



# National Policing Guidelines on Charging for Police Services: General

The National Police Chiefs' Council (NPCC) has agreed to these revised guidelines being circulated to, and adopted by, Police Forces in England, Wales & Northern Ireland.

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## Document information

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These revised guidelines have been produced by [BlueLight Commercial](#) on behalf of, and approved by, the NPCC Finance Coordination Committee. The original version of this document was assessed by Home Office Counsel in July 2018. The purpose of this document is to provide comprehensive advice on cost recovery. Please note [Appendix 2 - Charge Rates for Common Items](#), is updated annually and re-published as necessary.

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## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
.....	2
GUIDELINES .....	3
1    Introduction .....	3
2    Scope .....	3
3    Responsibilities .....	4
4    Charging .....	4
5    Provision of Goods and Services to Third Parties .....	5
6    Charging for Services to Councils - Section 92 of the Police Act 1996 .....	11
7    Cost Recovery under Grant Funding Regimes .....	12
APPENDIX 1 - Powers for the Charging of Police Services .....	14
Police Reform and Social Responsibility Act 2011 – Section 15 Supply of Goods and Services	14
Police Act 1996 – Section 25 Special Police Services .....	14
Police Act 1996 – Section 92 Grants by local authorities .....	14
Police Act 1996 – Section 93 Acceptance of gifts and loans .....	15
Police (Northern Ireland) Act 2000 – Section 11 Charging for Special Services .....	15
APPENDIX 2 - Charge Rates for Common Items .....	16
NPCC Recommended Minimum Rates .....	16
Statutory Charge Rates for Common Items .....	20

Throughout this document, for the purposes of ease of reading, please note that references to Chief Constable will include the Commissioner of Police for the Metropolis and the Commissioner for the City of London Police and references to Police & Crime Commissioners (PCCs) will include Police, Fire & Crime Commissioners (PFCCs), Deputy Mayor’s for Policing & Crime and the City of London Corporation’s Court of Common Council.

There may be occasions where legislation makes specific references to each of the above to ensure all are captured in the statute used to recover costs, income generate and collaborate.



## GUIDELINES

### 1 Introduction

#### Background

- 1.1. There are many competing demands on police resources and it is important that managers recognise that meeting those demands often has a significant cost implication. The key principle of this document is ensuring that police forces can properly balance resources to provide a level of policing that is fit for purpose by making appropriate decisions on when and what to charge for police services within the current legal framework.
- 1.2. For the most part policing is part of centrally and locally tax-funded services and is provided for the benefit of the public at large. In this way the majority of policing is provided as a public service. There are some functions that police perform that are provided beyond their ordinary public duty, and in some of these cases there are powers in law for a Police and Crime Commissioner (PCC) to recover the costs of this additional policing under the provision of “Special Police Services.” However, there are also a limited range of other non-policing activities where it is appropriate for the police to make charges to individuals or organisations to recover costs. Ensuring that charges are levied fairly and effectively in such circumstances will protect the public police provision and contribute to the overall funding of the service.
- 1.3. There are opportunities for police forces to provide goods and services which are relevant to their function, organisational ability and workforce skills. Also, within the legislative right under the Police Act 1996 (as amended) there is provision to accept income in other circumstances, such as Grants from Local Authorities Section 92 (with or without conditions) and other grant funding sources. Although not the subject of this document Sections 24 and 25 provide provision for mutual aid and special police services, details of which can be found in separate NPCC guidance documents.
- 1.4. Historically, charges levied have been variable between PCCs and within police forces. Some variability may be legitimate but consistency should be achieved where possible to secure credibility and confidence in the charging processes and to ensure that proper cost recovery across the service is not undermined.
- 1.5. The police service is increasingly implementing charging policies on a delegated basis within forces. Delegation requires an agreed framework of policies and procedures to ensure that individual decisions at different points in the organisation are made on a consistent basis and in accordance with the corporate requirements of the PCC and force.
- 1.6. In pursuance of these objectives the original version of this guidance (*Paying the Bill*), published by the Association of Chief Police Officers in 2005, was aimed primarily at police force managers. This current version has been revised in association with the APCC and is addressed at Police and Crime Commissioners (PCCs) as well as policing leaders and force managers.

