



## **Finance**

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

# **Nottinghamshire Police Charge List 2022/23**

**Nottinghamshire Police have agreed to these revised charges in line with governance provided by NPCC (National Police Chief's Council).**

All charges are subject to annual review.

**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.

**Payment**

In most instances an invoice will be raised containing payment details. In the event that an invoice is not raised please make payment to:

**By Post**

Nottinghamshire Police  
Sherwood Lodge  
Arnold  
Nottingham  
NG5 8PP

Cheques should be made payable to 'The Notts Office of the PCC'.  
The invoice number must be shown on the reverse.  
Cash should be sent by registered post only.

**DIRECT TO OUR BANK**

You can make payment by BACS direct to our bank using the following information

Bank	Barclays Commercial Bank
A/C Name	The Nottinghamshire Office of The Police and Crime Commissioner
A/C No.	80601470
Sort Code	20-63-33
IBAN No.	GB56BARC20633380601470
Swift code	BARCGB22
VAT Reg.	186 9212 76

For individual invoices please quote the invoice number.  
For multiple invoices please quote your account number.

Remittance Advices should be sent to the above address or e-mail to [finance@notts.police.uk](mailto:finance@notts.police.uk)

In the interest of protecting public funds, we may use this information to detect and prevent crime or fraud. We may also share this information with other councils/partner agencies.

### **Ad Hoc Charge Rates**

Should rates be required for any other chargeable service provided by Nottinghamshire Police, i.e., driver training, escorting abnormal loads, these must be approved and agreed by Finance to ensure compliance with current NPCC principles and guidance.

Contact: [business.partnering@notts.police.uk](mailto:business.partnering@notts.police.uk)

### **VAT**

The rates listed below do not include VAT.

## Accident Reports Department

<b>Accident Reports</b>	
Non-refundable administrative fee <i>This fee is included within * sections below</i>	£40.00
Accident report (full extract up to 24 pages) * Includes copies of all statements (if taken), sketch plan (if prepared).	£106.50
Additional pages for same incident (per page)	£4.70
Minor accident report *	£55.00
Statements / sketch plan in relation to above (each)	£7.00
Additional accident report (in relation to the same accident) per page	£4.70
Copy of statement(s) where copy of accident report is not compiled (first statement)	£60.00
Additional statements / sketch plan in relation to above (each)	£7.00
Copy of sketch plan (when supplied separately)	£60.00
Copy of police vehicle examination statement (produced for police purposes)	£80.00

<b>Accident Investigation Reports</b>	
Report prepared for Police use	£130.00
Full Report	£130.00
Rough scene data	£130.00

<b>Interviews (after accident report has been supplied)</b>	
Interview with police officer (per officer)	£180.00
Request for a statement to be written by officer (per officer)	£180.00

<b>Copies of Photographs / Imagery</b>	
Paper photograph (each)	£3.50
Photograph supplied via Nice Link (irrespective of number)	£130.00

<b>Miscellaneous Charges</b>	
Proof evidence prepared by another firm	£60.00
Service of witness summons (non-refundable)	£11.00
Travel expenses (paid in advance)	POA
Court attendance (paid in advance)	POA

**Information Management****Charges for Information Disclosure****Copies of Photographs / Imagery**

Photograph production of album exhibit (first photo)	£30.40
Each subsequent photograph	£3.50
Paper photograph (each)	£3.50

**Copies of Statements**

Copy of witness statement (witness agreed to disclosure of personal details on provision)	£45.90
Copy of witness statement (witness did not agree to disclosure of personal details and therefore consent needs to be confirmed)	£60.90
Request for a statement to be written by officer (per officer)	£180.00
Transcribed copy of interview record (only where prepared during investigative process)	£60.90
Copies of VHS videotapes, includes conversion to digital format (Provision for viewing for CJS only) *	£91.10
Copies of audio tapes includes conversion to digital format (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)	£91.30
Copies of CDs / DVDs (covers requirement to seek consent and reproduction of media, to be used for evidential purposes only) *	£22.10

**Requests for Disclosure of Information Private Civil Proceedings**

Request for informative research (list of relevant items provided only)	£96.50
Hourly rate of work above two hours (including redaction)	£32.40

