

**OFFICE OF THE POLICE CRIME & VICTIMS COMMISSIONER
DURHAM CONSTABULARY
FEES & CHARGES HANDBOOK**

Please always check for the latest version of the Fees and Charges Handbook.



Fees and Charges Handbook

**1 April 2020
to
31 March 2021**

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Introduction

This handbook is designed to provide guidance on the charges and fees to be levied by Durham Constabulary. Its contents have been reviewed and approved by the Police and Crime Commissioner and as such are the only officially approved charges currently in force.

The charging calculations are aligned to 'National Police Chief's Council (NPCC), National Policing Guidelines on Charging for Police Services', 'NPCC National Policing Guidelines on Charging for Police Services: Mutual Aid Cost Recovery' and the 'NPCC Police Requirements & Response to Security Systems'.

Use of Handbook

The rates in this handbook apply to services provided 1 April 2020 to 31 March 2021 irrespective of the date of the original request.

VAT Treatment

VAT treatment for income is a complex area; however as a general rule if the service provided can only be provided by the Police Force then an item is not subject to VAT, if the service can be provided by other organisations then it is likely to be subject to VAT.

All below charges are exclusive VAT.

For further guidance please contact the Accountancy Services team.

Cancellation Charges

Cancellation of requests may incur a charge, if received after work has started on any service. If the cancellation is received before any work has commenced, no charge will be made. If the cancellation is received immediately prior to despatch of requested item(s), full charge will be made. Cancellation requests received where the request is part complete, will be charged proportionately.

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Statutory Charges - Firearms Licensing

Firearms licensing charges are set by reference to Statutory Instruments

Certificate type	Grant or renewal of certificate	Total fee payable £
Firearm certificate	Grant	88.00
Firearm certificate	Renewal	62.00
Shot gun certificate	Grant	79.50
Shot gun certificate	Renewal	49.00
Registered firearms dealer	Grant / renewal	200.00
Visitors' permit	Individual	20.00
Visitors' permit	Group (six or more permits)	100.00
Co-terminous certificates	Grant of both shotgun and firearm certificates	90.00
Co-terminous certificates	Grant of a shotgun certificate /renewal of firearm certificate	90.00
Co-terminous certificates	Renewal of a shotgun certificate /grant of a firearm certificate	90.00
Co-terminous certificates	Renewal of both shotgun and firearm certificates	65.00
Game fairs	Grant	13.00
Home Office Club Approval		84.00
Firearms Museum Licence		200.00
Replacement certificate		4.00
Variation (not like for like) – applicable only to firearm certificates		20.00

Other Statutory Charges

Charge	Total fee payable £
Foreign Nationals	34.00
Peddlers Certificates	12.25

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Fingerprint Fees

Charges for the provision of a fingerprinting service to the general public

Charge	Total fee payable £
Fingerprint Fees (One set)	81.10
Fingerprint Fees (additional sets)	40.50

Release of information relevant to vehicle accidents

The following table lists charges for common items.

Charge	Total fee payable £
<u>Accident Reports</u>	
Copy of accident report (full extract up to 30 pages)	
- Damage Only Accidents	86.50
- Slight Injury Accidents	135.30
- Serious Injury Accidents	188.20
Additional pages for same incident (per page when triggered at 50 pages)	4.40
Copy of Self reporting / minor accident form	35.80
Limited particulars (Road Traffic Act details)	35.80
Fatal - Accident investigation report	432.10
Fatal - Reconstruction video	86.20
Rough Data (per page)	28.70
Copy of scale plan (other than collision report)	43.30
Copy of Police Vehicle Examination Report (unless provided as full extract)	71.80
Copy of Collision Reconstruction Report (unless provided as full extract)	71.80
Copy of Collision Reconstruction Report (unless provided as full extract) per page (Max £50)	4.40
<u>Copies of Photographs</u>	
Copies of photographs on locked PDF disc	21.20
Photographs A4 Index sheet	21.20
Photographs (first photo)	28.70
Each subsequent photograph	3.20
<u>Copies of Statements - Other than in booklets</u>	
Copy of existing Statement (per statement - up to 3 pages)	37.00

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Additional pages of existing statement (per page)	4.40
Copy of witness statement (witness agrees to disclosure of personal details)	43.30
Copy of witness statement (witness not agrees to disclosure)	57.50
Interview with Police Officer (per Officer)	145.00
Request for a statement to be written by police officer	145.00
Copy of PIC sheets (2nd Copy)	28.70
Copy of interview record - (only where prepared during investigative process)	57.50
Copies of videotapes (provision for CJS)	86.20
Copies of audio tapes	86.40
Provision for CJS	35.80
Copies of CDs/DVDs	20.90

