



Surrey & Sussex
Policing Together

THE POLICE AND CRIME COMMISSIONER

Fees and Charges for the Supply of Goods & Services

2019-2020

Applicable from April 2019 to March 2020



**Sussex
Police & Crime
Commissioner**

Surrey
PCC

POLICE AND CRIME COMMISSIONER
SURREY & SUSSEX

FEES & CHARGES HANDBOOK

Please always check for the latest version of the Fees and Charges Handbook. Depending on circumstances, some charges may be liable to VAT at the appropriate rate(s). Charges for other financial years may vary.

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FIREARMS LICENSING

Firearms licensing fees are dictated by the Home Office.

CHARGE Firearms (Variation of Fees) Order 2015 unless otherwise referenced ¹	Statutory Charges £
Firearms Certificate (FAC)	
Grant (Form 201)	88.00
Renewal (Form 201)	62.00
Variation – one for one (Form 202)	0.00
Variation (not like for like) (Form 202)	20.00
Replacement	4.00
Visitors Permit (individual) (Form 107)	20.00
Visitors Permit (Group) (Form 107)	100.00
Shotgun Certificate (SGC)	
Grant (Form 201)	79.50
Renewal (Form 201)	49.00
Replacement	4.00
Shotgun Certificate Grant (Co-Terminus with FAC) (Form 201)	90.00
Shotgun Certificate Renewal (Co-Terminus with FAC)	65.00
Registered Firearms Dealer	
Grant (Form 116)	200.00
Renewal (Form 116)	200.00
Explosives²	
(COER & MSER) Explosives Certificate, Manufacturing Licenses/Registration and variations thereof	Please contact for specific details
Extract from Explosives Registers ³	10.00
Museum License ⁴	200.00
Extension to additional premises	75.00
Home Office Club Approval ⁵	84.00
Game Fairs	13.00

Please note the national firearms licensing application forms changed from 1st December 2013, to allow computerised completion. Forms are available from individual force web sites.

If you have ANY questions regarding firearms, call immediately. If you find a firearm, **DO NOT TOUCH IT**. Call 999 and ask for the police. A trained police representative will come and deal with it. Treat all guns as loaded.

It is your responsibility to notify the firearms licensing authority of any change of address. You will be breaking the condition of your certificate if you fail to do so and you could lose your licence.

¹ SI 2013/2970 The Firearms (Amendment) (No. 2) Rules 2013 introduced new forms as listed below.

² Health & Safety (Fees) Regulations 2012 (SI 2012 No 1652) as amended by the Explosives Regulations 2014, Control of Explosives Regulations 1991 and Manufacture and Storage of Explosives Regulations 2005, as suitably amended.

³ Environment and Safety Information Act 1988 and Register of Licenses and Registration under Regulation 22 of MSER, now delivered under the Data Protection Act Subject Access Request process with a current charge detailed in that section below.

⁴ Charges are detailed in the Firearms (Amendment) Act 1988.

⁵ Payable to the Home Office, but submitted through local Police force and charged in accordance with Section 45 of the Firearms (Amendment) Act 1997

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HOME OFFICE OTHER CHARGES

CHARGE	Revised 2019/20 £
Alien's Certificate ⁶	34.00
Peddler's Certificate ⁷	12.25

PHOTOCOPYING

Surrey and Sussex forces do not allow the use of photocopiers or other office/IT equipment for private purposes.

NPCC ADVISED CHARGES

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

Accident Reports

CHARGE	Revised 2019/20 £
Copy of Accident Report (full extract up to 30 pages)	99.00
Additional Pages for same incident (per page)	4.30
Limited Particulars (RT Act details)	35.20
Copy of self-reporting/minor accident form	35.20
Fatals – Accident Investigation report	424.80
Fatals – Reconstruction video	84.70
Rough Data (per page)	28.20
Copy of Scale plan - other than in collision report	42.50
Copy of Police vehicle examination report (unless provided as full extract)	70.60
Copy of Collision Reconstruction Report (unless provided as full extract)	70.60
Copy of Collision Reconstruction Report (unless provided as full extract) per page (max £50)	4.30

⁶ As detailed in the Alien's Employment Act 1955, as suitably amended by EEA 2006 Regulations

⁷ As detailed in the Peddler's Certificates (Variation of Fees) Order 1985

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Statements – Other than in booklets

