

NOT PROTECTIVELY MARKED



# THE POLICE AND CRIME COMMISSIONER

## Fees and Charges for the Supply of Goods & Services

**2024-2025**

Applicable from April 2024 to March 2025



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## BACKGROUND

This document is produced annually in line with NPCC guidelines for charging of Special Police Services and other chargeable items/services under section 25 of Police Act 1996 (as amended). The guidelines provide a backing to enable the Police & Crime Commissioner (PCC) towards the delivery of its statutory responsibilities for the overall finances and in pursuant of value for money (VFM) in the use of public money.

The key principle of this document is ensuring that police forces can perfectly balance resources to supply a level of policing that is fit for purpose by making right decisions on when and what to charge for police services within the current legal framework. The below Acts provides the legal backing in support of the

- The provision of Special Police Services at the request of any person under Section 25 of the Police Act 1996 (as amended)
- Section 26 of the 1996 Act applies similar requirements to the provision of police services above but applies where they are delivered overseas.
- Section 15 of the Police Reform and Social Responsibility Act 2011 extends to PCCs the powers of the Local Authorities (Goods and Services) Act 1970 to supply goods and services to other bodies or persons.

To deliver on their responsibilities, each PCC sets their own charging policy to reflect their local circumstances, whilst at the same time ensuring compliance with the standard method/framework provided by the NPCC. To ensure transparency, accountability, and VFM, charging policy distinguishes between the different types of costing. Differentiating the costings ensures that different rates are applied to different circumstances, depending on if:

- activities that are profit driven,
- activities undertaken on behalf of the crown,
- activities for charitable purpose, and
- activities that fit within the overarching strategic vision of national policing.

There are two basic categories of costs, those relating to goods/items and special police services (SPS). Most goods/items charges are generally provided as part of the annual NPCC guidelines. However, where a force has developed other services not covered within the NPCC guidelines, the expectation is that the costs for the goods/items is charged at commercial rates, unless provided to either charities or to another crown body.

Special Police Services rates provided by the NPCC guidelines have three key types:

- Direct Costs – used for the charging of SPS supported non-commercial events.
- Operational Resource Costs – used as a starting point for the calculation of SPS supported government agencies or crown bodies.
- Full Economic Costs - used as a starting point for the calculation of SPS supported commercial events.

## NPCC ADVISED CHARGES

Where stated costs include a number of products e.g. 'Vehicle digital data download - IDR/Blackbox/ Tachograph/Infotainment', the cost is per listed item i.e. a download of the tachograph and the infotainment systems would incur two charges.

Items that are listed as per hour will be charged at the special police service rate for the relevant rank or grade of the individual completing the chargeable activity.

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

## COLLISION REPORTS

CHARGE	2024/25 £
Copy of Collision Report (full extract up to 30 pages)	123.30
Additional Pages for same incident ( <b>per page</b> )	5.50
Limited (RT Act details)	43.80
Copy of self-reporting/minor collision form	43.80
Information / Record search	30.40
Forensic Investigation – Technical report	529.00
Forensic Investigation – Reconstruction video	105.50
Forensic Investigation - Rough Data ( <b>per page</b> )	35.20
Copy of Scale plan - other than in collision report	53.00
Copy of Police vehicle examination report ( <b>unless provided as full extract</b> )	87.90
Copy of Collision Reconstruction Report (unless provided as full extract) per page	5.50
Forensic Investigation – adhoc request service	Per Hour + 65.60
Specialist Report – (CCTV/Tachograph/Vehicle download) if separate	92.10
External Expert Report – Requested by force	82.10
External Expert Report – Requested by external party	Cost + 82.10

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PHOTOGRAPHS

CHARGE	2024/25 £
From Digital Camera (per disc)	36.30
Curated photo sets (per 10 digital photos or part thereof)	71.60
Video footage – Police (handheld, drone, vehicle mounted, or body worn video)	Per Hour + 36.30
3D Virtual World - Simulations / Fly Throughs – Already prepared	35.70
3D Virtual World - Simulations / Fly Throughs – Requested	Per Hour + 35.70
Dashcam, Drone & CCTV footage – Public/Private	36.30

