



west midlands  
police and crime  
commissioner

# Fees & Chargeable Rates 2016/17



## 2016/17 FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

---

### CONTENTS

<u>Description</u>	<u>Page</u>
1. Crime/Accident / Collision Reports	3
2. Photographs	4
3. Multimedia	4
4. Witness Statements	4
5. Other Reports / Fees	5
6. Requests of Disclosure of Information	5
7. Cancellation Rates	6
8. Firearms	6
9. Sporting Events (inc. Football)	7
10. Non Commercial-Commercial Charges	7

## 2016/17 FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

### 1. CRIME/ACCIDENT / COLLISION REPORTS

<b>CHARGE FOR:</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>£</b>	<b>£</b>
MG5	31.10	31.41
MG3	31.10	31.41
Incident Log	31.10	31.41
PNC Convictions	31.10	31.41
Caution Certificate	20.70	20.91
Domestic Violence Report	46.80	47.27
Occurrence Summary	15.70	15.86
Custody Record	15.70	15.86
Crime Report/Copy of Collision Report Book (Includes sketches and statements therein up to 30 pages)	85.60	86.46 per report
Additional Pages (in relation to the same collision)	3.60	3.64 per page
Fatals – Copy of Collision Investigation Report (Include report, statements, plans, photos, vehicle examination, reconstruction)	368.00	371.68 per report
Fatals – Reconstruction video / DVD	73.40	74.13 per video/DVD
Unprocessed electronic data obtained at the scene of a collision (Rough Data)	24.40	24.64 per page
Limited Particulars (RT Accidents) (Names and addresses of drivers and registered keepers, insurance companies, date and location of collision, name and number of officer dealing – unless provided as part of a full report)	30.50	30.81 per report
Copy of Self Reporting Form	30.50	30.81 per report
Copy of Scale Plan (other than in collision book)	36.80	37.17 per plan
Copy of Complete Police Vehicle Examination Report (unless part of full extract)	61.10	61.71 per report
Copy of Complete Collision Reconstruction Report (unless part of full extract)	61.10	61.71 per report
Organisations wanting to Interview a Police Officer (per officer) in a civil case	129.00	130.29 per interview

## 2016/17 FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

### 2. COPIES OF PHOTOGRAPHS

<b>CHARGE FOR:</b>	<b>2015/16 £</b>	<b>2016/17 £</b>	
First Photograph (inc. admin charge)	24.40	24.64	first photograph
Copies of Photographs (after First Photograph)	2.60	2.63	per photograph
Images from a Digital Camera on to a CD	18.30	18.48	per CD
A4 Index Sheet (Digital)	18.30	18.48	per index

### 3. COPIES OF MULTIMEDIA ITEMS

<b>CHARGE FOR:</b>	<b>2015/16 £</b>	<b>2016/17 £</b>	
Additional Audio Tapes (provision for CJS)	30.50	30.81	per tape
Additional Video Tapes (provision for CJS)	73.40	74.13	per tape
DVDs from Digital Video	73.40	74.13	per DVD
Copies of CDs/DVDs	18.30	18.48	Per CD/DVD

### 4. COPIES OF WITNESS STATEMENTS

<b>CHARGE FOR:</b>	<b>2015/16 £</b>	<b>2016/17 £</b>	
Copy of a Statement (other than in booklets) per statement – up to 3 pages	31.50	31.82	per statement
Additional pages	3.60	3.64	per page
Copy of witness statement where witness agrees to disclose personal details	36.80	37.17	per statement
Copy of witness statement where witness does not agree to disclosure of personal details	49.00	49.49	per statement
Police Officer Statements (request for statement written by Police Officer)	129.00	130.29	per statement

## 2016/17 FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

### 5. OTHER REPORTS / FEES

CHARGE FOR:	2015/16 £	2016/17 £
Organisations wanting to Interview a Police Officer	129.00	130.29 per interview
Additional copies of Custody Records (PIC Records) (over & above those legally provided free of charge)	24.40	24.64 per report
Copy of interview record (only where prepared during investigative process)	51.60	52.12 per copy
Fingerprinting Fees – First Set	69.20	69.89 per set
Fingerprinting Fees – Subsequent Sets	34.50	34.85 per set
URN – Intruder Alarm Registration	44.50	44.95
Panic Attack Alarm Registration Fee	44.50	44.95
Lone Worker and Vehicle Tracking URNs – under 10,000 devices	53.90	54.44
Lone Worker and Vehicle Tracking URNs – 10,000 – 50,000 devices	80.90	81.71
Lone Worker and Vehicle Tracking URNs – over 50,000 devices	107.90	108.98
CAT 5 Vehicle Tracking SOCs <b>PLEASE NOTE THERE IS NO CHARGE FOR PRINTS FOR CRB</b>		
Copy of PIC Sheets (2 <sup>nd</sup> copy)	24.40	24.64 per sheet
Pedlars Certificate	12.25	12.25 per certificate
Alien's Certificate	34.00	34.00 per certificate
<b><u>Data Protection</u></b>		
Subject to Access request Freedom of Information Request	10.00	10.00 per request per FOI Act 2000

### 6. REQUESTS FOR DISCLOSURE OF INFORMATION

Please note that where there is no judicial requirement for the reports, VAT is chargeable.

