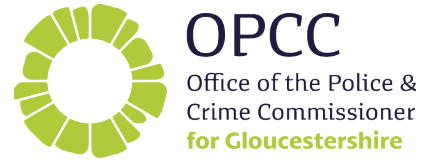


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**THE POLICE AND CRIME COMMISSIONER
FOR GLOUCESTERSHIRE**

Fees and Charges for the Supply of Goods & Services

2024-2025

Applicable from 1 April 2024 to 31 March 2025

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NB – Any diversion on fees from the NPCC Guidelines is unintended, the NPCC Guidelines, published as follows, are the prevailing rates:

- NPCC Guidelines on Charging for Police Services April 2024 v0.3
- NPCC Guidelines on Charging for Police Services Mutual Aid Cost Recovery (inc international) 24-25

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NPCC ADVISED CHARGES

The following tables list the NPCC recommended charges for common items provided by forces in England, Wales and Northern Ireland

ACCIDENT REPORTS

Previous 2023/24 £	CHARGE	Revised 2024/25 £
118.30	Copy of Accident Report (full extract up to 30 pages)	123.30
5.20	Additional Pages for same incident (per page)	5.50
41.90	Limited Particulars (RT Act details)	43.80
41.90	Copy of self-reporting/minor accident form	43.80
29.10	Information / record search	30.40
505.80	Forensic Collision Investigator - Technical Report	529.00
100.90	Forensic Collision Investigator - Reconstruction video	105.50
33.60	Forensic Collision Investigator - Rough Data (per page)	35.20
50.70	Copy of Scale plan - other than in collision report	53.00
84.00	Copy of Police vehicle examination report (unless provided as full extract)	87.90
5.20	Copy of Collision Reconstruction Report (unless provided as full extract) per page (max £50)	5.50
Per hour + 62.70	Forensic Collision Investigator - adhoc requested services	Per hour + 65.60
88.10	Specialist Report – (CCTV/Tachograph/Vehicle download) if separate	92.10
78.50	External Expert Report – Requested by force	82.10
Cost + 78.50	External Expert Report – Requested by external party	Cost + £82.10

PHOTOGRAPHS & RECORDINGS

Previous 2023/24 £	CHARGE	Revised 2024/25 £
30.40	Copy of Photograph (first photo)	30.40
3.50	Copy of Photograph (each subsequent photograph)	3.50
22.40	A4 Index Sheet – Digital	22.40
34.70	From Digital Camera (per disc or contact sheet)	36.30
68.40	Curated photo sets (per 10 digital photos or part thereof)	71.60
Per hour + 34.70	Video footage – Police (handheld, drone, vehicle mounted or body worn video) (per hour rate for reviewing and redaction)	Per hour + 36.30
34.10	3D Virtual World - Simulations / Fly Throughs – Already prepared	35.70
Per hour + 34.10	3D Virtual World - Simulations / Fly Throughs – Requested	Per hour + 35.70
34.70	Dashcam, Drone & CCTV footage – Public/Private	36.30

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DIGITAL DATA

Previous 2023/24 £	CHARGE	Revised 2024/25 £
71.90	Laser scan data – Raw/Registered Point cloud	75.20
30.30	Skid test & survey data – Raw/Registered	31.70
71.90	Skid test & survey data - Digital mapping	75.20
71.90	Video recording aligned to digital mapping / survey data	75.20
71.90	Vehicle digital data download - IDR/Blackbox/Tachograph/Infotainment (cost per item)	75.20

STATEMENTS – OTHER THAN IN BOOKLETS

Previous 2023/24 £	CHARGE	Revised 2024/25 £
43.40	Copy of Statements (up to 3 pages)	45.30
5.20	Copy of Statements (additional pages)	5.50
50.70	Copy of Witness Statement (witness agrees to disclosure of personal details)	53.00
66.90	Copy of Witness Statement (witness not agreeing to disclosure of personal details)	70.00
169.90	Interview with Police Officer (per officer)	177.70
169.90	Request for Statement to be written by Police Officer	177.70
67.40	Copy of Interview Record (only where prepared during investigative process)	70.50
100.90	Copy of VHS video tape	105.50
101.10	Copy of audio tape	105.80
32.50	Copy of CD/DVD	34.00
	Cancellation Charges	
	See footnote below ¹	

FINGERPRINTING

Previous 2023/24 £	CHARGE	Revised 2024/25 £
94.90	One set	94.90
47.50	Additional set thereafter (each)	47.50

¹ 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 items(s), full charge should be made. Cancellation requests received where the request is part complete, should be charged proportionately. 4 Individual Force charges may exceed these guidelines, were demonstrable to recoup higher local costs.