**Other Specific Items**

Crime report	£96.70
MG5 – case summary	£38.60
Incident log	£39.30
PNC convictions – disclosure print	£38.60
Caution certificate	£25.20
Occurrence summary (summary of initial incident report)	£19.60
Custody record / log	£19.60
Miscellaneous reports (DASH / risk assessment / scene examinations, etc)	£19.60
Release of third-party details for civil proceedings	£19.60

**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	£32.40
Information in addition to the above	£137.30
Formal interview with police officer	£180.00

**Note** \* CPS decision making is non-disclosable by the police.

## Contact Management

### Alarm URN Fees

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:

- 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)

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)	£48.00
Alarm registration (panic alarm)	£48.00
Where a new occupier/owner of premises takes over an existing security system with one element the full fee will be payable	£48.00
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	£68.50
The same fee (as above) will be payable where an existing user decides to change their security company	£68.50

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	£58.00
Lone workers devices 10,001 – 50,000	£87.00
Lone workers devices 50,001 and over	£116.00
Detector activated CCTV systems	£48.00
The above charges will incur VAT at the standard rate	
<b>Charge Rates for Vehicle Removals</b>	
<b>Vehicle removals (as per the Removal, Storage &amp; Disposal of Vehicles (Prescribed Sums &amp; Charges) Regulations 2008):</b>	

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
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
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

<b>Charge Rates for Common Items Statutory</b>	
These are Home Office set fees and are therefore potentially subject to change by the Home Office	
Overseas Visitors Certificates	£34.00



### 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	£81.30
Fixed fee logical mobile device data extraction for review purposes	£243.60
Fixed fee file system / physical device data extraction for review purposes	£324.90
Fixed fee SIM card extraction	£8.40
Fixed fee memory card extraction	£40.80
Fixed fee computer imaging per 0.5TB	£81.30
Fixed fee computer triage examination with data extraction for review purposes per 0.5TB	£162.00
Premises / laboratory minimum charge rate per hour – proportional to the premises / laboratory required	£18.90
Supervising officers (Sergeant rate) – charged on an hourly rate for individuals at Special Policing Services rate as below	£91.62
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	£78.31
Laboratory equipment minimum charge rate per hour – proportional to the equipment required	£25.80
All travel, subsistence, sundries and disposables will be charged for	POA

### Charge Rates for Identification Unit (IDU) Services

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	£78.31
Standard Parade	£120.00
Non-Standard Parade (including 1 hour editing time)	£300.00

An admin fee of 5.0% will be added to all charges

Contact: Detective Inspector, Digital Investigation & Intelligence Unit  
on 101 ext. 3102931

## Vetting Department

Non-Police Personnel Vetting (NPPV) 1	£57.00
Non-Police Personnel Vetting (NPPV) 2 (abbreviated)	£154.00
Non-Police Personnel Vetting (NPPV) 2 (full)	£166.00
Non-Police Personnel Vetting (NPPV) 3	£251.00

Renewal price as per new application.

## Custody

### Housing Home Office Immigration (HOIE) Detainees in MPS custody suites

Total charge for initial one hour detention period	£29.10
Additional hourly rate for subsequent hours (or part thereof)	£21.53
Initial constant watch charge (additional to normal charge)	£535.16

### 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	£29.10
Additional hourly rate for subsequent hours (or part thereof)	£21.53
Medical intervention (additional to normal charge)	£105.00

## Other Common Items

### Fingerprinting Fees

One set	£85.80
Additional sets thereafter (each)	£42.90

**Statutory Charge Rates for Common Items**

It should be noted that these charges are set by reference to Statutory Instruments.

<b>Firearms Licensing Fees</b>	
Firearms certificate grant	£88.00
Firearms certificate renewal	£62.00
Firearms certificate replacement	£4.00
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)	£20.00
Visitors permit (group)	£100.00
Home Office club approval (fee payable to the Home Office)	£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 licence (fee payable to the Home Office)	£200.00
Travel expenses in relation to the firearms museum license (paid in advance)	POA

<b>Other Licensing Fees</b>	
Overseas Visitors Fees	£34.00
Peddler certificates	£12.25

## Charge Rates for Special Policing Services

Hourly Charges	
Superintendent	£116.81
Chief Inspector	£96.55
Inspector	£89.35
Sergeant	£91.62
Constable	£78.31

Bank Holiday Hourly Charges	
Sergeant	£122.16
Constable	£104.42

\* Hourly rates for other police officers / staff grades available upon application