### 2 Scope

- 2.1. The ability to charge for police services is generally determined by statutory provisions. This guidance covers two main areas:
  - [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. This may include services provided in competition with other providers, e.g., training or vehicle maintenance, where charges will reflect market rates, or services as a by-product of core police activity such as provision of collision reports or photographs and film;

- [Section 92 of the Police Act 1996](#), which provides the ability for a PCC to accept a grant, either conditionally or unconditionally, from a council of a county, district, county borough or London borough;

2.2 This document does not provide guidance on the provision of Mutual Aid under Section 24 of the Police Act 1996 which is the policing assistance to another force and the provision of additionally requested special police services under Section 25 of the Police Act 1996. For detailed guidance on these areas please refer to:

- *National Policing Guidelines on Charging for Police Services: Mutual Aid Cost Recovery*;
- *National Policing Guidelines on Charging for Police Services: Special Police Services*.

### 3 Responsibilities

3.1 The PCC has a statutory responsibility for the overall finances of the police force. The PCC approves an annual budget and sets the local precept. The Chief Constable is responsible for the subsequent financial management of the force under a general delegation from the PCC. In general terms therefore the PCC should approve the framework of financial policies and procedures within which that delegated responsibility operates. In the general context of the police service's overall financial arrangements, it is the PCC's responsibility to approve policies for charging for police services.

3.2 The Chief Constable will assist the PCC in determining a charging policy and is then responsible for implementation of that policy within the agreed terms of delegation. Individual force managers will have delegated responsibilities as agreed by the Chief Constable.

3.3 The power to supply goods and services pursuant to [Section 15 of the Police Reform & Social Responsibility Act 2011](#) also lies with the PCC and includes the determination of payment terms. To assist each PCC in determining the appropriate rates for regularly requested material and services, a schedule of nationally calculated rates for Common Items are set out in [Appendix 2 - Charge Rates for Common Items](#). To ensure consistency across forces, it is strongly recommended that the national rates, as agreed annually by the NPCC Finance and Coordination Committee, and contained within this document are adopted.

3.4 The PCC's responsibility for setting charging policy includes the following elements:

- Establishing, in consultation with the Chief Constable, and approving the overall policy;
- Agreeing the scope of delegation to the Chief Constable;
- Determining exceptional cases;
- Monitoring implementation through annual reports;
- Reviewing the policy periodically;
- Supporting actions agreed with the Chief Constable.

### 4 Charging

4.1 Police services for which charges are raised represents a small part of overall police activity. The vast majority of budgeted police resource is used in the statutory duty to police the community. This is funded in the main by the national taxpayer, with a small but increasing proportion funded by local taxpayers. Businesses also contribute indirectly through redistributed business rates.



- 4.2 There has, though, evolved circumstances where police time and expertise can be charged to third parties. Powers exist to make charges and a summary of these are shown at [Appendix 1 - Powers for Charging of Police Services](#) These powers have also evolved and been interpreted over time to make a clear delineation between core policing activity and additional chargeable services.
- 4.3 Each PCC should set their own charging policy having due regard to its local circumstances. A number of key principles have been identified which should underpin the charging policy. These are:
- Charging policy should have regard for the requirements for stewardship of public funds;
  - The policy should be set in the context of the overall funding position of the Office of the PCC;
  - Charging policy should have regard to and reflect both national guidance and national rates unless there is a robust reason for variance;
  - Charging policy should have regard to the PCC's overall policing objectives;
  - Charging policy should reflect proper accountability and ensure that costs are met by the body responsible for the purpose for which the service is being delivered;
  - Private persons/bodies should not be able to profit at the expense of the police service;
  - The policy should be clear and transparent to both providers and receivers of the service, and all decision-making within the policy should be transparent;
  - The charging policy should be consistent in its application including where discretion is allowed;
  - The basis of cost calculations should be consistent, so that significant variations in charges are explained by local circumstances rather than methodology differences;
  - There should be a clear understanding of how the charging policy and costing methodology are to be applied by practitioners.

#### **Treatment of VAT**

- 4.4 VAT is a complex matter, for example the application of VAT on the supply of fingerprints is dependent on the purpose and the country to which the applicant is providing them. Secondment of Police Officers does not normally attract VAT although this is not the case with Police Staff. There are also various rules governing police services overseas. It is therefore prudent to seek expert guidance in individual cases, and in all cases of doubt, advice should be sought from Force VAT experts or HMRC.