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OTHER REQUESTS FOR INFORMATION

Previous 2023/24 £	CHARGE	Revised 2024/25 £
106.80	Request for Disclosure of Information, not covered by other Memorandums of Understanding, statutory, judicial or other NPCC agreements (up to two hours).	111.70
35.90	Request for Disclosure of Information, additional hours (hours or part thereof in excess of two hours)	37.50

NPCC CHARGES AND ASSOCIATION OF BRITISH INSURERS

Previous 2023/24 £	CHARGE	Revised 2024/25 £
152.50	Request for disclosure of Information held by the police	158.90
No charge	Request for Information held by police where there is evidence to suspect a fraudulent insurance claim	No charge
169.90	Interview with Police Officer (per Officer)	177.70
	<p>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.</p>	
	<p>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.</p> <p>(All requests under the ABI MOU are subject to VAT at the then current rate.)</p>	

OTHER REGULAR ITEMS

Previous 2023/24 £	CHARGE	Revised 2024/25 £
107.00	Crime Report	112.00
42.70	MG5 – Offence Report	44.70
42.70	MG3 – Report to CPS for a charging decision, decision log and action plan	44.70
43.50	Incident / Call Log	45.50
64.30	Domestic Violence Report	67.30
21.60	Occurrence Summary	22.60
21.50	Custody Record	22.50

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NPCC CHARGES FOR ALARM REGISTRATIONS

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
- Existing user changing security company.

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).

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

Previous 2023/24 £	CHARGE	Revised 2024/25 £
53.10	Intruder Alarm Registration Fee	55.60
53.10	Panic Attack Alarm Registration Fee	55.60

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.

Previous 2023/24 £	CHARGE	Revised 2024/25 £
64.20	Lone Worker Devices up to 10,000	67.10
96.30	Lone Worker Devices 10,001 - 50,000	100.70
128.40	Lone Worker Devices 50,001 and over	134.30

Disclosure of any documents, images or data held by a Police Force is subject to any such disclosure being lawful, in accordance with legal professional privilege and being in compliance with the General Data Protection Regulation 2016/679 data protection and privacy (as amended).

Section 15 services are generally subject to VAT at the then current rate, except where a service is required by statute or authority direction.

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HOME OFFICE ADVISED CHARGES

FIREARMS LICENSING

CHARGE	Statutory Charges £
Firearms Certificate (FAC)	
Grant (Form 201)	88.00
Renewal (Form 201)	62.00
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

HOME OFFICE OTHER CHARGES

CHARGE	Statutory Charges £
Peddler's Certificate	12.25

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PHOTOCOPYING

Gloucestershire Constabulary do not allow the use of photocopiers or other office/IT equipment for private purposes.

FILMING

Intellectual Property Rights and Copyright			
Still images		£ per image	
Usage	Region/ Type	Time Limited Use	In Perpetuity
Books	UK	100	200
	Europe	110	220
	Worldwide	120	240
Newspapers & Magazines	Single use	110	N/A
	Internet	Non-commercial	65
	Commercial	175	N/A
TV/ Film	UK	120	275
	Europe	175	350
	Worldwide	275	550
Footage		£ per 15 seconds	
Usage	Region/ Type	Time Limited Use	In Perpetuity
TV/ Film	UK	120	245
	Europe	175	370
	Worldwide	275	585
Internet	Non-commercial	65	N/A
	Commercial	175	N/A

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.

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

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 Finance Team by email:

Force	Contact Details
Gloucestershire Constabulary	Finance.HQ@gloucestershire.police.uk

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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.

Rates calculated below are Direct Costs only and should be only used for charging of special policing services provided at non-commercial events such as local authority community events, religious parades and wholly charitable events.

Uniform and CID	Gloucestershire Constabulary's Hourly Rate £
Superintendent	131.73
Chief Inspector	105.85
Inspector	99.51
Sergeant	102.37
Constable	82.08

If a request for Special Police Services is received such that 8 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).

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.

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Rates calculated below are the Operational Resource Costs and may be used as a starting point to calculate charges for Type 2 services to other government agencies or Crown Bodies i.e., quasi commercial activities with no direct benefit to policing or delivery of the wider Government objectives.

Uniform and CID	Gloucestershire Constabulary's Hourly Rate £
Superintendent	101.33
Chief Inspector	81.42
Inspector	76.55
Sergeant	82.82
Constable	66.28

ACRO SERVICES - 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 this 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.

CHARGE	Revised 2024/25 £
Police Certificates - Standard Service	65.00
Police Certificates - Premium Service (Fast Track)	115.00

ACRO SERVICES – PROVIDED ONLY TO AUTHORISED AGENCIES WITH A LAWFUL BASIS FOR INFORMATION

CHARGE	Revised April 2024 £
PNC Names Enquiries	16.00
PNC Record Creation	97.80
International Criminal Convictions	33.00
International Child Protection Certificates	90.00

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

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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

CHARGE	Revised April 2024 £
Photocopy image (per side) A4	At cost
Photocopy image (per side) A3	At cost
CD / DVD data disk	At cost
Postage	At cost ²
Packing	At cost
Video Tape	At cost
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 calendar months to meet the fees notice so that the request will be processed. Fees are not subject to VAT.

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.

² Postage will be charged at cost, as per Royal Mail current charges at the date of posting information, depending on requested delivery method required.

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 April 2024 £
Data Protection Act – Request for information under Schedule 2, Part 1, Paragraph 5	91.80

ACCESS TO HEALTH RECORDS UNDER THE DATA PROTECTION ACT

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.

