



BEDFORDSHIRE POLICE
Protecting People and Fighting Crime
Together



Creating a safer
Cambridgeshire



HERTFORDSHIRE
CONSTABULARY

*Reducing Crime, Catching Criminals,
Keeping People Safe*

Strategic Alliance

2017/2018 Fees and Charges Handbook

Version 4.3 – July 2017

NOT PROTECTIVELY MARKED

POLICE AND CRIME COMMISSIONER
BEDFORDSHIRE / CAMBRIDGESHIRE / HERTFORDSHIRE
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	RATE £	WITH EFFECT FROM
Firearms Certificate (FAC)		
Grant (Form 201)	88.00	06/04/2015
Renewal (Form 201)	62.00	06/04/2015
Variation – one for one (Form 202)	0.00	06/04/2015
Variation – not one for one (Form 202)	20.00	06/04/2015
Replacement	4.00	06/04/2015
Visitors Permit (single) (Form 107)	20.00	06/04/2015
Visitors Permit (6+) (Form 107)	100.00	06/04/2015
Shotgun Certificate (SGC)		
Grant (Form 201)	79.50	06/04/2015
Renewal (Form 201)	49.00	06/04/2015
Replacement	4.00	06/04/2015
Co-Terminus Grant (Form 201)	90.00	06/04/2015
Co-Terminus Renewal (Form 201)	65.00	06/04/2015
Registered Firearms Dealer		
Grant (Form 116)	200.00	06/04/2015
Renewal (Form 116)	200.00	06/04/2015
Explosives²		
(COER & MSER) Explosives Certificate, Manufacturing Licenses/Registration and variations thereof	Please contact for specific details	06/04/2009
Extract from Explosives Registers ³	10.00	01/03/2000
Museum License ⁴	200.00	01/01/2001
Extension to additional premises	75.00	01/01/2001
Home Office Club Approval ⁵	84.00	01/01/1995

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

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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Your local Firearms Licensing Unit may be contacted through the following methods:

	Bedfordshire & Hertfordshire	Cambridgeshire
Telephone	01707-806126	01480-422619
Fax	01707-806140	01480-422093
Email	BedsandHertsFLU@herts.pnn.police.uk	Firearms.licensing@cambs.pnn.police.uk
IN EMERGENCY	DIAL 999 AND ASK FOR THE POLICE	

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.

PHOTOCOPYING

Police 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.

CHARGE	RATE £	WITH EFFECT FROM
Accident Report Book / Vehicle Examiners Report		
Up to 30 Pages	93.20	01/04/2017
Additional Pages	4.10	01/04/2017
Accident Investigation Report	400.00	01/04/2017
Copy of Statements (up to 3 pages)	34.20	01/04/2017
Copy of Statements (additional pages)	4.10	01/04/2017
Copy of Plan	40.00	01/04/2017
Abortive Search	33.10	01/04/2017
Aborted Search – prior to search (Refund)	0.00	01/04/2017
Aborted Search – post search	33.10	01/04/2017

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CHARGE	RATE £	WITH EFFECT FROM
Aborted Search – post search & prior to dispatch	79.80	01/04/2017
Interview with Police Officer	134.20 ⁶	01/04/2017
Request for Statement to be written by Police Officer	134.20 ⁷	01/04/2017
Copy of Photograph (per photograph)	26.60	01/04/2017
Copy of Photograph (additional copies)	2.90	01/04/2017
Copy of Photograph (per disk)	19.60	01/04/2017
Copy of audio tape (provision for CJS)	33.10	01/04/2017
Copy of video tape	79.80	01/04/2017
Copy of Digital Video onto DVD	79.80	01/04/2017
Copy of CD/DVD	19.60	01/04/2017
Limited Particulars	33.10	01/04/2017
Fingerprinting Fees ⁸ (one set)	75.10	01/04/2017
Fingerprinting Fees (additional sets)	37.50	01/04/2017

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

CHARGE	RATE £	WITH EFFECT FROM
Crime Report	84.50	01/04/2017
MG5	33.70	01/04/2017
MG3	33.70	01/04/2017
Incident Log	34.40	01/04/2017
PNC Convictions	33.70	01/04/2017
Caution Certificate	22.10	01/04/2017
Domestic Violence Report	50.80	01/04/2017
Occurrence Summary	17.00	01/04/2017
Custody Record	17.00	01/04/2017

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

⁶ For up to two hours and charged at the appropriate Attendance Requirement rates for any hours (or part thereof) over two hours.

⁷ Charges as per Interview with a Police Officer.

⁸ Last set in 2007 by National Fingerprint Board and aligned with Hertfordshire Constabulary.

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under this MOU will incur standard charges listed elsewhere in this handbook and HMRC has instructed is to be considered outside the scope of VAT⁹.

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

NPCC CHARGES AND LLOYD'S MARKET ASSOCIATION

Police Forces will supply information under a National Policing and Lloyd's Market Association Memorandum of Understanding, 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 VAT⁹.