## **5 Provision of Goods and Services to Third Parties**

- 5.1 Potentially a PCC could provide and charge for a wide range of goods and services under section 1 of the Local Authorities (Goods and Services) Act 1970 as modified by the amendments set out in paragraph 15 of the Police Reform and Social Responsibility Act 2011.
- 5.2 However, in practice the scope is limited in several ways. First, any service or activity has to be supported by the PCC's statutory powers. In effect such a service must spin off from normal police activity or be an activity which is incidental to the provision of the police service. The level of chargeable services must also be reasonable and proportionate to the services required by the police force itself. Chargeable activity should ultimately support and not undermine the core purpose of providing a public police service. However, where chargeable activity could be provided by another party within an open market, then charges must reflect market rates, even where this provides a net income stream.



- 5.3 Other services which support the police service itself, may have a market-competitive dimension. These include, for example, training of particular skills or vehicle maintenance. Where such services are provided to other bodies, the charges will have to take account of market rates. The general principle should be that, as a minimum, charges should always recover the costs of supplying the service. Where market conditions permit, those charges should be the full economic cost in order to contribute towards force overheads. Furthermore, so as not to disrupt the open market, the charges could be higher than cost recovery if the price of the relevant service is routinely higher than those costs; surplus income can be invested back into general policing. Service provision to third parties should be subject to a documented risk assessment, revealing any risk being created or effected by the service or product being provided.
- 5.4 Some areas of service which are beyond the requirements of the Freedom of Information Act, such as the provision of certain information (e.g. copy of a collision report book), can be, de facto, a national or local monopoly in that only the police service can provide the service. As a general principle, it can be difficult to justify widely varying costs across forces for say, the provision of Road Traffic Act information. At the least, it creates an overall problem for forces, in terms of credibility to sections of the business or other communities.
- 5.5 The NPCC Finance and Coordination Committee has created a standard set of common goods and services. These are shown in more detail in [Appendix 2 - Charge Rates for Common Items](#).
- 5.6 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 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).
- 5.7 The decision to disclose information under the CLPD regime rests solely with the Chief Officer or their 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.
- 5.8 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 this guidance unless the required disclosure to satisfy the ‘demand pull’ request relates only to documents that would have been released under the ‘supply push’ disclosure had the need been known at the time of arrest.
- 5.9 [Appendix 2 - Charge Rates for Common Items](#) shows a range of items, both “goods” and services” where evidence has shown that the majority of forces supply, with an associated charge. A review of the charges has shown that some items have little variation across the country whilst for others charges can vary significantly. Charges shown at [Appendix 2 - Charge Rates for Common Items](#) will be updated each year by the NPCC Finance and Coordination Committee. The nature and level of charge will be re-assessed at 5 yearly intervals to review their continuing relevance and their link to the cost base. It is recognised that some forces will incur additional costs in retrieving documents that are held in off-site commercial archives. In these situations, it is acceptable for these costs to be passed on to the body requesting the information.



- 5.10 It should be noted that the cost of common items areas are based only upon the actual cost of locating, reading, assessing, redacting, quality assuring and despatching an existing item. The standard charges, unless specifically stated, do not reflect the cost of producing the original item, unless it has not been created for the purposes of core policing and has been produced specifically for the requesting party.
- 5.11 No charges should be made to the Motor Insurers Bureau for the statutory provision of collision reports (Previously referenced in HO Circular 163/1 1953).
- 5.12 No charges should be made to Responsible Authorities (such as Local Authorities, Health Authorities, Fire and Rescue Authorities, Primary Care Trusts, NHS Trusts, Probation Committees and Registered Social Landlords) due to the requirement within the Crime and Disorder Act 1998 for such partners to work together to combat anti-social behaviour.
- 5.13 No charges should be made to other public sector organisations where the requirement for the document is for the purpose of either safeguarding a child or vulnerable individual or to aid a statutory investigation.
- 5.14. Third sector agencies, (including sports, faith-based, voluntary, and community organisations covered by Section 11 of the Children Act 2004), should not incur any charges when fulfilling statutory safeguarding duties. This includes the obligation to share information in cases where an agency must assess safeguarding risks following allegations against individuals working with children.
- 5.15 The provision of goods and services will cover other professional or technical services such as the provision of training in particular skills, an extension of a support function (e.g. vehicle maintenance), the hire of premises or the sale of goods which can range from memorabilia to old and decommissioned equipment, etc.
- 5.16 The situation here is conceptually different to where police are the only potential supplier, in that the goods and services are provided and sold in market competitive conditions. As such, pricing policy is largely discretionary to an individual Force/PCC. Forces can be in competition with all other suppliers, including companies, non-profit organisations and other Forces.
- 5.17 **For those areas where the service is provided in open market conditions, then a general principle should apply that charges should, at least, recover the full costs of supplying the service.** For this to be able to be achieved, forces should be clearly able to identify the investment (start-up) and running costs of the service and then set charges accordingly. This should be based on the model for calculating direct costs. But the charges made will clearly depend on the nature of the market and local pricing decisions.
- 5.18 On some occasions, pricing policy may dictate a marginal costing approach initially being taken. Here, the employable cost identified in the costing model should be the baseline for consideration. Beyond this, forces should then have a clear understanding of the contribution requirements to direct overheads and set up or other investment costs, in order that they can demonstrate the adequate recovery of costs.
- 5.19 It is clear that pricing policy and market conditions can affect the level of charges. It is important that, in those conditions, all forces should be able to validate charges set. The costing model can provide a basis for this to be undertaken. In certain conditions, forces are taking advantage of their spare capacity. It is important in these circumstances that forces can demonstrate a strong "value for money" rationale to the use of the resources applied.