Under the Data Protection Act 2018 (Fees and Miscellaneous Provisions) Regulations 2000, a patient or their authorised representative may 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 April 2024 £
Data Protection Act – Subject Access Request – View Only	No Charge
Data Protection Act – Subject Access Request – Copy held on a Computer System Only	No Charge
Data Protection Act – Subject Access Request – Copy held on a Manual Filing System Only	No Charge
Data Protection Act – Subject Access Request – View Only then subsequently provide a Copy (Copy charge includes initial View fee)	No Charge

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.

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ACPO STANDARD MUTUAL AID RATES April 2024/25

POLICE OFFICERS

2024/25 Mutual Aid Rates	Constable	Sergeant	Inspector	Chief Inspector	Supt	Chief Supt
Standard Deployment	£	£	£	£	£	£
Basic Pay	£39,780	£50,322	£60,826	£65,331	£84,506	£97,683
Unsociable Hours	£1,106	£1,400	£1,692	£1,817	£0	£0
Holiday Pay Adjustment	£1,114	£1,409	£1,703	£1,829	£0	£0
National Insurance	£4,540	£6,076	£7,607	£8,263	£10,406	£12,224
Employment Sub-Total	£46,540	£59,207	£71,828	£77,241	£94,912	£109,907
National Government Levies	£233	£296	£359	£386	£475	£550
Annual Employable Cost	£46,773	£59,504	£72,187	£77,627	£95,387	£110,457
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 Public Holidays	10	10	10	10	10	10
Less Training	10	10	10	10	10	10
Less Sickness	11	11	11	11	11	11
Productive Days	204	204	204	204	204	204
Employable Cost - Daily Rate	£229.28	£291.68	£353.86	£380.52	£467.58	£541.46
Equivalent hourly rate	£28.66	£36.46	£44.23	£47.57	£58.45	£67.68
Grade 0 hourly rate	£57.32	£72.92	£55.29	£59.46	£73.06	£84.60
Grade 1 hourly rate	£42.99	£54.69	£55.29	£59.46	£73.06	£84.60
Grade 2 hourly rate	£38.12	£48.49	£55.29	£59.46	£73.06	£84.60
Grade 3 hourly rate	£42.99	£54.69	£66.35	£71.35	£87.67	£101.52

As taken from: NPCC Guidelines on Charging for Police Services Mutual Aid Cost Recovery (inc international) 24-25

These rates are not examples, but the actual hourly rates that forces should use for Individual Deployed Resource (IDR) mutual aid operations. Team Deployed Resource deployments should refer to Appendix 7 – Example Team Deployed Resource Cost Calculation

POLICE STAFF

2024/25 Mutual Aid Rates	SCP 7	SCP 17	SCP 32	SCP 44
Standard Deployment	£	£	£	£
Basic Pay	£22,423	£27,750	£41,547	£55,457
Unsociable Hours	£0	£0	£0	£0
Staff Pension	£4,350	£5,384	£8,060	£10,759
National Insurance	£1,839	£2,574	£4,478	£6,397
Employment Sub-Total	£28,612	£35,707	£54,085	£72,613
National Government Levies	£112	£139	£208	£277
Annual Employable Cost	£28,724	£35,846	£54,293	£72,890
Total Days	365	365	365	365
Annual Leave	27	29	31	31
Less Weekends	104	104	104	104
Less Public Holidays	10	10	10	10
Less Training	8	6	6	6
Less Sickness	8	8	6	6
Productive Days	208	208	208	208
Employable Cost - Daily Rate	£138.09	£172.34	£261.02	£350.43
Equivalent hourly rate	£18.66	£23.29	£35.27	£47.36
Grade 0 hourly rate	£37.32	£46.58	£70.54	£94.72
Grade 1 hourly rate	£27.99	£34.94	£52.91	£71.04
Grade 2 hourly rate	£27.99	£34.94	£52.91	£71.04
Grade 3 hourly rate	£27.99	£34.94	£52.91	£71.04

As taken from: NPCC Guidelines on Charging for Police Services Mutual Aid Cost Recovery (inc international) 24-25

Please Note:

- 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 allowances, which will also require reimbursement.
- The above rates exclude overtime premiums. Where these are paid on deployment, they can be recovered via mutual aid arrangements.

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- Staff Employer Pension contributions are included as forces are liable for Pension contributions on Police Staff Overtime.

SECONDMENT OR ATTACHMENT NATIONAL ADMINISTRATION FEES April 2024/25

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

Charge	Amount £
Attachment	
Fixed Attachment Setup Fee	50
Fixed Attachment Invoice Fee	50
Secondment	
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		
Provision of vehicle only	Daily rate £	Miles per litre
Public order carrier	65	5
General purpose van	40	6
Electric ONLY vehicle	54	N/A
Marked car	45	6
Unmarked car	35	7
Motorcycle	35	8
Firearms ARV	54	5
Armoured vehicle	65	4
Other specialist e.g. Mobile police station	130	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