.30	5.50
3D Virtual World - Simulations / Fly Throughs - already prepared	35.70	
3D Virtual World - Simulations / Fly Throughs - requested	Per Hour + 35.70	
Dashcam, drone & CCTV footage - Public/Private	36.30	
Copies of CDs / DVDs	34.00	
<u>Copies of Statements (other than in booklets) and Police Officer Interviews</u>		
Copy of Statement - (up to 3 pages) – Police Officer MG11	45.30	
Copy of additional pages (per page)	5.50	
Copy of MG11 - Witness Statement		70.00
Interview with a Police Officer (per officer) – attending/OIC Police Officer interview	177.70	
Request for a statement to be written by Police Officer (from the interview)	177.70	
Copy of interview record (only where prepared during investigative process)	70.50	
Copy of interview record – MG15 ‘transcript’ of recorded interview	70.50	
PNB/OEL Witness/Driver – Comments/Accounts		36.30
Incident Log	45.50	

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<u>Forensic Collision Investigation (FCI) and Vehicle Examination (VEX) Information</u>	NPCC Rate £	Local Rate £
FCI Technical Report per page Minimum charge	529.00	16.45
Interview with FCI Officer		274.50
Request for a statement to be written by FCI Officer		274.50
Copy of Police VEX report – Short		137.25
Copy of Police VEX report – Full		274.50
Raw Survey Data (total Station/VRS)		274.50
Raw survey data (Laser Scanner)		549.00
Copy of scale plan – other than collision report		274.50
Skid tests (if not in a supplied report)		55.00
Calculations (if not in a supplied report)		55.00
FCI Photographs (per image)		5.50
FCI Scene Notes		111.75
VEX Scene Notes (per vehicle examined)		111.75
BOSCH ECU data		
Per Vehicle for the first two		274.50
Per vehicle thereafter		137.25

VAT is non business rate 0%

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%

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.