- 5.20 In other circumstances, the ability to market and benefit from an area of expertise needs pump priming or investment - often in support activities. It is expected that charges should be set that will recover all the supporting costs, including the pump priming or set up costs within a reasonable investment time period. Charges can exceed the overall level of cost recovery and therefore provide a net income stream where market conditions allow. But forces should be prepared to identify and justify pricing policies if required.

### Charging for Intellectual Property

- 5.21 Intellectual property rights (IPR) allow a PCC/Force to make money from the Intellectual Property (IP) owned. Protecting the IP makes it easier to take legal action against anyone who steals, copies or misuses it. In the UK, intellectual property (IP) is something that is created by a human using their mind - for example, a story, an invention, an artistic work or a symbol. IP is owned if you:
- created it (and it meets the requirements for copyright, a patent or a design);
  - bought intellectual property rights from the creator or a previous owner;
  - have a brand that could be a trademark, for example, a well-known product name.

The four main areas of IPR are:

- Copyright for material – films, pictures, literary and artistic material, sound recordings and broadcasts;
  - Trademarks for brand identity – of goods and services allowing distinction between different organisations;
  - Designs for shape and appearance – either functional or aesthetically pleasing articles or surface decoration, pattern or ornament;
  - Patents for inventions – new and improved products and processes that are capable of industrial application.
- 5.22 It is important to address the issue of IPR when developing products within the organisation, including working with suppliers to develop solutions that result in goods and services being created e.g., a training course on vehicle theft co-developed by a force and a car manufacturer which could be co-owned by both parties. The training could be licensed through other outlets thus creating a further source of income. It is important to include IP terms and conditions in purchasing contracts, grant agreements and collaboration arrangements to ensure the forces/PCC does not miss out on future opportunities.
- 5.23 Forces/PCCs are recommended to have policies on IPR that complement procurement and commercial policies and align with the Freedom of Information Act 2000 and the Re-use of Public Sector Information Regulations 2015. The complex nature of IPR makes it advisable to seek relevant specialist professional advice on the subject before commencing exploitation of any asset.
- 5.24 Forces should be aware that any commercial use of the Royal Cipher, that may be contained within the force crest and/or other imagery, will require the written permission of the Lord Chancellor's Office. Further advice on the process can be obtained from BlueLight Commercial.
- 5.25 It is recommended that all forces protect any images (formally known as a 'device') that they want to either use commercially or prevent others from using for commercial gain. Advice on registering a trademark can be found at [Register a trade mark : Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/register-a-trade-mark)



### Photographs and Film

- 5.26 Forces provide a wide range of material to the news media as part of policing operations. To protect and control the use of the material, licenses should be employed to formalise the arrangement between the force/PCC and the third party. These will provide the terms and conditions of usage and include timelines and instructions to the licensee regarding varying the terms for different usage; it also shows other third parties that the material is protected by a licensor. Forces should have a procedure on engagement with news agencies and it should include the policy on material release and include the time constraints regarding how long material should be regarded as news.
- 5.27 Forces/PCCs can seek to maximise the commercial potential of material created during their business. Areas that may be particularly appropriate for this include:
- Use of material that is no longer current news but was subject to intense media interest at the time;
  - Programmes regarding historical incidents no longer directly relevant to force priorities;
  - Documentaries and “reality TV”;
  - Fictional dramas;
  - Programmes intended for broadcast or re-sale abroad.
- 5.28 There may be occasions when charging for material is inappropriate. These include:
- If material has been released as current news and falls within the force news-broadcast ‘exclusivity’ time, or would still assist an active investigation, prevent crime or meet the original purpose for which it was released through force media departments.
  - If the material would compromise an ongoing investigation or court case, or may compromise future operations through description of procedure, equipment or other sensitive items.
  - If the material will gain coverage of a successful or important area of force work that failed to gain publicity as news or will highlight a particular problem or issue and in doing so contribute to meeting publicity and policing objectives.
  - If the force would be morally or ethically compromised by requesting payment or if the material is unsuitable for release into the public domain.
  - If the material would be detrimental to the aims of the Force/PCC.