CHARGE	Revised 2019/20 £
Copy of Statements (up to 3 pages)	36.30
Copy of Statements (additional pages)	4.30
Copy of Witness Statement (witness agrees to disclosure of personal details)	42.50
Copy of Witness Statement (witness not agreeing to disclosure of personal details)	56.50
Copy of Plan	41.40
Abortive Search	34.30
Aborted Search – prior to search (Refund)	0.00
Aborted Search – post search	34.30
Aborted Search – post search & prior to dispatch	82.60
Interview with Police Officer	142.50 ⁸
Request for Statement to be written by Police Officer	142.50 ⁹
Copy of PIC Sheets (2nd copy)	28.20
Copy of Interview Record (only where prepared during investigative process)	56.50
Copy of audio tape	84.70
Copy of video tape	84.70
Copy of CD/DVD	20.50
Copy of audio tapes (provision for CJS)	35.20

Photographs

CHARGE	Revised 2019/20 £
Copy of Photograph (first photo)	28.20
Copy of Photograph (Each subsequent photograph)	3.10
A4 Index Sheet – Digital	20.80
From Digital Camera (per disc)	20.80

Fingerprinting

CHARGE	Revised 2019/20 £
One set	79.70
Additional set thereafter (each)	39.80

⁸ For up to two hours and charged at the appropriate Attendance Requirement rates for any hours (or part thereof) over two hours.

⁹ Charges as per Interview with a Police Officer.

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Reports

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

CHARGE	Revised 2019/20 £
Crime Report	89.80
MG5	35.80
MG3	35.80
Incident Log	36.50
PNC Convictions	35.80
Caution Certificate	23.50
Domestic Violence Report	54.00
Occurrence Summary	18.10
Custody Record	18.10

NPCC CHARGES AND ASSOCIATION OF BRITISH INSURERS

Police Forces will supply information regarding reported crime/loss of property where the insurer has a specific reason to check the related claim. Specific details regarding the services and charges are listed in the Memorandum of Understanding (MOU) between National Policing and the Association of British Insurers. Charges for services provided under this MOU will incur standard charges listed elsewhere in this handbook and HMRC has instructed is to be considered outside the scope of VAT.

CHARGE	Revised 2019/20 £
Request (crime/lost property number etc) – MOU App D (a)	30.00
Request (In response to specific questions) – MOU App D(b)	127.60
Interview with Police Officer (per Officer) – MOU Para 4.5	142.50

(All requests under the ABI MOU are subject to VAT at the then current rate.)

Expedited requests incur the appropriate fee for details requested and will require any overtime necessary at current rates to produce the information in the required timescale (if possible).

Any requests for interviews or statements from Police Officers/Staff will incur standard charges listed elsewhere in this handbook.

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NPCC CHARGES AND LLOYD'S MARKET ASSOCIATION

Police Forces will supply information under an NPCC and Lloyd's Market Association Memorandum of Understanding (last updated 2009), to deal with requests for information from Insurers and Loss Adjusters involving property crime, although they could be applied to other crime categories.

It is evident that there are significant attempts to obtain money fraudulently from the Insurance Industry and this is a criminal matter. It is the intention of the National Police Chiefs' Council (NPCC) & the Lloyd's Market Association (Lloyd's) to work together to address this problem. Charges for services provided under this MOU will incur standard charges listed elsewhere in this handbook and HMRC has instructed is to be considered outside the scope of VAT¹⁰.

Expedited requests incur the appropriate fee for details requested and will require any overtime necessary to produce the information in the required timescale (if possible).

Any requests for interviews or statements from Police Officers/Staff will incur standard charges listed elsewhere in this handbook.

NPCC CHARGES FOR ALARM REGISTRATIONS

The following NPCC approved charging structure¹¹ 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)
- 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).

¹⁰ Local Compliance, Individuals & Public Bodies S0483, HMRC (Glasgow) reference 019113/ADC – 6th May 2014 – Association of Chief Police Officers (ACPO) Liability to VAT on Information provided by a Police and Crime Commissioner and/or Chief Constable to Insurance companies to check a claim lodged by the insured or where the insurer suspects there is a fraudulent claim.

¹¹ ACPO Police Response to Security Systems (March 2011) – Appendix E

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Panic Attack Alarms will be issued with a separate URN and as such, generate an additional charge.