DIGITAL DATA

CHARGE	2024/25 £
Laser scan data – Raw/Registered Point cloud	75.20
Skid test & survey data – Raw/Registered	31.70
Skid test & survey data - Digital mapping	75.20
Video recording aligned to digital mapping / survey data	75.20
Vehicle digital data download - IDR/Blackbox/Tachograph/Infotainment (cost per item)	75.20
A4 Index Sheet – Digital	26.00
Copy of Photograph (first photo)	35.30
Copy of Photograph (Each subsequent photograph)	4.10

STATEMENTS – OTHER THAN IN BOOKLETS

CHARGE	2024/25 £
Copy of Statement (up to 3 pages)	45.30
Copy of additional pages (per page)	5.50
Copy of Witness Statement (witness agrees to disclosure of personal details)	53.00
Copy of Witness Statement (witness not agreeing to disclosure of personal details)	70.00
Interview with Police Officer (per officer)	177.70
Request for Statement to be written by Police Officer	177.70
Copy of Interview Record (only where prepared during investigative process)	70.50
Copy of VHS Videotapes	105.50
Copy of audio tape	105.80
Copy of CD/DVD	34.00
<b>Cancellation Charges</b>	
Abortive Search	42.60
Aborted Search – prior to search	0.00
Aborted Search – post search	42.60
Aborted Search – post search & prior to dispatch	92.80

**FINGERPRINTING**

CHARGE	2024/25 £
One set	99.30
Additional set thereafter (each)	49.70

**OTHER REQUESTS FOR INFORMATION**

CHARGE	2024/25 £
Request for Disclosure of Information, not covered by other Memorandums of Understanding, statutory, judicial, or other NPCC agreements (up to two hours).	111.70
Request for Disclosure of Information, additional hours (hours or part thereof more than two hours, including redaction)	37.50

**NPCC CHARGES AND ASSOCIATION OF BRITISH INSURERS**

CHARGE	2024/25 £
Request (crime/lost property number etc) – MOU App D (a)	37.60
Request (In response to specific questions) – MOU App D(b)	158.90
Interview with Police Officer (per Officer) – MOU Para 4.5	177.70
Request for information held by the police where there is evidence to suspect a fraudulent insurance claim (Schedule 2) (Guidance Appendix E)	No Charge
Request of Statement to be written by a Police Officer (per Officer) – MOU Para 4.5	178.40
<p>Police Forces will supply information about reported crime/loss of property where the insurer has a specific reason to check the related claim. Specific details about 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 these are to be considered outside the scope of VAT.</p> <p>Expedited requests incur the right 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. (All requests under the ABI MOU are subject to VAT at the then current rate.)</p>	

## OTHER REGULAR ITEMS

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

CHARGE	2024/25 £
Crime Report	112.00
MG5	44.70
MG3	44.70
Incident Log	45.50
PNC Convictions	40.50
Caution Certificate	26.50
Domestic Violence Report	67.30
Occurrence Summary	22.60
Custody Record	22.50

## 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.

CHARGE	2024/25 £
Intruder Alarm Registration Fee	55.60
Panic Attack Alarm Registration Fee	55.60

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 (if the previous security company does not cancel the URNs immediately).

CHARGE	2024/25 £
Reduced combined Intruder / Personal Attack/Hold Up Alarm Registration Fee	106.70

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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 followed. 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	67.10
10,001 to 50,000 LWDs	100.70
Above 50,001 LWDs	134.30
CAT 5 Vehicle Tracking SOCs	59.10

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

### HOME OFFICE ADVISED CHARGES

### FIREARMS LICENSING

HOME OFFICE CHARGES	Statutory Charges £
<b>Firearms Certificate (FAC)</b>	
Grant (Form 201)	88.00
Renewal (Form 201)	62.00
Variation (not like for like) (Form 201V)	20.00
Replacement	4.00
<b>Shotgun Certificate (SGC)</b>	
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
<b>Visitors Permit</b>	
Visitors Permit (individual {1 to5} per person) (Form 107)	20.00
Visitors Permit (Group {6 to 20}) in total (Form 107)	100.00
Home Office Club Approval	84.00
<b>Registered Firearms Dealer</b>	
Grant/Registration (Form 116)	200.00
Renewal (Form 116)	200.00
<b>Explosives</b>	
(COER & MSER) Explosives Certificate, Manufacturing Licenses/Registration, and variations thereof	Please contact for specific details
Game Fairs	13.00
Variation (not like for like)	20.00
Firearms Museum License	200.00
Peddler's Certificate	12.25