It is important to note that even where a decision is made **not to charge for the materials initial use, a license should still be put in place**, as without a suitable license the future use of the material cannot be adequately controlled.

- 5.29 Unlike material released as part of activities in Common Items table in [Appendix 2 - Charge Rates for Common Items](#), existing photographs and film owned by the Force/PCC that is to be used by a third party for commercial purposes should be charged for on the basis of their commercial value rather than the cost of their reproduction and disclosure. A suggested national rate card for photographs and film has been developed using current market rates from comparable organisations and is included in a separate table in [Appendix 2 - Charge Rates for Common Items](#). This is intended to be used by Forces for direct sales to third parties rather than changing any tariffs created through commercial archives or resellers.

### Merchandising

- 5.30 Merchandising is the use of a force logo or campaign image or brand on products that have been created. Forces often use merchandising such as pens, flags and key-fobs to promote individual initiatives and recruitment, however a more diverse range of material can be created for additional



benefit, such as calendars, mugs clothing and toys; the purchase of which should comply with relevant procurement policy and legislation.

- 5.31 Imagery and branding aligned with a Force/PCC should be protected either by default through copyright legislation or through the act of registering it as a trademark. Either way, forces should be pro-active in protecting its imagery and branding to ensure its misuse does not have a negative impact on the force brand or commercial activities.

### Police Documentaries

- 5.32 Many forces have or considered working with television production companies in order to produce police based documentaries about either their force in general or a specific aspect of their force. There continues to be a public demand for documentaries based on the various aspects of operational policing and it can provide the public with an increased and improved level of insight into the work of the police.

- 5.33 While forces generally have a positive experience of working with production companies, the level of in-house effort involved is significant. The level of preparation, support and post-filming work required to support documentary productions is often vastly underestimated. There can be a significant level of stakeholder engagement (blue light partners, social services, charities) required to ensure that objections to filming do not arise late in the day. This reflects the diversity of incidents that police are called to respond to.

- 5.34 Prior to committing to a production company a force and PCC should consider the purpose, workload and intended outcomes. The answers to the following list of questions will assist in the decision making:

- Does the proposal support the force priorities?
  - Does it add value for the force?
  - Does it support the force values?
  - Will it be a source of pride for the officers and staff?
  - Will it benefit recruitment?
- Does it benefit the local communities?
  - Will it resonate with the communities?
  - Will it improve public trust and confidence
  - Will it help us get messages out to 'harder to reach' audiences?
- Will it benefit UK policing in general?
  - Will it cover a wide range of policing issues? (that other forces may then need / want to respond to)
  - Will it cover currently high-profile national policing matters? (that other forces will then need / want to respond to)
- Has the programme/ series been commissioned?
  - For what channel
  - Anticipated timing for broadcast (in the TV schedules)
  - Expected audience demographics?
  - Anticipated viewing figures?



- Expectation of repeat broadcasts/ being sold elsewhere?
- Any other organisations involved/ already approached?
- What evaluation insights could they offer?
- What level of editorial control, if any, will the force have?
- Expected filming timeline?
  - <1 month
  - <3 months etc
- What fee is being offered for the programme?
- How many documentaries are the force currently involved in?
  - Consider maximum capacity within the Corporate Communications team across the year
  - Consider the additional workload on supporting functions – will the required supporting functions be available to play their part? E.g. legal, operations, custody etc.
- Has the force or any other force had previous experience with this production company?
  - References available?
  - Have they worked in any form of public service / public sector?

5.35 It is strongly recommended that an Access Agreement is put in place between the PCC, Chief Constable and the production company that sets out the conditions upon which the producer will be granted access and what the producer is being commissioned to produce as a final product. The access agreement should also specify the charges that will be levied for the access to the force and individual officers.

5.36 Consideration should be given as to how the charges should be calculated. This will be based upon the purpose of the documentary i.e. driven by the force for education or community relations purposes versus the production companies intentions to use the material for commercial gain. It is recommended that a flat fee for access is charged with additional charges based on the number of intended episodes and the intended distribution beyond its initial airing.