CHARGE	Revised 2019/20 £
Intruder Alarm Registration Fee	43.49
Panic Attack Alarm Registration Fee	43.49

A reduced administration fee is applicable when a company has two URNs (Intruder & Personal Attack/Hold-up) and:

- The company is taken over or
- the premises are taken over or
- the company changes security company supplier (as long as the previous security company does not cancel the URNs immediately).

CHARGE	Revised 2019/20 £
Reduced combined Intruder / Personal Attack/Hold Up Alarm Registration Fee	86.98

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 £ PER ANNUM
Under 10,000 LWDs	52.55
10,000 to 50,000 LWDs	78.82
Above 50,000 LWDs	105.10
CAT 5 Vehicle Tracking SOCs	52.55

All charges for URNs will attract VAT at the standard rate.

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SPEED SURVEY CHARGES

Forces may provide information which assists other authorities, organisations and individuals to review traffic patterns. The services involve resources such as staff and speed indication/capture device deployment and reporting. The following charges have been established based upon standard NPCC/APPCs Guidelines on Charging for Special Police Services.

DEPLOYMENT TOOL	SINGLE DEPLOYMENT (7 DAY UNIT COST)	CO-LOCATED (7 DAY UNIT COST)
Speed Indication Device (per unit)	£49.00	£49.00
Speed Data Capture (per unit)	£358.80	£179.50
Vehicle Activated Sign (per unit)	£288.10	£106.60

Charges for co-located devices are abated when they can be deployed at the same time as another unit, thus saving multi-journey expenditure(s).

If Traffic Management Officers are required for special purposes not listed above, they will be charged at the then current hourly rate on delivery of the service, as detailed under NPCC/APPCs Guidelines on Charging for Special Police Services.

All charges for Traffic Management services will attract VAT at the then current rate and may be subject to local abatement.

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 charges¹² will be evaluated on an individual basis and costed according to the following table.

CHARGE	Revised 2019/20 £
Premises Charges – proportional to the premises required	Minimum £160 per Hour
Supervising Officers – See section on Cost Recovery and Special Police Services for individual hourly costs	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.

(This service may not be available in all counties or locations)

¹² Filming charges may be subject to abatements for charitable or educational organisations.

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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	Revised 2019/20 £
Maximum 3 original documents against photocopies and certify each photocopy as a true likeness of the original document	8.40

(This service may not be available in all counties or locations.)

CIVIL COURTS & TRIBUNALS

The following charges are made at a flat rate, as recommended within NPCC/APA Guidance on Charging for Police Services.

CHARGE	FLAT RATE ¹³ £
Interview with a Police Officer	142.50
Statement to be written by a Police Officer	142.50

In addition to the above 'flat rate' charges, hourly rates apply for attendance requirements (subject to premiums listed in Cost Recovery, for short notice, unsociable hours and national holiday working) and listed below.

Police Officers

CHARGE	SURREY HOURLY RATE £	SUSSEX HOURLY RATE £
Attendance at Civil Court/Tribunal:		
Chief Superintendent	119.01	116.62
Superintendent	104.68	102.27
Chief Inspector	84.72	82.06
Inspector	80.85	77.90
Sergeant	87.41	84.21
Constable	75.31	72.72
PCSO	57.10	58.66
Service of Subpoena	20.70	20.70

Minimum period of hire is 4 hours

¹³ For up to two hours and charged at the appropriate Attendance Requirement rates, for any hours (or part thereof) over two hours.

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EXAMINATION OF COMPUTERS/MEDIA STORAGE DEVICES

The examination of the above devices will be charged at £74.60 per hour.

CLPD (PREVIOUSLY NOTIFIABLE OCCUPATIONS)

Under the Common Law Police Disclosure (CLPD) provisions that have superseded the Notifiable Occupations Scheme chief officers will consider making a proactive disclosure upon arrest (or exceptionally upon charge) to an employer, volunteering organisation, regulatory body and/or licensing authority with which it is evident that the detainee is associated. That disclosure will contain adequate information to allow the recipient to determine the extent of any mitigation that may need implementing in respect of the risk the detainee may consequently pose to vulnerable groups (primarily children and/or vulnerable adults). ‘Supply Push’ disclosures made under the CLPD provisions will not result in a financial charge being made to the recipient(s).

The decision to disclose information under the CLPD regime rests solely with the chief officer or his/her delegate based on consideration of the relevancy and proportionality of any proposed disclosure. Potential recipients cannot solicit or suggest that a disclosure should be made under the CLPD provisions as clearly that would indicate they are already aware of the issue that would otherwise be the subject of the disclosure.