## PHOTOCOPYING

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

## SPEED SURVEY CHARGES

Forces may supply information which aids 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)	68.50	68.50
Speed Data Capture (per unit)	472.50	236.40
Vehicle Activated Sign (per unit)	410.90	140.00

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 needed 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

CHARGE	2024/25 £
Premises Charges – proportional to the premises required	Minimum £221.90 per Hour
Supervising Officers – See section on Cost Recovery and Special Police Services for individual hourly costs	Cost Recovery Rates at Full Costs

If the filming organisation requests the use of a Force crest, this will be negotiated on an individual basis, subject to further charges and proper vetting undertaken.

**INTELLECTUAL PROPERTY RIGHTS**

Where the police have developed an intellectual property (IPR) and subsequently protected it using copyrights, patents, or trademarks, the below fees & charges will apply to ensure that the police force gets adequate consideration for the IPR and prevents it from being misused, duplicated, and/or stolen.

<b>INTELLECTUAL RIGHTS AND COPYRIGHTS</b>			
<b>Still Images</b>		<b>Charge Per Image</b>	
		<b>£</b>	<b>£</b>
<b>Usage</b>	<b>Region/Type</b>	<b>Time Limited Use</b>	<b>In Perpetuity</b>
Books	UK	100	200
	Europe	110	220
	Worldwide	120	240
Newspapers & Magazines	Single Use	110	N/A
Internet	Non-Commercial	65	N/A
	Commercial	175	N/A
TV/Film	UK	120	275
	Europe	175	350
	Worldwide	275	550
<b>Footage</b>		<b>Charge Per 15 Seconds</b>	
		<b>£</b>	<b>£</b>
<b>Usage</b>	<b>Region/Type</b>	<b>Time Limited Use</b>	<b>In Perpetuity</b>
TV/Film	UK	120	245
	Europe	175	370
	Worldwide	275	585
Internet	Non-Commercial	65	N/A
	Commercial	175	N/A

### 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	2024/25 £
Maximum 3 original documents against photocopies and certify each photocopy as a true likeness of the original document	11.70

### 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 £
Interview with a Police Officer (per officer)	178.40
Statement to be written by a Police Officer	178.40

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:		
Superintendent	134.71	133.72
Chief Inspector	108.84	107.84
Inspector	102.50	101.50
Sergeant	105.36	104.36
Constable	85.06	84.07
PCSO	65.59	62.00
Minimum period of hire is 4 hours		

### EXAMINATION OF COMPUTERS/MEDIA STORAGE DEVICES

The examination of the above devices will be charged at **£93.30** per hour.

**CLPD (PREVIOUSLY NOTIFIABLE OCCUPATIONS)**

CHARGE	2024/25 £
CLPD Initial Disclosure	No Charge
CLPD Additional Information (First two-hour period)	No Charge
CLPD Additional Information (Hours or part thereof more than two hours)	35.00

Requests are received and managed by Information Governance departments.

**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, please contact your **Finance Business Partner** for guidance.

In general, the methodology used for arriving at the fees for such service(s) will be include;

- Cost of Officer / Staff time using applicable **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 on the total value of transaction (to a minimum of £10) is applicable to cover the issuance and processing of any invoice and payment.

Any such charge may be subject to VAT at the appropriate rate(s) in-line with national regulations.

**ACRO POLICE CERTIFICATES FOR VISA PURPOSES**

Individuals needing 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. <https://www.acro.police.uk/Police-Certificates>

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.

**ACRO FEES**

CHARGE	2024/25 £
PNC Names Enquiries	16.00
PNC Record Creation	97.80
International Criminal Convictions	33.00
Police Certificates - Standard Service (12 Working Days up to 31st December 2024)	65.00
Police Certificates - Premium Service (4 Working Days to 31st December 2024)	115.00
International Child Protection Certificates	90.00

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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:

**Website:** <https://www.acro.police.uk>

**E-mail:** [customer.services@acro.police.uk](mailto:customer.services@acro.police.uk)

**Telephone:** +44 (0)23 8047 9920

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

This process is not managed by local Police forces, specific enquiries in respect of this form should be made to ACRO as detailed above.