5.37 Further information and guidance on police documentaries and working with production companies can be found in the Association of Police Communicators' Documentary Working Group Study January – July 2023.

## 6 Charging for Services to Councils - Section 92 of the Police Act 1996

6.1 Section 92 of the Police Act 1996 (as amended) allows councils<sup>1</sup> to make grants, with or without conditions, to a PCC above the normal level of the precept.

6.2 Councils may wish to consider the use of Section 92 to grant PCCs funding to undertake additional services, over and above that level the Chief Constable considers necessary to discharge their duties.

<sup>1</sup> Councils in this case includes county, district, borough, parish or community whose area falls wholly or partly within the police area or metropolitan police district concerned.



This may be to fulfil a priority objective for the Council or a specific measure that the council believe are important to their residents.

- 6.3 Examples of this might include a Town Council that wishes to fund additional high-visibility town centre patrols, additional patrols on a particular housing estate or additional officers to increase the presence within the night time economy area. It is recommended that any additional activity undertaken does have some synergy with the Police and Crime Plan and officers are not deployed on lower-level initiatives such as dedicated operations targeting litter dropping or cycling on the pavement.
- 6.4 Whilst the additional services provided may be akin to those provided as special police service under Section 25 of the Police Act, Section 92 allows for the payment to be made as a grant and therefore, within the confines of the legislation, does not necessarily need to equate to full economic cost recovery. As such grants are likely to have a beneficial impact to other objectives within the Police and Crime Plan and it is therefore recommended that PCCs provide guidance within their charging policy on the acceptance of council funded grants and whether grants covering direct or employable costs only, could be accepted.
- 6.5 Council grants may range from the funding of overtime to fund a specific initiative for a few weeks right up to the funding of an additional team of officers on a permanent or semi-permanent basis. A council may choose to agree a monthly and annual spending limit.
- 6.6 Any such grant would need a formal agreement establishing between the parties, identifying the constraints and processes which will underpin the grant usage and any conditions imposed.
- 6.7 It should be noted that Section 92 only relates only to Councils and does not extend to other public sector organisations, however similar in construct or purpose. Furthermore, non-council organisations should not be allowed to use the legislation to pass funding through a council to benefit from any agreed charges as set by the PCC.

## **7 Cost Recovery under Grant Funding Regimes**

- 7.1 Bidding for external funding is a valuable way of augmenting police budgets to solve specific issues or to take forward an innovative new approach to a problem. Whilst the process can be time-consuming, the potential financial gains from bids and grants can be significant.
- 7.2 Income from Bids and Grants is not limited and, if managed ethically and effectively, presents few pitfalls. However, understanding the organisation's ability, capacity and commitment to deliver the required work should an application be successful needs to be understood and considered from the outset.
- 7.3 Some grant providers require the receiving organisation to match fund their grant funding, either by the receiving organisation directly or from another source. It is imperative that forces understand whether a grant requires match funding and where it does, where that funding is coming from. Bids for grant funding should be made in accordance with the PCC's and force scheme of delegation
- 7.4 It is good practice for funding to follow a clearly defined need, rather than have funding availability dictating action. Projects often involve hidden costs such as meetings, supervision of project staff and provision of office accommodation. In order to justify these costs, projects should always address key organisational priorities within the Police and Crime Plan. These priorities may be crime related or may relate to other priorities such as an ambition to become carbon neutral.



- 7.5 For a variety of reasons, it will not be possible to pursue all grant opportunities, although it is likely that most Home Office grants opportunities will be pursued as they are only competed within the closed policing community and therefore the chances of success are higher. However, for non-Home Office grants the reasons for not bidding may include:
- Bidding for grants is a time-consuming process and whilst it may be tempting to use the wording prepared for a previous bid for subsequent bids, this is unlikely to prove successful unless the bid criteria and assessment technique are absolutely identical.
  - The chances of success are not equal across all opportunities and it is recommended that opportunities are assessed carefully before committing any time or resource to compiling a bid.
  - Not all grants are economically equitable as many will stipulate what can and cannot be included in the grant bid, for example in regard to overheads and match funding from your own organisation or partner organisations.
  - The degree of information and evidence required in order to claim the grant funding at the end of the project will vary and this should be factored in prior to making a decision to bid.
  - Many grants opportunities will be available at the same time, for example at the start of a financial year, with similar submission deadlines. Spreading resources across too many bids simultaneously is likely to result in compromised or less effective submissions.
  - Good quality grant bids will require input from internal subject matter experts and consideration would need to be given to their time in relation to both the frequency of their input and other commitments or competing priorities they may have.
- 7.6 It is therefore strongly recommended that a structured evaluation tool that objectively considers grant opportunities is used to assess which should be progressed and which should not.
- 7.7 Conditions of grant vary depending on which body is responsible for issuing the grant. Care should be taken to ensure that any conditions stipulated are met in full. In particular they will specify:
- How the money is to be used.
  - How reimbursement will be made for expenditure incurred.
  - The final date by which claims should be submitted.
  - Proper financial records and controls should exist.
  - Audit requirements in terms of annual reports.
  - Issues relating to the purchase of capital assets where applicable.
  - Treatment of VAT.
- 7.8 Force's and in particular the project manager and Senior Responsible Officer should be totally familiar with the terms, reporting and claiming timescales and any other requirements of the grant. Late or incomplete claims or submissions may result in the failure to recover expected grant funding and leave the force to meet the costs.