Any ‘demand pull’ request(s) for information by the employer etc., either in response to an initial disclosure made under the CLPD, or as a result of information received from other sources (e.g. self-declaration), must be made under a statutory authority rather than common law, and will attract a financial charge in accordance the rates/methods outlined in the NPCC FCC National Policing Guidelines on Charging for Police Services.

CHARGE	Revised 2019/20 £
CLPD Initial Disclosure	No Charge
CLPD Additional Information (First two hour period)	No Charge
CLPD Additional Information (Hours or part thereof in excess of two hours)	26.60

Requests are received and managed by Information Governance departments.

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).

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CHARGE	Revised 2019/20 £
Request for Disclosure of Information, not covered by other Memorandums of Understanding, statutory, judicial or other NPCC agreements.	89.60
Request for Disclosure of Information, additional hours (hours or part thereof in excess of two hours)	29.90

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 and there is no existing current guidance, the following general charge calculation should be used:

- Cost of Officer / Staff time using Full Economic Cost Recovery rates (specified in the Cost Recovery and Special Police Services section of this document);
- Plus a charge for the service/goods being provided;
- Plus a 5% Administration charge (to a minimum of £10) to cover the issuance and processing of any invoice and payment.

Any such charge may be subject to VAT at the appropriate rate(s).

If further guidance is required regarding an unlisted service, please contact the Joint Finance Service Team by email/phone:

Force	Contact Details
Surrey Police	01273 404183 Ext 544208 JointFinance.Service@sussex.pnn.police.uk
Sussex Police	01273 404183 Ext 544208 JointFinance.Service@sussex.pnn.police.uk

COST RECOVERY AND SPECIAL POLICE SERVICES

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 is based upon the NPCC nationally recommended cost recovery mechanisms, as updated from time to time.

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 and all rates may be subject to charging uplifts for national holiday or unsociable hours.

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Uniform and CID	Surrey Hourly Rate £	Sussex Hourly Rate £
Chief Superintendent	119.01	116.62
Superintendent	104.68	102.27
Chief Inspector	84.72	82.06
Inspector	80.85	77.90
Sergeant	87.41	84.21
Constable	75.31	72.72
PCSO	57.10	58.66

Short Notice Additional Premium	Surrey Hourly Rate £	Sussex Hourly Rate £
Constable (less than 5 days notice)	11.76	12.05
Sergeant (less than 5 days notice)	14.18	14.37
Constable (public holiday rate)	35.29	36.16
Sergeant (public holiday rate)	42.54	43.10

Surrey Rank	Surrey Hourly Rate £	Sussex Rank	Sussex Hourly Rate £
B	30.37	SPA5	32.75
C	32.89	SPA6	34.68
D	36.76	SPA7	36.64
E	39.59	SPA8	39.53
F	42.97	SPA9	42.88
G	47.02	SPA10	49.87
H	62.77	SPA11	57.62
Controller/SOCO	62.56	Controller/SOCO	63.69
Band 2	52.75	M1	50.40
Band 1	70.42	M2	56.23

If a request for Special Police Services is received such that 15 days' notice cannot be provided to officers and/or staff, a premium will be applied equal to the cost of providing officers at short notice. If a request is made for officers and/or staff on a public holiday, then the appropriate addition will be made to the hourly rate.

The Chief Constable may provide percentage abatements to the above charges, depending on the type of event and other contributing factors. The NPCC charging evaluation method is used to establish the abatement, if any.

(Police forces use the Special Police Services Charging Evaluation to establish which type of charging base to use. By default, Full Economic Cost Recovery should be used).

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The officers of the Special Constabulary are volunteers and normally assigned to specific duties. If Police forces deploy Special Constabulary Officers to satisfy a request for service, these officers will be charged at 50% of the current Police Constable charge.

A minimum charge period of four hours applies.

Applications to the Chief Constable should be made on an appropriate force form and if the cost exceeds £2,500, a formal agreement between the local policing body and the requesting party will be required. Forces may choose to require payment before delivery of the requested service(s), if deemed appropriate.