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Other Common Items

Charge	Total fee payable £
<u>Requests for Disclosure of Information</u>	
Request for information (up to 2 hours work)	91.30
Hourly rate for work above 2 hours (including redaction)	30.60
Request (crime/lost property number, etc.) – MOU App D(a)	30.60
Request (In response to specific questions) – MOU App D(b)	129.80
Interview with Police Officer (per Officer) – MOU Para 4.5	145.00
Search on : 1. Police National Computer (Antecedents) 2. Police attendance at address or calls made relating to family protection and domestic violence (Incident Logging) 3. Relevant criminal file information (for search in any or all of 1 – 3)	108.00
Update Disclosure (where made within 6 months of initial disclosure) (for search in any or all of 1 – 3)	54.00
<u>Other Common items</u>	
Crime Report	91.40
MG5	36.50
MG3	36.50
Incident Log	37.20
PNC Convictions	36.50
Caution Certificate	23.90
Domestic Violence Report	55.00
Occurrence Summary	18.50
Custody Record	18.50

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Alarm Registrations

The following 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 (system retains false alarm history unless upgraded to DD243 2004)
- Existing user changing security company (system retains false alarm history unless upgraded to DD243 2004)

Where a security company cancels a URN, a period of 28 days grace should be given to allow another security company to take over the URN.

Where a security company applies to take over a URN from an existing company and/or Maintenance Contract, they may do so supported by the customer's authority. The administration fee is not applicable when:

- A security company takes over another security company.
- A security company ceases to trade and another company takes over the URNs within 28 days
- Premises change name only. (Evidence will be required to ensure it is a change of name only and not change of owner/user)

Charge	Total fee payable £
Application for each Unique Reference Number (URN) – Intruder Alarm or Holdup Alarm	45.66
Application for each Unique Reference Number (URN) – Combined Intruder Alarm and Holdup Alarm	91.32
Existing user changing security company (with 1 element)	45.66
Existing user changing security company (with 2 elements)	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 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	Total fee payable £
Under 10,000 LWDs	55.17
10,000 to 50,000 LWDs	82.76
Above 50,000 LWDs	110.35

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Filming

The Force 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 charges will be evaluated on an individual basis.

Training

Durham Constabulary offers bespoke training at some of the UK's most advanced facilities.

The Force's Learning and Development Centre of Excellence can facilitate a wide-range of training at Meadowfield and the Bowburn HYDRA unit. The breadth of adaptability and array of buildings and equipment can be as flexible and creative as the needs dictate. The Meadowfield site incorporates the largest Public Order training arena in the North of England with areas developed as buildings and streets. We have developed "skills houses" with furnishings and a life like public house for realistic skills training and scenarios.

The teams of highly specialist and qualified trainers combine to produce rewarding experiences for the client from advanced driving, through to conflict resolution and digital investigation. The Force can also host corporate team building training days, gaining an insight into and participating in adrenaline filled experiences from the policing world.

With these facilities and experienced staff we can provide bespoke training, learning and development in a wide range of disciplines and not limited to law and order.

Some of the training areas offered include:

- Management and leadership training
- Team Building
- Cognitive interviewing of witnesses and suspects delivered by strategic interview advisors
- Digital Intelligence training
- Digital equipped skills bungalow
- Crime Scene Investigation Training (accredited by Teesside University)
- First aid, personal safety, conflict resolution training
- Public order riot training
- Advanced and specialist driver training
- Method of entry training including glass entry

The cost of the provision of training / learning & development will be evaluated on an individual basis. All enquiries to Ian Gulliver at the Durham Constabulary Learning and Development team. Email: ian.gulliver2@durham.pnn.police.uk, Tel. 0191 3752107

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Special Police Services

The force will take steps to maximise its 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 most up to date NPCC nationally recommended cost recovery mechanisms

The current charges for uniformed officers and frequently requested staff grades are illustrated below, rates are per hour. Rates for other Police Officer and Police Staff grades are available on request.

Rank	Normal £	Bank Holiday £	Short Notice £*
Superintendent	108.73	108.73	108.73
Chief Inspector	83.30	83.30	83.30
Inspector	79.62	79.62	79.62
Sergeant	77.88	116.82	116.82
Constable	64.31	96.47	96.47
PCSO	40.16	60.24	60.24

*where less than 15 days' notice from request has been given

The Chief Constable may provide percentage abatements to the above charges, depending on the type of event and other contributing factors.

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, this should be referred to Finance to enable the appropriate rates to be calculated. Departments should not estimate their own rates and charges.