### FREEDOM OF INFORMATION ACT FEES

CHARGE	2024/25 £
Photocopy image (per side) A4	0.20
Photocopy image (per side) A3	0.40
CD / DVD data disk	26.00
10Postage	At cost <sup>1</sup>
Packing	At cost
Video Tape	104.20
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).

### 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	2024/25 £
Data Protection Act – Request for information under Schedule 2, Part 1, Paragraph 5	105.60

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<sup>1</sup> Postage will be charged at cost, as per Royal Mail current charges at the date of posting information, depending on requested delivery method required.

## 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. The maximum charge that may be made for following a subject access request to health records held in a manual filing system or a combination of electronic and manual filing systems is £50.

Under the Data Protection Act 2018 (Fees and Miscellaneous Provisions) Regulations 2000, 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	2024/25 £
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
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 considered 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.

## COST RECOVERY AND SPECIAL POLICE SERVICES (SPS)

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 standards, as updated from time to time.

The current charges for uniformed officers and often 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.

**SPS COMMERCIAL EVENTS RATES**

The rates below are calculated at **Full Cost** recovery and should be used for all charging of special policing services provided at commercial events.

Uniform and CID 2024/25 Rates		Surrey		Sussex	
		Hourly Rates	Daily Rates	Hourly Rates	Daily Rates
		£	£	£	£
Superintendent	NORMAL	134.71	976.68	133.72	969.47
	BANK HOLIDAY	N/A	N/A	N/A	N/A
	BH < 8 days' notice	N/A	N/A	N/A	N/A
Chief Inspector	NORMAL	108.84	789.06	107.84	781.85
	BANK HOLIDAY	N/A	N/A	N/A	N/A
	BH < 8 days' notice	N/A	N/A	N/A	N/A
Inspector	NORMAL	102.50	743.10	101.50	735.89
	BANK HOLIDAY	N/A	N/A	N/A	N/A
	BH < 8 days' notice	N/A	N/A	N/A	N/A
Sergeant	NORMAL	105.36	763.86	104.36	756.64
	BANK HOLIDAY	140.48	1,018.47	139.15	1,008.86
	BH < 8 days' notice	210.72	1,527.71	208.73	1,513.28
Constable	NORMAL	85.06	616.70	84.07	609.48
	BANK HOLIDAY	113.42	822.26	112.09	812.64
	BH < 8 days' notice	170.12	1,233.39	168.13	1,218.97

Normal Rates: The **Normal** rates shown above are the agreed national standard rates for special policing services provided on non-Bank-Holiday and includes a premium on overtime.

Bank Holiday Rates: The **Bank-Holiday** rates shown above are the agreed national standard rates for special policing services provided on Bank-Holidays where at least 8 days' notice has been given; the rates include a premium on overtime at double time.

Bank Holiday Less Than 8 Days Rates: The **Bank-Holiday Less Than 8 Days** rates shown above are the agreed national standard rates for special policing services provided on Bank-Holidays where less than 8 days' notice has been given; the rates include a premium on overtime at double time and the cost of additional time the officer can take in lieu.

**SPS NON-COMMERCIAL EVENTS RATES**

The rates below are calculated at **Direct Cost** only and should be used for all 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 2024/25 Rates		Surrey		Sussex	
		Hourly Rates	Daily Rates	Hourly Rates	Daily Rates
		£	£	£	£
Superintendent	NORMAL	91.98	666.86	91.22	661.31
	BANK HOLIDAY	N/A	N/A	N/A	N/A
	BH < 8 days' notice	N/A	N/A	N/A	N/A
Chief Inspector	NORMAL	72.07	522.54	71.31	516.99
	BANK HOLIDAY	N/A	N/A	N/A	N/A
	BH < 8 days' notice	N/A	N/A	N/A	N/A
Inspector	NORMAL	67.20	487.18	66.43	481.63
	BANK HOLIDAY	N/A	N/A	N/A	N/A
	BH < 8 days' notice	N/A	N/A	N/A	N/A
Sergeant	NORMAL	73.47	532.64	72.70	527.09
	BANK HOLIDAY	97.96	710.18	96.94	702.79
	BH < 8 days' notice	146.93	1,065.28	145.40	1,054.18
Constable	NORMAL	56.93	412.00	56.16	407.17
	BANK HOLIDAY	75.90	550.30	74.88	542.90
	BH < 8 days' notice	113.85	825.45	112.32	814.35

Non-commercial events rates above accommodate all direct employable costs plus an overtime premium for overtime ranks.



