



Appendix A

Finance

Nottinghamshire Police, Sherwood Lodge, Arnold, Nottinghamshire, NG5 8PP

Nottinghamshire Police Charge List 2019/20

Key	
	Locally set
	As advised by NPCC Guidance
	Statutory Charge Rates

Accident Reports Department	
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Accident Reports		
Non-refundable administrative fee (this fee is deducted from below if copies subsequently requested)	£35.75	£35.00
Copy of accident report (full extract up to 24 pages)	£95.00	£93.00
Additional pages for same incident (per page)	£2.80	£2.75
Minor accident form	£46.00	£45.00
Statements / sketch plan in relation to above	£6.10	£6.00
Fatals – accident investigation report	£860.00	£840.00
Forensic collision report not compiled £86.00 per hour	POA	POA
Scene data £86.00 per hour	POA	POA
Copy of scale plan - other than in collision report	£51.00	£50.00
Copy of police vehicle examination report (unless provided as full extract)	£71.50	£70.00

Copies of Photographs / Imagery		
From digital camera (irrespective of number)	£86.00	£84.00
Copy of CCTV footage	£54.60	£53.50
BlackBerry photo – each	£2.40	£2.35

Copies of Statements – other than in booklets		
Copy of witness statement (witness not agreeing to disclosure of personal details)	£56.50	£55.10
Interview with police officer (per officer)	£158.00	£155.00
Request for a statement to be written by police officer	£158.00	£138.90

Cancellation Charges		
If request is cancelled prior to search	Refund	Refund
If search is made prior to cancellation	£35.75	£35.00

Miscellaneous Charges		
Outside storage retrieval cost	£38.25	£37.50
Proof evidence prepared by another firm	£52.00	£51.00
Service of witness summons (non-refundable)	£9.60	£9.40
Travel expenses (paid in advance)	POA	POA
Court attendance (paid in advance)	POA	POA

Information Management	
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Charges for Information Disclosure

Copies of Photographs		
Photographs (first photo)	£28.20	£27.50
Each subsequent photograph	£3.10	£3.00

Copies of Statements		
Copy of witness statement (witness agreed to disclosure of personal details on provision)	£42.50	£41.40
Copy of witness statement (witness did not agree to disclosure of personal details and therefore consent needs to be confirmed)	£56.50	£55.10
Request for a statement to be written by police officer	£158.00	£138.90
Transcribed copy of interview record (only where prepared during investigative process)	£56.50	£55.10
Copies of VHS videotapes ** (see note below) (provision for viewing for CJS only)	£84.70	£82.60
Copies of audio tapes (provision for CJS only. Fee includes the administrative costs incurred in seeking consent from the individual. Please note this is non-refundable if consent is not received)	£84.70	£82.60
Copies of CDs / DVDs ** (see note below) (covers requirement to seek consent and reproduction of media, to be used for evidential purposes only)	£20.50	£20.00

Requests for Disclosure of Information Private Civil Proceedings		
Request for informative research (list of relevant items provided only)	£89.70	£87.40
Hourly rate of work above two hours (including redaction)	£30.00	£29.20

Other Specific Items		
Crime report	£89.80	£87.50
MG5 – case summary	£35.80	£34.90
Incident log	£36.50	£35.60
PNC convictions – disclosure print	£35.80	£34.90
Caution certificate	£23.50	£22.90
Domestic violence report	£54.00	£52.60
Occurrence summary (summary of initial incident report)	£18.10	£17.60
Custody record / log	£18.10	£17.60
Miscellaneous reports (DASH / risk assessment / scene examinations, etc)	£18.10	£17.60
Validation of specific incident / report recorded on police systems	£18.10	£17.60
Release of third party details for civil proceedings	£18.10	£17.60

<p>Note ** It is unlikely for copies of VHS / CD / DVD's to be provided unless for care proceedings or evidence on CCTV coverage. Under normal circumstances it is</p>

not expected for copies of interviews with offenders, victims or witnesses provided. CPS decision making is non-disclosable by the police.		2019/20	2018/19
Release of Information Relevant to Insurance Investigations ABI / Lloyds Disclosure of Information			
Release of information to insurance companies for investigation of claims, confirmation of crime / lost property ref number, date and time offence was reported, reporting person		£30.00	£29.20
Information in addition to the above		£127.60	£124.40
Formal interview with police officer		£158.00	£155.00