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

NPCC CHARGES FOR ALARM REGISTRATIONS

The following NPCC approved charging structure¹⁰ 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:

⁹ 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.

¹⁰ ACPO Police Response to Security Systems (March 2011) – Appendix E

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- 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.

CHARGE	RATE £	WITH EFFECT FROM
Intruder Alarm Registration Fee	43.49	01/04/2012
Panic Attack Alarm Registration Fee	43.49	01/04/2012

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	RATE £	WITH EFFECT FROM
Reduced combined Intruder / Personal Attack/Hold Up Alarm Registration Fee	86.98	01/01/2013

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	WITH EFFECT FROM
Under 10,000 LWDs	52.55	01/04/2012
10,000 to 50,000 LWDs	78.82	01/04/2012
Above 50,000 LWDs	105.10	01/04/2012
CAT 5 Vehicle Tracking SOCs	52.55	01/04/2012

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

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Enquiries regarding an application for a URN by an ARC, RVRC or SOC should be made to the appropriate force contact below:

BEDFORDSHIRE	CAMBRIDGESHIRE	HERTFORDSHIRE
Alarms Administrator Bedfordshire Police HQ Woburn Road, Kempston, Beds MK43 9AX	Alarms Administrator, Cambridgeshire Police HQ Hinchingsbrooke Park, Huntingdon, Cambs PE29 6NP	Alarms Administration Dept. Hertfordshire Constabulary HQ Stanborough Road Welwyn Garden City Herts AL8 6XF

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)	£45.70	£45.70
Speed Data Capture (per unit)	£335.00	£167.50
Vehicle Activated Sign (per unit)	£269.00	£99.50

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.

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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 charges¹¹ will be evaluated on an individual basis and costed according to the following table.

CHARGE	RATE £	WITH EFFECT FROM
Premises Charges – proportional to the premises required	Minimum £140 per Hour	01/08/2017
Supervising Officers – See section on Cost Recovery and Special Police Services for individual hourly costs	Cost Recovery Rates	01/08/2017

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.)

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	RATE £	WITH EFFECT FROM
Maximum 3 original documents against photocopies and certify each photocopy as a true likeness of the original document	8.00	01/04/2017

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

¹¹ Filming charges may be subject to abatements for charitable or educational organisations.

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CONTRACTOR VETTING CHARGES

Non-Police personnel who are engaged to provide services to Beds, Cambs and Herts police forces are required to be vetted. Vetting attracts a charge that is charged at NPCC recommended rates and will be payable primarily by building maintenance contractors, consultants and suppliers who provide a paid service to the police. (Generally anyone requiring an access card to work unaccompanied on police premises and/or those who need unsupervised access to police IT systems will have to pay for vetting.)

VETTING LEVEL	RATE £	VALIDITY	WITH EFFECT FROM
NPPV1	£30	2 Years	01/04/2017
NPPV2	£70	3 Years	01/04/2017
NPPV3	£100	5 Years (Includes Annual Security Review)	01/04/2017

The BCH Vetting Unit will continue to liaise with departments to determine what type of security vetting level is necessary. If personnel already hold police security vetting with any of the following forces then the vetting status can be transferred at no cost.

- Bedfordshire
- Hertfordshire
- Norfolk
- Cambridgeshire
- Kent
- Suffolk
- Essex

Requirements for vetting will be communicated on engagement of contracts, with suppliers. Any enquiries can be emailed to BCHVetting@herts.pnn.police.uk.

HOME OFFICE OTHER CHARGES

CHARGE	RATE £	WITH EFFECT FROM
Aliens Certificate ¹²	34.00	01/04/2005
Pedlars Certificate ¹³	12.25	01/04/2005

CIVIL COURTS & TRIBUNALS

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

¹² As detailed in the Aliens Employment Act 1955, as suitably amended by EEA 2006 Regulations

¹³ As detailed in the Pedlars Certificates (Variation of Fees) Order 1985

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CHARGE	FLAT RATE ¹⁴ £	WITH EFFECT FROM
Interview with a Police Officer	134.20	01/04/2017
Statement to be written by a Police Officer	134.20	01/04/2017

In some cases, Police forces will receive Court Orders to disclose information for which the following fees are payable:

CHARGE	FLAT RATE £	WITH EFFECT FROM
Request for Disclosure of Information, by Court Order (first two hours or part thereof)	84.50	01/07/2017
Request for Disclosure of Information, by Court Order, additional hours (hours or part thereof in excess of two hours)	28.20	01/07/2017

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

CHARGE	BEDS HOURLY RATE £	CAMBS HOURLY RATE £	HERTS HOURLY RATE £	WITH EFFECT FROM
Attendance at Civil Court/Tribunal:				
Superintendent	96.68	92.33	96.94	01/04/2017
Chief Inspector	77.45	72.61	78.92	01/04/2017
Inspector	72.94	67.97	74.72	01/04/2017
Sergeant	71.13	65.01	76.37	01/04/2017
Constable	58.70	53.89	63.21	01/04/2017
PCSO	42.74	44.48	49.82	01/04/2017