**SPS OPERATIONAL RESOURCE COSTS**

The rates below are the **Operational Resource Costs** and may be used as a starting point to calculate charges for services to other **government bodies**.

Uniform and CID 2024/25 Rates		Surrey		Sussex	
		Hourly Rates	Daily Rates	Hourly Rates	Daily Rates
		£		£	£
Superintendent	NORMAL	103.63	751.29	102.86	745.74
	BANK HOLIDAY	N/A	N/A	N/A	N/A
	BH < 8 days' notice	N/A	N/A	N/A	N/A
Chief Inspector	NORMAL	83.72	606.97	82.95	601.42
	BANK HOLIDAY	N/A	N/A	N/A	N/A
	BH < 8 days' notice	N/A	N/A	N/A	N/A
Inspector	NORMAL	78.84	571.62	78.08	566.07
	BANK HOLIDAY	N/A	N/A	N/A	N/A
	BH < 8 days' notice	N/A	N/A	N/A	N/A
Sergeant	NORMAL	85.11	617.07	84.35	611.52
	BANK HOLIDAY	113.48	822.76	112.46	815.36
	BH < 8 days' notice	170.23	1,097.02	168.70	1,087.15
Constable	NORMAL	68.57	497.16	67.81	491.61
	BANK HOLIDAY	91.43	662.88	90.41	655.48
	BH < 8 days' notice	137.15	883.83	135.62	873.97

Operational Resource Costs include Total Direct Costs, plus direct overheads.

**POLICE STAFF RATES****STAFF FULL COST RATES**

The rates below are calculated at **Full-Cost** recovery and should be used for charging of police staff costs for provided at **commercial events or to non-governmental agencies**.

Type	Surrey			Sussex		
	Grades	Hourly Rates	Daily Rates	Grades	Hourly Rates	Daily Rates
		£	£		£	£
NORMAL	C	45.90	332.78	SPA 5	40.20	291.42
BANK HOLIDAY		61.20	443.71		53.59	388.56
NORMAL	D	49.10	355.94	SPA 6	44.39	321.82
BANK HOLIDAY		65.46	474.59		59.18	429.09
NORMAL	E	54.78	397.16	SPA 7	50.66	367.31
BANK HOLIDAY		73.04	529.54		67.55	489.74
NORMAL	F	59.52	431.51	SPA 8	54.36	394.09
BANK HOLIDAY		79.36	575.34		72.48	525.46
NORMAL	G	61.20	443.73	SPA 9	53.90	390.77
BANK HOLIDAY		81.61	591.64		71.87	521.02
NORMAL	H	73.55	533.26	SPA 10	60.76	440.51
BANK HOLIDAY		98.07	711.01		81.01	587.35
NORMAL	I	81.63	591.84	SPA 11	70.04	507.76
BANK HOLIDAY		108.84	789.12		93.38	677.01
NORMAL	PCSO	65.59	475.54	PCSO	62.00	449.48
BANK HOLIDAY		87.45	634.05		82.66	599.31
NORMAL	Controller/SOCO	82.12	595.39	Controller/SOCO	69.74	505.60
BANK HOLIDAY		109.50	793.85		92.98	674.13
NORMAL	Band 2	88.12	638.83	M1	81.75	592.65
BANK HOLIDAY		117.49	851.78		108.99	790.21
NORMAL	Band 1	121.09	877.87	M3	110.52	801.23
BANK HOLIDAY		161.45	1,170.49		147.35	1,068.31

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**STAFF DIRECT COST RATES**

The rates below are the staff **Direct Costs Rates** to be used for calculating charges for services for **non-commercial events**.