Data Protection Act 1998 Fees (SI 2000/191)			
DPA 1998 – Section 7 Subject Access Request (only applicable until May 2018 as the new GDPR removes this fee)		N/A	£10.00
DPA 1998 – Section 68 Health Records (copy)		N/A	£50.00
DPA 1998 – Section 68 Health Records (view)		N/A	£10.00
DPA 1998 – Section 68 Health Records (view & then copy)		N/A	£50.00

Contact Management	
Alarm URN Fees	
<p>The following NPCC approved charging structure is adopted by 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:</p> <ul style="list-style-type: none"> • New Unique Reference Number (URN) applications • New occupiers/owners of premises taking over existing security systems (systems retains false alarm history unless upgraded to DD243 2004) • Existing user changing security company (system retains false alarm history unless upgraded to DD243 2004) <p>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.</p> <p>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.</p> <p>The administration fee is not applicable when:</p> <ul style="list-style-type: none"> • A security company takes over another security company • A security company ceases to trade and another company takes over the URNs within 28 days <p>Premises change name only (evidence will be required to ensure it is a change of name only and not change of owner/user)</p>	
Alarm registration (intruder)	£43.49
Alarm registration (panic alarm)	£43.49
Where a new occupier/owner of premises takes over an existing security system with one element the full fee will be payable	£43.49
Where a new occupier/owner of premises takes over an existing security system with both intruder and HUA elements a reduced fee will be payable	£65.23
The same fee (as above) will be payable where an existing user decides to change their 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 ACPO police response to security systems (police requirements for lone work services) are complied with. The cost of the URN will depend on the number of systems monitored, as detailed in the table below.	
Lone workers devices up to 10,000	£52.55
Lone workers devices 10,001 – 50,000	£78.82
Lone workers devices 50,001 and over	£105.10
Detector activated CCTV systems	£43.49
CAT5 after theft systems with vehicle immobilisation for vehicle recovery	£52.55
The above charges will incur VAT at the standard rate	

Charge Rates for Vehicle Removals		
Vehicle removals (as per the Removal, Storage & Disposal of Vehicles (Prescribed Sums & Charges) Regulations 2008):		
Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988. As detailed in the Removal, Storage & Disposal of Vehicles (Prescribed Sums & Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type, weight, condition and position at the time of removal	POA	POA
Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988. As detailed in the Removal, Storage & Disposal of Vehicles (Prescribed Sums & Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight	POA	POA
Disposal of vehicle in contravention of RTRA 1984. As detailed in the Removal, Storage & Disposal of Vehicles (Prescribed Sums & Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight	POA	POA

Charge Rates for Common Items Statutory		
These are Home Office set fees and are therefore potentially subject to change by the Home Office		
Foreign nationals certificates	£34.00	£34.00

Force Intelligence

Charge Rates for Common Items Statutory

These are Home Office set fees and are therefore potentially subject to change by the Home Office

Certificates		
Firearms certificate grant	£88.00	£88.00
Firearms certificate renewal	£62.00	£62.00
Firearms certificate replacement	£4.00	£4.00
Shotgun certificate grant	£79.50	£79.50
Shotgun certificate renewal	£49.00	£49.00
Shotgun certificate replacement	£4.00	£4.00
Shotgun certificate grant (co-terminus/including firearms certificate)	£90.00	£90.00
Shotgun certificate renewal (co-terminus/including firearms certificate)	£65.00	£65.00
Visitors permit (individual)	£20.00	£20.00
Visitors permit (group)	£100.00	£100.00
Home Office club approval (fee payable to the Home Office)	£84.00	£84.00
Registered firearms dealer registration	£200.00	£200.00
Registered firearms dealer renewal	£200.00	£200.00
Games fairs	£13.00	£13.00
Variation (not like for like)	£20.00	£20.00
Firearms museum licence (fee payable to the Home Office)	£200.00	£200.00
Travel expenses in relation to the firearms museum license (paid in advance)	POA	POA
Peddler certificates	£12.25	£12.25