## APPENDIX 1 - Powers for the Charging of Police Services

### Police Reform and Social Responsibility Act 2011 – Section 15 Supply of Goods and Services

This section of the Police Reform and Social Responsibility 2011 Act augments the 1996 Police Act with changes to reflect the creation of the Office of the Police & Crime Commissioner:

#### 15 Supply of goods and services

- (1) Subsections (1), (2) and (3) of section 1 of the 1970 Act (supply of goods and services by local authorities) apply, with the modification set out in subsection (2), to each elected local policing body as they apply to a local authority.
- (2) In those subsections, references to a public body (within the meaning of that section) are to be read as references to any person.
- (3) An elected local policing body may not enter into an agreement with another elected local policing body, or with the Common Council of the City of London in its capacity as a local policing body, under section 1 of the 1970 Act in respect of a matter which could be the subject of force collaboration provision in a collaboration agreement under section 22A of the Police Act 1996.
- (4) In this section “1970 Act” means the Local Authorities (Goods and Services) Act 1970.

### Police Act 1996 – Section 25 Special Policing Services

This act provides the basis of the provision of Special Police Services.

#### 25 Provision of Special Services.

- (1) The chief officer of police of a police force may provide, at the request of any person, special police services at any premises or in any locality in the police area for which the force is maintained, subject to the payment to the local policing body of charges on such scales as may be determined by that body.
- (1A) The Chief Constable of the British Transport Police Force may provide special police services at the request of any person, subject to the payment to the British Transport Police Authority of charges on such scales as may be determined by that Authority.

### Police Act 1996 – Section 92 Grants by local authorities.

This provides the ability of a force to receive a grant towards policing costs from a local authority above normal precept arrangements.

#### 92 Grants by local authorities.

- (1) The council of a county, district, county borough, London borough, parish or community may make grants to any police and crime commissioner whose police area falls wholly or partly within the council's area.
- (2) The council of a London borough, county, district or parish which falls wholly or partly within the metropolitan police district may make grants for police purposes to the Mayor's Office for Policing and Crime.
- (3) Grants under this section may be made unconditionally or, with the agreement of the chief officer of police for the police area concerned, subject to conditions.
- (4) This section applies to the Council of the Isles of Scilly as it applies to a county council.



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## **Police Act 1996 – Section 93 Acceptance of gifts and loans**

This provides the ability of a force to receive gifts of money and gifts or loans of other property. (Forces should take great care in undertaking 'due diligence' in reviewing the source of any such gift or loan and any taxation liabilities thus created.)

### **93 Acceptance of gifts and loans.**

- (1) A local policing body may, in connection with the discharge of any of its functions, accept gifts of money, and gifts or loans of other property, on such terms as appear to the authority to be appropriate.
- (2) The terms on which gifts or loans are accepted under subsection (1) may include terms providing for the commercial sponsorship of any activity of the local policing body or of the police force maintained by it.

## **Police (Northern Ireland) Act 2000 – Section 11 Charging for Special Services.**

This act provides the basis of the provision of Special Police Services in Northern Ireland.

### **11 Charging for Special Services.**

The Chief Constable may, at the request of any person, provide special police services subject to the payment to the Board of such charges, or charges on such scales, as may be determined by the Board.

**[Back to CONTENTS](#)**



## APPENDIX 2 - Charge Rates for Common Items<sup>2</sup>

### NPCC Recommended Minimum Rates<sup>3</sup>

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.