ACRO POLICE CERTIFICATES FOR VISA PURPOSES

Individuals requiring Police Certificates for the purpose of visa applications, work permits or residence in Australia, Canada, New Zealand and the United States of America should obtain an application form from the following website.

http://www.acpo.police.uk/police_certificates.aspx

ACRO offer two services; standard and a fast track service designed to cater for those wishing to obtain a Visa quickly. The turn-around time from successful receipt of the application to dispatch of the certificate is ten and two working days respectively.

Uniform and CID	Revised 2019/20 £
Standard fee	45.00
Fast Track fee	80.00

Fees should be enclosed with the application form to ACRO and made payable to HPA.

Please note that this Certificate is processed entirely by the NPCC Criminal Records Office (ACRO). All submissions and enquiries relating to this process should be directed to ACRO, who can be contacted as follows:

Telephone: 0845 6013999 (during office hours)

E-mail: customer.services@acro.pnn.police.uk

Address: ACRO, PO Box 481, Fareham, PO14 9FS

This process is not managed by local Police forces and if there are specific enquiries in respect of this form, please contact ACRO on the number above.

FREEDOM OF INFORMATION ACT FEES

Where Police forces have historically levied a fee for certain types of information as part of its normal business processes prior to the introduction of the Freedom of Information Act, it will continue to charge for that information. This information will not be made available via the

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publication scheme and is detailed in the other parts of the Fees and Charges Handbook. Charges listed in the handbook will be periodically revised and updated.

Details of how to apply for Sussex Police can be found online at:

<http://www.sussex.police.uk/freedom-of-information/freedom-of-information-requests/>

Details of how to apply for Surrey Police can be found online at:

<http://www.surrey.police.uk/policies-and-procedures/freedom-of-information-foi-requests-for-information-procedure/>

NPCC Best Practice advice has been issued regarding charging for the delivery of items under the Freedom of Information Act 2000. When dealing with FOI requests, Police forces can charge for two types of fees:

- Marginal Costs
- Disbursements

Marginal Costs

Where the cost of dealing with a request is less than £450¹⁴, 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 (making invisible) information, which is covered by one or more exemptions;
- 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.

If a request for information will exceed the £450 limit, there are a range of options available to Police forces:

- Decline to answer the request since the cost of compliance will exceed the limit;
- Answering the request, but charging the full cost. (For example if the cost of fulfilling the request is £500, Police forces will pass on the full cost of £500 and not just the difference between £450 and £500);

¹⁴ As detailed in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

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- Answering the request and waiving the fee;
- Entering into a discussion with the requestor to refine the request to a more manageable level that would reduce the cost below £450.
- Contacting the requestor to determine whether a partial information response (up to a cost of £450) would satisfy the request;
- Discussing whether the requestor would like the request to be dealt with outside FOI Act;
- Discussing with the requestor whether a summary or digest of the requested information would satisfy the request; or
- Offering an opportunity to view the information, if the cost of providing it in permanent form would be too costly.

Disbursements

Police forces may pass on the full cost of disbursements incurred in responding to an application, to the requestor. Disbursements 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 (not Welsh).

The following are the current agreed charges for disbursement items.

CHARGE	Revised 2019/20 £
Photocopy image (per side) A4	0.15
Photocopy image (per side) A3	0.30
CD / DVD data disk	20.00 ¹⁵
Postage	At cost ¹⁶
Packing	At cost
Video Tape	82.60
Other media and specific external services to deliver request	At cost

Police forces can charge for disbursements 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 days. The requestor will then have 3

¹⁵ As per NPCC Guidelines on Charging – Appendix 3.

¹⁶ Postage will be charged at cost, as per Royal Mail current charges at the date of posting information, depending on requested delivery method required.

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calendar months to meet the fees notice so that the request will be processed. Fees are not subject to VAT¹⁷.

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.

DATA PROTECTION ACT FEES

The Data Protection Act 2018 –allows individuals to obtain personal information.

Schedule 2, Part 1, Paragraph 5 of the Data Protection Act also allows for information to be disclosed if it is required by law or made in connection with legal proceedings, for the purpose of obtaining legal advice or is otherwise necessary for the purposes of establishing, exercising or defending legal rights. There is no statutory obligation to release information requested under this section of the DPA, thus disclosure elicits a non-refundable administrative fee.

CHARGE	Revised 2019/20 £
Data Protection Act – Request for information under Schedule 2, Part 1, Paragraph 5	87.40

ACCESS TO HEALTH RECORDS UNDER THE DATA PROTECTION ACT

Within the Data Protection Act 2018, a health record is defined as a record consisting of information about the physical or mental health or condition of an identifiable individual made by or on behalf of a health professional in connection with the care of that individual.