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

¹⁴ 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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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	RATE £	WITH EFFECT FROM
CLPD Initial Disclosure	No Charge	01/04/2014
CLPD Additional Information (First two hour period)	No Charge	01/04/2014
CLPD Additional Information (Hours or part thereof in excess of two hours)	25.00	01/04/2014

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	RATE £	WITH EFFECT FROM
Request for Disclosure of Information, not covered by other Memorandums of Understanding, statutory, judicial or other NPCC agreements.	84.50	01/04/2017
Request for Disclosure of Information, additional hours (hours or part thereof in excess of two hours)	28.20	01/04/2017

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 your local Income Generation Officer or Finance Department by email/phone:

Force	Contact Details
Bedfordshire Police	police.services@bedfordshire.pnn.police.uk 01234 842800
Cambridgeshire Police:	owen.taggart@cambs.pnn.police.uk 01733 424214
Hertfordshire Police:	gail.franklin@herts.pnn.police.uk 01707 355866

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.

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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.

Uniform and CID	Beds Hourly Rate £	Cambs Hourly Rate £	Herts Hourly Rate £
Superintendent	96.68	92.33	96.94
Chief Inspector	77.45	72.61	78.92
Inspector	72.94	67.97	74.72
Sergeant	71.13	65.01	76.37
Constable	58.70	53.89	63.21
PCSO	42.74	44.48	49.82

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).

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.

Applications to the Chief Constable should be made on an appropriate force form¹⁵ 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.

https://www.acro.police.uk/police_certificates.aspx

¹⁵ In Cambridgeshire this is Form 76 and in Bedfordshire this is a Form 100.

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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. The standard fee is £35 and the fast track fee is £70. Additional copies are charged at £5 each. 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

ACRO are introducing a new version of the Police Certificate application form on 6th August 2012 in support of a revised pricing structure. The application form will be available to download via ACRO Police Certificates web page link (above), and hard copies will be available on request from the Customer Services team at ACRO.

As a result of this change, ACRO will only be able to accept the new version of the application form (Version 18 August 2012) from 31st August 2012 and charges will increase to £45 for a standard and £80 for a fast track service. After this time, all previous versions will be rejected and ACRO will require a new form to be submitted before an application can be processed.

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 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.

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

- Marginal Costs
- Disbursements

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MARGINAL COSTS

Where the cost of dealing with a request is less than £450¹⁶, 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);
- 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

¹⁶ As detailed in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

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- 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	RATE £	WITH EFFECT FROM
Photocopy image (per side)	0.15	01/04/2017
CD / DVD data disk	19.30 ¹⁷	01/04/2017
Postage	At cost ¹⁸	01/04/2017
Packing	At cost	01/04/2017
Video Tape	79.80	01/04/2017
Other media and specific external services to deliver request	At cost	01/04/2017

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 VAT¹⁹.

¹⁷ As per NPCC/APPCs Guidelines on Charging – Appendix 3.

¹⁸ Postage will be charged at cost, as per Royal Mail current charges at the date of posting information, depending on requested delivery method required.

¹⁹ 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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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 1998 allows individuals on payment of a fee to obtain personal information. The legislation states that the maximum fee for this is generally £10²⁰. An individual applying under the DPA (Subject Access Request) is entitled to their personal information for that fee unless the request requires ‘[disproportional effort](#)’²¹ to supply the data in a permanent form.

In the case of disproportionate effort, rather than supplying a copy of the data, the data controller might invite the data subject to visit the controller’s premises to view the original documents. Bedfordshire Police and Hertfordshire Constabulary Information Governance Units have implemented a policy whereby if the data subject still requires a permanent form, they might be offered it a normal photocopy ‘per side’ rate outside of a DPA (Subject Access Request), for the copies in excess of one ream of paper (500 sheets). These requests are processed through the local force Information Governance Unit.

Section 35 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.

REFERENCE	Beds £	Cambs £	Herts £
Data Protection Act – Subject Access Request	10.00	10.00	10.00
Data Protection Act – Request for information under Section 35 legal proceedings (non-refundable minimum charge for initial two hours or part thereof)	85.00	85.00	85.00

²⁰ As authorised by The Data Protection (Subject Access) (Fees and Miscellaneous Provisions) Regulations 2000

²¹ ICO website references regarding disproportionate effort
http://www.ico.org.uk/~media/documents/library/Data_Protection/Detailed_specialist_guides/disproportionate_effort.ashx

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Access to Health Records under the Data Protection Act

Within the Data Protection Act 1998, 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 1998 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.

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 £50²².

²² ICO Technical Guidance Note: Subject Access to health records by members of the public – 11/03/2010.

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Under the Data Protection Act 1998 (Fees and Miscellaneous Provisions) Regulations 2000²³, 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	CHARGE £
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 ²⁴
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 duty²⁵.

²³ This Statutory Instrument may be found at <http://www.legislation.gov.uk/uksi/2000/191/made>

²⁴ Police force Health Records are often held manually.

²⁵ [ICO Subject Access to health records by members of the Public](#) 2012 version 1.1