Type	Surrey			Sussex		
	Grades	Hourly Rates	Daily Rates	Grades	Hourly Rates	Daily Rates
		£	£		£	£
NORMAL	C	30.65	222.19	SPA 5	26.94	195.33
BANK HOLIDAY		40.86	296.25		35.92	260.44
NORMAL	D	33.28	241.25	SPA 6	30.39	220.33
BANK HOLIDAY		44.37	321.67		40.52	293.77
NORMAL	E	37.81	274.15	SPA 7	35.32	256.10
BANK HOLIDAY		50.42	365.53		47.10	341.46
NORMAL	F	41.71	302.43	SPA 8	38.36	278.13
BANK HOLIDAY		55.62	403.24		51.15	370.84
NORMAL	G	43.24	313.51	SPA 9	38.21	277.03
BANK HOLIDAY		57.66	418.02		50.95	369.38
NORMAL	H	51.70	374.86	SPA 10	43.85	317.94
BANK HOLIDAY		68.94	499.81		58.47	423.93
NORMAL	I	60.06	435.43	SPA 11	51.48	373.25
BANK HOLIDAY		80.08	580.57		68.64	497.66
NORMAL	PCSO	38.45	278.73	PCSO	37.93	274.96
BANK HOLIDAY		51.26	371.64		50.57	366.62
NORMAL	Controller/SOCO	52.03	377.22	Controller/SOCO	41.03	297.49
BANK HOLIDAY		69.37	502.96		54.71	396.65
NORMAL	Band 2	65.39	474.11	M1	51.48	373.25
BANK HOLIDAY		87.19	632.15		68.64	497.66
NORMAL	Band 1	92.53	670.87	M3	61.11	443.06
BANK HOLIDAY		123.38	894.50		81.48	590.75

**STAFF OPERATIONAL RESOURCE COSTS**

The rates below are the staff **Operational Resource Costs** to be used for calculating charges for services to other **government agencies or crown bodies**.

Type	Surrey			Sussex		
	Grades	Hourly Rates	Daily Rates	Grades	Hourly Rates	Daily Rates
		£	£		£	£
NORMAL	C	37.23	269.94	SPA 5	32.63	236.56
BANK HOLIDAY		49.64	359.92		43.51	315.42
NORMAL	D	39.86	289.00	SPA 6	36.08	261.56
BANK HOLIDAY		53.15	385.34		48.10	348.75
NORMAL	E	44.40	321.90	SPA 7	41.01	297.33
BANK HOLIDAY		59.20	429.20		54.68	396.44
NORMAL	F	48.30	350.18	SPA 8	44.05	319.36
BANK HOLIDAY		64.40	466.91		58.73	425.81
NORMAL	G	49.83	361.27	SPA 9	43.90	318.27
BANK HOLIDAY		66.44	481.69		58.53	424.36
NORMAL	H	59.75	433.20	SPA 10	49.54	359.18
BANK HOLIDAY		79.67	577.59		66.06	478.90
NORMAL	I	66.65	483.18	SPA 11	57.17	414.48
BANK HOLIDAY		88.86	644.24		76.23	552.64
NORMAL	PCSO	52.76	382.50	PCSO	49.90	361.76
BANK HOLIDAY		70.34	510.00		66.53	482.35
NORMAL	Controller/SOCO	66.34	480.99	Controller/SOCO	46.72	338.72
BANK HOLIDAY		88.46	641.32		62.29	451.63
NORMAL	Band 2	71.98	521.86	M1	57.17	414.48
BANK HOLIDAY		95.98	695.82		76.23	552.64
NORMAL	Band 1	99.12	718.62	M3	66.80	484.30
BANK HOLIDAY		132.16	958.17		89.07	645.73

**COST RECOVERY AND SPECIAL POLICE SERVICES (Continued)**

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 supplying officers at short notice. If a request is made for officers and/or staff on a public holiday, then the proper 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 show the abatement, if any.

(Police forces use the Special Police Services Charging Evaluation to show 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.

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Applications to the Chief Constable should be made on a suitable 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 considered appropriate.

### Cancellation Charges

An event organiser must give at least 15 days' notice prior to cancellation. If this notice period is not supplied a charge can be made up to the equivalent rate of 75% of the full planned costs, as per the agreed charging schedule. Cancellation charges must form part of the initial agreement as signed and agreed by both parties.