A health record can be recorded in a computerised form or in a manual form or even a mixture of both. They may include such things as hand-written clinical notes, letters to and from other health professionals, laboratory reports, radiographs and other imaging records e.g. X-rays and not just X-ray reports, printouts from monitoring equipment, photographs, videos and tape-recordings of telephone conversations.

The Data Protection Act 2018 is not confined to health records held for the purposes of the National Health Service. It applies equally to the private health sector and to health professionals' private practice records. It also applies to the records, for example, of employers who hold information relating to the physical or mental health of their employees if the record has been made by or on behalf of a health professional in connection with the care of the employee.

¹⁷ HMRC do not consider that information released under the Act constitutes an economic activity where the information could only be provided by a public authority. As such, any fees charged in will be outside the scope of VAT.

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Any request for access to such Health Records held by Police forces should be made in writing to Information Governance and include the patient signature authorising the consent for disclosure. The maximum charge that may be made for complying with a subject access request to health records held in a manual filing system or a combination of electronic and manual filing systems is £50¹⁸.

Under the Data Protection Act 2018 (Fees and Miscellaneous Provisions) Regulations 2000¹⁹, a patient or their authorised representative may be charged to view or to be provided with a copy of their health records. The maximum charges Police forces make for these requests are listed below:

REFERENCE	Revised 2019/20 £
Data Protection Act – Subject Access Request – View Only	No Charge
Data Protection Act – Subject Access Request – Copy held on a Computer System Only	Maximum £10.00
Data Protection Act – Subject Access Request – Copy held on a Manual Filing System Only	Maximum £50.00 ²⁰
Data Protection Act – Subject Access Request – View Only then subsequently provide a Copy (Copy charge includes initial View fee)	Maximum £50.00

The above charges are deemed to include any charges levied for post, packing. VAT is not liable on Subject Access Requests, since responding to the request is a legal duty.

¹⁸ ICO Technical Guidance Note: Subject Access to health records by members of the public 2012 version 1.1

¹⁹ This Statutory Instrument may be found at <http://www.legislation.gov.uk/ukSI/2000/191/made>

²⁰ Police force Health Records are often held manually.

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ACPO STANDARD MUTUAL AID RATES 2019/20

POLICE OFFICERS						
	Constable	Sgt.	Insp.	C/Insp.	Supt.	C/Supt.
Standard Deployment	£	£	£	£	£	£
Basic Pay	33,267	42,738	52,986	56,634	73,947	85,578
Unsociable Hours	1,200	1,500	1,900	2,100	0	0
Holiday Pay Adjustment	1,887	2,422	3,005	3,216	0	0
National Insurance	3,826	5,248	6,798	7,358	9,013	10,619
Employment Sub-Total	40,180	51,908	64,689	69,308	82,960	96,197
National Government Levies	201	260	323	347	415	481
Annual Employable Cost	40,381	52,168	65,013	69,655	83,375	96,678
Total Days	365	365	365	365	365	365
Annual Leave	26	26	26	26	26	26
Less rest days	104	104	104	104	104	104
Less PHL	8	8	8	8	8	8
Less Training	9	9	9	9	9	9
Less Sickness	10	10	10	10	10	10
Productive Days	208	208	208	208	208	208
Employable Cost - Daily Rate	194.00	251.00	313.00	335.00	401.00	465.00
Equivalent hourly rate	24.25	31.38	39.13	41.88	50.13	58.13
	Constable	Sgt.	Insp.	C/Insp.	Supt.	C/Supt.
Grade 0 hourly rate - BH	48.50	62.75	48.91	52.34	62.66	72.66
Grade 1 hourly rate	36.38	47.06	48.91	52.34	62.66	72.66
Grade 2 hourly rate	32.25	41.73	48.91	52.34	62.66	72.66

Attachment	£	£	£	£	£	£
Annual employable cost	40,381	52,168	65,013	69,655	83,375	96,678
Employers pension contribution	11,872	15,337	19,114	20,479	24,512	28,423
Revised Employable Cost	52,253	67,505	84,127	90,134	107,887	125,101
Attachment - daily rate	251.22	324.55	404.46	433.33	518.69	601.45

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These rates are not examples, but the actual hourly rates that forces should use for mutual aid operations, subject to appropriate scarce resource enhancements.