Charge Rates for Digital Investigations & Intelligence Unit Services		
Nottinghamshire Police Digital Investigations & Intelligence Unit services will be charged on an individual basis and priced accordingly to the following table. These services include:		
Fixed fee mobile device encryption / lock bypassing	£63.75	£51.00
Fixed fee logical mobile device data extraction for review purposes	£191.25	£153.00
Fixed fee file system / physical device data extraction for review purposes	£255.00	£204.00
Fixed fee SIM card extraction	£6.50	£5.10
Fixed fee memory card extraction	£32.00	£25.50
Fixed fee computer imaging per 0.5TB	£63.75	£51.00
Fixed fee computer triage examination with data extraction for review purposes per 0.5TB	£127.50	£102.00
Premises / laboratory minimum charge rate per hour – proportional to the premises / laboratory required	£14.75	£11.80
Supervising officers (Sergeant rate) – charged on an hourly rate for individuals at Special Policing Services rate as above	£80.37	£77.03

2019/20

2018/19

Charge Rates for Digital Investigations & Intelligence Unit Services Continued		
Any specialist officer / staff time / consultants (Constable rate) – charged on an hourly rate for individuals at Special Policing Services rate as above and at full cost for consultants	£65.03	<i>£63.65</i>
Laboratory equipment minimum charge rate per hour – proportional to the equipment required	£20.00	<i>£15.85</i>
All travel, subsistence, sundries and disposables will be charged for	POA	<i>POA</i>
An admin fee of 5.0% will be added to all charges Contact: Det Insp Leslie Charlton, Digital Investigation & Intelligence Unit on 101 817 1483 or email leslie.charlton@nottinghamshire.pnn.police.uk		

Charge Rates for Special Policing Services

Hourly Charges		
Chief Superintendent	£121.21	£106.78
Superintendent	£110.48	£101.70
Chief Inspector	£86.40	£79.51
Inspector	£81.30	£74.92
Sergeant	£80.37	£77.03
Constable	£65.03	£63.65
PCSO	£50.82	£48.13
Special Constable	£32.52	£31.83
Police Staff (grade A1) *	£36.92	£36.28
Police Dog	£66.59	£65.28

Short Notice Premium & Bank Holiday Hourly Charges		
Sergeant	£115.98	£120.38
Constable	£93.05	£98.89
PCSO	£72.94	£70.08
Special Constable	£46.53	£49.45
Police Staff (Grade A1) *	£61.84	£60.70

* Hourly rates for other police staff grades available upon application

Vetting Department

Charge Rates for Police Vetting		
National Vetting Policy for Police Community 2012		
Non Police Personnel Vetting (NPPV) 1	£40.00	£40.00
Non Police Personnel Vetting (NPPV) 2 (abbreviated)	£110.00	£110.00
Non Police Personnel Vetting (NPPV) 2 (full)	£120.00	£120.00
Non Police Personnel Vetting (NPPV) 3	£160.00	£160.00
Any clearance requiring CTC or SC in addition to NPPV	+ £30.00	+£30.00
* Renewal price as per new application. Charges will be subject to annual review		

East Midlands Criminal Justice Services (EMCJS)

Housing Home Office Immigration (HOIE) Detainees in MPS custody suites		
Total charge for initial one hour detention period	£25.88	£24.92
Additional hourly rate for subsequent hours (or part thereof)	£19.09	£18.29
Initial constant watch charge (additional to normal charge)	£476.79	£467.59

Charging for Cell Accommodation (National Agreement on Guideline Framework between NPCC and H.M. Prison and Probation Service)		
Total charge for initial one hour detention period	£25.87	£24.91
Additional hourly rate for subsequent hours (or part thereof)	£19.09	£18.29
Medical intervention (additional to normal charge)	£100.00	£100.00

Miscellaneous

Charge Rates for Filming & Documentaries		
Premises minimum charge rate per hour – proportional to the premises required	£158.80	£155.50
Supervising officers – charged on an hourly rate for individuals at Special Policing Services rates as above	POA	POA
If the filming organisation requests the use of the force crest, this will be negotiated on an individual basis, subject to further charges and appropriate vetting undertaken.	POA	POA

Other Common Items		
Fingerprinting Fees		
One set	£79.70	£77.70
Additional sets thereafter (each)	£39.80	£38.80