### ACPO STANDARD MUTUAL AID RATES 2024/25

POLICE OFFICERS MUTUAL AID RATES						
	Constable	Sgt.	Insp.	C/Insp.	Supt.	C/Supt.
<b>Standard Deployment</b>	£	£	£	£	£	£
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
<b>Employment Sub-Total</b>	<b>46,540</b>	<b>59,207</b>	<b>71,828</b>	<b>77,241</b>	<b>94,912</b>	<b>109,907</b>
National Government Levies	233	296	359	386	475	550
<b>Annual Employable Cost</b>	<b>46,773</b>	<b>59,504</b>	<b>72,187</b>	<b>77,627</b>	<b>95,387</b>	<b>110,457</b>
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	8	8	8	8	8	8
Less Training	10	10	10	10	10	10
Less Sickness	11	11	11	11	11	11
<b>Productive Days</b>	<b>206</b>	<b>206</b>	<b>206</b>	<b>206</b>	<b>206</b>	<b>206</b>
Employable Cost - Daily Rate	227.05	288.85	350.42	376.83	463.04	536.20
Equivalent hourly rate	28.38	36.11	43.80	47.10	57.88	67.02
	Constable	Sgt.	Insp.	C/Insp.	Supt.	C/Supt.
<b>Grade 0 hourly rate - BH</b>	<b>62.64</b>	<b>79.68</b>	<b>96.67</b>	<b>64.97</b>	<b>79.84</b>	<b>92.45</b>
<b>Grade 1 hourly rate</b>	<b>46.98</b>	<b>59.76</b>	<b>72.50</b>	<b>64.97</b>	<b>79.84</b>	<b>92.45</b>
<b>Grade 2 hourly rate</b>	<b>41.65</b>	<b>52.99</b>	<b>64.28</b>	<b>64.97</b>	<b>79.84</b>	<b>92.45</b>
<b>Grade 3 hourly rate</b>	<b>46.98</b>	<b>59.76</b>	<b>72.50</b>	<b>77.96</b>	<b>95.80</b>	<b>110.94</b>

**Note:** The above hourly rates are standard rates for Individual Deployed Resource (IDR) mutual aid operations.

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	<b>Constable</b>	<b>Sgt.</b>	<b>Insp.</b>	<b>C/Insp.</b>	<b>Supt</b>	<b>C/Supt.</b>
<b>Attachment</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Annual employable cost	46,773	59,504	72,187	77,627	95,387	110,457
Employers' pension contribution	13,213	17,396	21,120	22,613	29,096	34,158
Revised Employable Cost	59,986	76,900	93,307	100,240	124,483	144,615
<b>Attachment - daily rate</b>	<b>291.19</b>	<b>373.30</b>	<b>452.94</b>	<b>486.60</b>	<b>604.29</b>	<b>702.01</b>

**Note:** The above hourly rates are Surrey & Sussex actual rate to be used for mutual aid operation classed as **attachment**.

<b>POLICE STAFF MUTUAL AID RATES</b>				
	<b>SPA 6 / grade D (SCP 9)</b>	<b>SPA8 / PCSO/Grade E (SCP 21)</b>	<b>SPA11 / band 2 (SCP 32)</b>	<b>M2 / band 1 (SCP 42)</b>
<b>Standard Deployment</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Basic Pay	26,075	29,288	46,254	67,066
Unsociable Hours ( <b>PCSO only</b> )	0	3,927	0	0
Staff Pension	4,410	6,466	7,803	11,255
National Insurance	2,571	2,888	4,561	6,612
National Government Levies	137	176	238	342
<b>Annual Employable Cost</b>	<b>33,193</b>	<b>42,745</b>	<b>58,855</b>	<b>85,275</b>
Total Days	365	365	365	365
Annual Leave	26	26	26	26
Less weekends	104	104	104	104
Less Bank-Holidays	8	8	8	8
Less Training	10	10	10	10
Less Sickness	11	11	11	11
<b>Productive Days</b>	<b>206</b>	<b>206</b>	<b>206</b>	<b>206</b>
<b>Employable Cost - Daily Rate</b>	<b>161.13</b>	<b>207.48</b>	<b>285.70</b>	<b>456.88</b>
<b>Equivalent hourly rate</b>	<b>20.14</b>	<b>25.93</b>	<b>35.71</b>	<b>57.11</b>
<b>Grade 0 hourly rate - BH</b>	<b>44.45</b>	<b>57.24</b>	<b>78.81</b>	<b>126.04</b>
<b>Grade 1 hourly rate</b>	<b>33.34</b>	<b>42.93</b>	<b>59.11</b>	<b>94.53</b>
<b>Grade 2 hourly rate</b>	<b>29.56</b>	<b>38.06</b>	<b>52.41</b>	<b>83.81</b>
<b>Grade 3 hourly rate</b>	<b>33.34</b>	<b>42.93</b>	<b>59.11</b>	<b>94.53</b>
<b>Attachment</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Annual employable cost	33,193	42,745	58,855	94,117
<b>Attachment - daily rate</b>	<b>161.13</b>	<b>207.48</b>	<b>285.70</b>	<b>456.88</b>