POLICE STAFF				
	SPA 5 / grade C (SCP 9)	SPA8 / grade E (SCP 21)	SPA11 / band 2 (SCP 32)	M2 / band 1 (SCP 42)
Standard Deployment	£	£	£	£
Basic Pay	18,627	23,016	39,645	53,751
Unsociable Hours	0	3,023	0	0
Staff Pension	3,237	4,000	6,890	9,342
National Insurance	1,911	2,361	4,068	5,515
National Government Levies	119	162	253	343
Annual Employable Cost	23,894	32,563	50,855	68,951
Total Days	365	365	365	365
Annual Leave	27	29	31	31
Less weekends	104	104	104	104
Less PHL	8	8	8	8
Less Training	6	6	6	6
Less Sickness	8	8	8	8
Productive Days	212	210	208	208
Employable Cost - Daily Rate	112.71	155.06	244.50	331.49
Equivalent hourly rate	15.55	21.39	33.72	45.72
Grade 0 hourly rate - BH	31.09	42.78	67.45	91.45
Grade 1 hourly rate	23.32	32.08	50.59	68.59
Grade 2 hourly rate	23.32	32.08	50.59	68.59
Attachment	£	£	£	£
Annual employable cost	23,894	32,563	50,855	68,951
Attachment - daily rate	112.71	155.06	244.50	331.49

The situation is slightly different for police staff as the grades identified do not necessarily align easily. Here a SCP is shown for illustrative purposes but will depend on the actual grades used by the providing force. Some positions will be in receipt of shift allowances. The above rates exclude overtime premiums. Where these are paid on deployment, they can be recovered via mutual aid arrangements.

Mutual aid in excess of six calendar months will be classed as an **attachment**.

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2019/20 SECONDMENT OR ATTACHMENT NATIONAL ADMINISTRATION FEES

The following Administration charges have been set by National Policing Chiefs Council – Finance Coordination Committee (NPCC-FCC) for the current year.

	Actual Cost Amount
<u>Attachment</u>	£
Fixed Attachment Setup Fee	50
Fixed Attachment Invoice Fee	50
<u>Secondment</u>	
Fixed Secondment Setup Fee	50
Fixed Secondment Invoice Fee	50

The above charges are standard national rates and should be used by all forces. These rates will be updated on the 1st April each year.

VEHICLE COST RECOVERY		
<u>Provision of vehicle only</u>	<u>Daily rate</u>	<u>Miles per litre</u>
	£	
Public order carrier	50	5
General purpose van	30	6
Electric ONLY vehicle	40	N/A
Marked car	35	6
Unmarked car	25	7
Motorcycle	25	8
Firearms ARV	40	5
Armoured vehicle	50	4
Other specialist e.g. Mobile police station	100	N/A
Other motorised equipment	#	#

Daily rates for vehicles will be subject of an annual notification for any inflationary increase by NPCC FCC.

Fuel recovery will be charged at actual mileage travelled at the specified miles per litre rate that will be set by NPCC FCC and reviewed at appropriate periods.

Where hybrid fuel vehicles are used, normal fuel mileage rates will be assumed and battery charging will not be reimbursed.

For Electric ONLY vehicle, battery charging cost is included in daily rate. Any battery charging at host police location (where charging point available) will be provided by host free of charge.

Recover actual consumption on agreed basis

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COSTING / CHARGING MODEL – POLICE OFFICER

	Key Data	Calculation
A	Direct Costs	
1	Basic Salary	Average salary per rank
2	Rent/Hsg. allowance	Total Budget (inc. Comp grant) weighted by rank/no. of officers
3	Police reform payments	Average of CRTP, unsociable hours and bonus payment per rank
4	Subsistence	Total force budget / no. of staff (weighted)
5	Regional allowances	Total budget weighted by rank no. of officers
6	Other allowances / benefits	Total budget / no. of officers
7	National Insurance	Total of 1-6, calculated as per NI model
8	Pension cost	Net in year service cost reflecting force contribution
=	Total employable cost	
9	Overtime premium	Rest day on-cost at 50% of basic pay
=	Total Direct Cost	
B	Direct Overheads	
10	Uniforms / equipment	Total Budget / no. of officers
11	Insurance	Total Budget / no. of officers
12	Transport	Total Budget / no. of officers
13	Training	Dept. budget + devolved budgets / no. of staff
14	Call Handling	Call answering, crime recording, incident handling / no. of officers
15	Communication Infrastructure	IT infrastructure, voice services & operational applications / no. of officers
=	Total Operational Resource Cost	
C	Indirect Overheads	
16	General overhead recovery	Average indirect overhead recovery @ 30% (estimated national average) applied to Employable + Direct Overheads