CHARGE FOR:	2015/16 £	2016/17 £
Request for information (up to 2 hours work)	81.20	82.01
Hourly rate for work above 2 hours (including redaction)	27.10	27.37
<b><u>ABI/Lloyds Disclosure of Information (ABI/Lloyds MOU)</u></b>		
Request (crime/lost property number, etc) - MOU App App D(a)	27.10	27.37
Request (in response to specific questions) - MOU App D(b)	115.50	116.66
Interview with Police Officer (per Officer) - MOU Para 4.5	129.00	130.29
<b><u>Data Protection Act 1998 Fees (SI 2000/191)</u></b>		
DPA 1998 - Section 7 Subject Access Request	10.00	10.00
DPA 1998 - Section 68 Health Records (Copy)	50.00	50.00
DPA 1998 - Section 68 Health Records (View)	10.00	10.00
DPA 1998 - Section 68 Health Records (View & then Copy)	50.00	50.00

## 2016/17 FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

### 7. CANCELLATION RATES

The following charges are for the cancellation of a request to search for documents.

CHARGE FOR:	2015/16 £	2016/17 £
If Request is Cancelled Prior to Search		Refund
If Search is made Prior to Cancellation	30.50	30.81 per search
If Search is made and Documents Ready for Dispatch	73.40	74.13 Full fee
Abortive Search	30.50	30.81 per search

### 8. FIREARMS

CHARGE FOR:	2015/16	2016/17 RATE (£)
Firearm Certificate Issue	88.00	88.00 per certificate
Firearms Certificate Renewal	62.00	62.00 per certificate
Firearms Certificate Replacement	4.00	4.00 per certificate
Shotgun Certificate Issue	79.50	79.50 per certificate
Shotgun Certificate Renewal	49.00	49.00 per certificate
Shotgun Certificate (co-terminus with Firearms certificate)	90.00	90.00 per certificate
Shotgun Certificate renewal (co-terminus with Firearms certificate)	65.00	65.00 per certificate
Shotgun Certificate Replacement	4.00	4.00 per certificate
Visitors Permit (Single)	20.00	20.00 per certificate
Visitors Permit (6+)	100.00	100.00 per certificate
Home Office Club Approval	84.00	84.00 per certificate
Registered Firearms Dealer - Issue	200.00	200.00 per licence
Registered Firearm Dealer - Renewal	200.00	200.00 per licence
Firearms Museum Licence	200.00	200.00 per licence
Game Fairs	13.00	13.00 per licence
Variation (not like for like)	20.00	20.00 per certificate

## 2016/17 FEES & CHARGEABLE RATES

Note some of these Charges may be subject to VAT.

### 9. SPORTING EVENTS (incl. Football)

RANK	Standard	Public Holiday		Standard	Public Holiday
	Season 2015/16			Season 2016/17	
	Constable	57.65	73.70		58.33
Sergeant	67.10	85.97		67.88	86.97
Inspector	67.96	67.96		68.76	68.76
Chief Inspector	74.43	74.43		75.30	75.30
Superintendent	91.69	91.69		92.76	92.76
Chief Superintendent	103.08	103.08		104.28	104.28

Only the rank of PC and Sgt change for Public Holiday due to being eligible for overtime payments

**NB THESE RATES MAY BE SUBJECT TO CHANGE AS A RESULT OF THE NATIONAL REVIEW OF POLICE PAY AND CONDITIONS.**

### 10.

#### NON-COMMERCIAL

#### COMMERCIAL

Weekly Leave short notice

RANK	Standard Weekly Leave		Public Holiday		Standard Weekly Leave		Public Holiday	
	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17
	Constable	48.82	50.88	83.70	86.96	59.60	62.15	94.48
Sergeant	58.08	58.65	99.91	100.56	70.87	71.61	112.71	113.51
Inspector	52.75	54.03			68.04	69.70		
Chief Inspector	57.08	57.71			73.63	74.44		
Superintendent	68.51	73.97			88.38	95.42		
Chief Superintendent	81.19	83.91			104.73	108.28		
PCSO	46.86*	48.03	43.08*	44.18	53.87*	55.25	50.08*	51.40

\*re-stated 15/16

Only the rank of PC, Sgt and PCSO change for Standard Weekly Leave and Public Holiday due to being eligible for overtime payments.