The situation is slightly different for police staff as the grades do not necessarily align easily. 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. This is a small selection of grades and others can be provided. Mutual aid more than six calendar months will be classed as an **attachment**.

## **2024/25 SECONDMENT OR ATTACHMENT NATIONAL ADMINISTRATION FEES**

The following administration processing fees **per invoice** have been set by National Policing Chiefs Council – Finance Coordination Committee (NPCC-FCC) for the current year.

<b>Charge Amount</b>	
<b>Attachment</b>	£
Fixed Attachment Setup Fee	50
Fixed Attachment Invoice Fee	50
<b>Secondment</b>	
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 of April each year.

## **VEHICLE COST RECOVERY**

<b>VEHICLE COST RECOVERY</b>		
<b><u>Provision of vehicle only</u></b>	<b><u>Daily rate</u></b>	<b><u>Miles per litre</u></b>
	£	
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 right 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 cost on agreed basis

**VEHICLE STORAGE FEES AND CHARGES**

The following charges will apply to vehicles that are held in police custody because of involvement in a fatal collision or impounded as a part of a criminal investigation.

<b>VEHICLE STORAGE FEES AND CHARGES</b>		
	<b>£</b>	<b>Basis</b>
<b><u>Standard Storage Fees and Charges</u></b>		
Fatal Collisions	75	Fixed
Impounded as part of a criminal investigation	75	Fixed
<b><u>Additional Exception Charges</u></b>		
Storage fees after 90 days	2	Daily
<b><u>Vehicles sized due to no insurance or anti-social driving</u></b>		
Standard fees within 48 hours of impounding	150	Fixed
Additional charges for each day after the first 48 hours	20	Daily

Vehicles seized either due to no insurance or anti-social driving that are not reclaimed or collected within 14 days of seizure will either be scrapped or sold at auction and the proceeds will be remitted back to the police force. The police force will reclaim the cost of scrapping a vehicle and/or other administration charges more than the sales proceed from the vehicle owner.

**VEHICLE COST FOR ESCORTING ABNORMAL LOADS**

In addition to the minimum six-hour charging period for officers deployed to the escort duty, the cost of the vehicles and fuel should be included in the total cost of the escorting service.

The mileage cost should be calculated against the three distinct phases of the escort duty;

- The distance travelled from the vehicle base to the start of the escort.
- The total distance of the escort.
- The distance travelled from the end of the escort back to the vehicle's base.

<b>Vehicle Type</b>	<b>Daily Rate £</b>	<b>Miles Per Litre #</b>	<b>Fuel Costs Per Mile £</b>
Marked car – Petrol/Diesel	45	6	0.2478
Marked car – electric only	54	N/A	N/A
Motorcycle	35	8	0.176



**DOG SCHOOL TRAINING FEE AND CHARGES**

The following fees represents the costs of weekly training sessions delivered by the Surrey Dog Training School for the different type of customers.

<b>Dog Training Fees - Weekly Costs Per Customer Type</b>	<b>Tuition £</b>	<b>Accommoda tion £</b>	<b>Meal £</b>	<b>Total £</b>
National Forces & Government Organisations	677	115	88	880
National Private Organisations	697	115	88	900
Overseas Forces & Government Organisations	1,006	270	154	1,430