COSTING / CHARGING MODEL – POLICE STAFF

	Key Data	Calculation
A	Direct Costs	
1	Basic Salary	Average salary per mid-point of grade
2	Employers NI	Average by grade
3	Employers Superannuation	Force calculation to Superannuation Fund
4	Uniform	Average cost per relevant staff (where applicable)
5	Employers Liability Insurance	Average cost per relevant staff (where applicable)
=	Total employable cost	
8	Overtime premium	Where applicable – at appropriate rate

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=	Total Direct Cost	
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LEGAL BASIS

Powers for the Charging of Police Services

Police Reform and Social Responsibility Act 2011 – Section 15 Supply of Goods and Services

This section of the Police Reform and Social Responsibility 2011 Act augments the 1996 Police Act with changes to reflect the creation of the Office of the Police & Crime Commissioner:

15 Supply of goods and services

- 1) Subsections (1), (2) and (3) of section 1 of the 1970 Act (supply of goods and services by local authorities) apply, with the modification set out in subsection (2), to each elected local policing body as they apply to a local authority.
- 2) In those subsections, references to a public body (within the meaning of that section) are to be read as references to any person.
- 3) An elected local policing body may not enter into an agreement with another elected local policing body, or with the Common Council of the City of London in its capacity as a local policing body, under section 1 of the 1970 Act in respect of a matter which could be the subject of force collaboration provision in a collaboration agreement under section 22A of the Police Act 1996.
- 4) In this section “1970 Act” means the Local Authorities (Goods and Services) Act 1970.

Police Act 1996 – Section 25 Special Policing Services

This act provides the basis of the provision of Special Police Services.

25 Provision of Special Services

- 1) The chief officer of police of a police force may provide, at the request of any person, special police services at any premises or in any locality in the police area for which the force is maintained, subject to the payments to the local policing body of charges on such scales as may be determined by that body.
- 2) The Chief Constable of the British Transport Police Force may provide special police services at the request of any person, subject to the payment to the Strategic Rail Authority of charges on such scales as may be determined by that Authority

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Police Act 1996 - Section 26 Provision of advice and assistance to international organisations

Subject to the provisions of this section, a PCC may:-

26 Provision of Special Services

- 1) Subject to the provisions of this section, a local policing body may provide advice and assistance
 - a) To an international organisation or institution, or
 - b) To any other person or body which is engaged outside the United Kingdom in the carrying on of activities similar to any carried on by the local policing body of chief officer of police for its area.
- 2) The power conferred on a local policing body by subsection (1) includes a power to make arrangements under which a member of the police force maintained by the local policing body is engaged for a period of temporary service with a person or body within paragraph (a) or (b) of that subsection.
- 3) The power conferred by subsection (1) shall not be exercised except with the consent of the Secretary of State or in accordance with a general authorisation given by him.
- 4) A consent of authorisation under subsection (3) may be given subject to such conditions as appear to Secretary of State to be appropriate.
- 5) Nothing in this section authorises a local policing body to provide any financial assistance by
 - a) Making a grant or loan,
 - b) Giving a guarantee or indemnity, or
 - c) Investing by acquiring share or loan capital
- 6) A local policing body may make changes for advice or assistance provided by it under this section.
- 7) (Removed)
- 8) The provisions of this section are without prejudice to the Police (Overseas Service) Act 1945

Police Act 1996 - Section 92 Grants by local authorities

Provides the ability of a force to receive a grant towards policing costs from a local authority above normal precept arrangements.

92 Grants by local authorities

- 1) The council of a county, district, county borough London borough, parish or community may make grants to any police and crime commissioner whose police area falls wholly or partly within the council's area.
- 2) The council of a London borough, county, district or parish which falls wholly or partly within the metropolitan police district may make grants for police purposes to the Mayor's Office for Policing and Crime.
- 3) Grants under this section may be made unconditionally or, with the agreement of the chief officer of police for the police area concerned, subject to conditions.
- 4) This section applies to the Council of the Isles of Scilly as it applies to a county council.

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