Previous		Revised
2025		2026
Per item £	<b>Accident Reports</b>	Per item £
125.90	Copy of Collision Report (full extract up to 30 pages)	130.70
5.60	Additional pages for same incident ( <b>per page</b> )	5.80
44.70	Limited particulars (RT Act details)	46.40
44.70	Copy of self-reporting / minor accident form	46.40
31.10	Information / record search	32.20
540.10	Forensic Collision Investigator - Technical Report	560.70
107.70	Forensic Collision Investigator - Reconstruction video	111.80
35.90	Forensic Collision Investigator - Rough data ( <b>per page</b> )	37.30
54.20	Copy of Scale plan - other than in collision report	56.20
89.70	Forensic Collision Investigator/ Forensic Vehicle Examiner - Vehicle Examination Report ( <b>unless provided as full extract</b> )	93.10
5.60	Forensic Collision Investigator / Forensic Vehicle Examiner - Reconstruction report ( <b>per page</b> ) ( <b>unless provided in full report</b> )	5.80
Per hour + £66.90	Forensic Collision Investigator - adhoc requested services	Per hour + £69.50
94.00	Specialist Report – (CCTV/Tachograph/Vehicle download) if separate	97.60
83.90	External Expert Report – Requested by force	87.10
Cost + £83.90	External Expert Report – Requested by external party	Cost + £87.10
	<b>Photographs &amp; Recordings</b>	
37.10	from Digital camera ( <b>per disc or contact sheet</b> )	38.50
73.10	Curated photo sets ( <b>per 10 digital photos or part thereof</b> )	75.90
Per hour + £37.00	Video footage – Police (handheld, drone, vehicle mounted or body warn video) (per hour rate for reviewing and redaction)	Per hour + £38.40

<sup>2</sup> Cancellation of requests may incur a charge, if received after work has started on any service. If received before any work has commenced, no charge should be made. If received immediately prior to despatch of requested items(s), full charge should be made. Cancellation requests received where the request is part complete, should be charged proportionately.

<sup>3</sup> Individual Force charges may exceed these guidelines, were demonstrable to recoup higher local costs.



36.40	3D Virtual World - Simulations / Fly Throughs – Already prepared	37.80
Per hour + £36.40	3D Virtual World - Simulations / Fly Throughs – Requested	Per hour + £37.80
37.00	Dashcam, Drone & CCTV footage – Public/Private	38.40
	<b>Digital Data</b>	
76.70	Laser scan data – Raw/Registered Point cloud	79.70
32.40	Skid test & survey data – Raw/Registered	33.60
76.70	Skid test & survey data - Digital mapping	79.70
76.70	Video recording aligned to digital mapping / survey data	79.70
76.70	Vehicle digital data download - IDR/Blackbox/Tachograph/Infotainment (per item)	79.70
	<b>Copies of statements - other than in booklets</b>	
46.20	Copy of statement - (up to 3 pages)	48.00
5.60	Copy of additional pages (per page)	5.80
54.20	Copy of witness statement ( <b>witness agrees to disclosure of personal details</b> )	56.20
71.40	Copy of witness statement ( <b>witness not agreeing to disclosure of personal details</b> )	74.20
181.40	Interview with Police Officer (per Officer)	188.30
181.40	Request for a statement to be written by Police Officer	188.30
71.90	Copy of interview record (only where prepared during investigative process)	74.70
107.70	Copy of VHS videotapes	111.80
108.00	Copies of audio tapes	112.10
34.70	Copies of CDs/DVDs	36.10
	<b>Cancellation charges</b>	
	See footnote (below)	
	<b>Fingerprinting Fees</b>	
101.40	One set	105.20
50.70	Additional sets thereafter (each)	52.60
	<b>Requests for Disclosure of Information</b>	
114.10	Request for information (up to 2 hours work)	118.40
38.30	Hourly rate for work above 2 hours (including redaction)	39.70
	<b>National Guidance on Data Sharing for NPCC in respect of Association of British Insurers (ABI)</b>	
162.30	Request for disclosure of Information held by the police (Guidance Appendix D(A))	168.40
No charge	Request for Information held by police where there is evidence to suspect a fraudulent insurance claim (Schedule 2) (Guidance Appendix E)	No charge
181.40	Interview with Police Officer (per officer) - (Guidance Para 6.20)	188.30



<b><u>Other common items</u></b>		
114.30	Crime report	118.70
45.60	MG5 - Offence Report	47.30
45.60	MG3 Report to CPS for a charging decision, decision log and action plan	47.30
46.50	Incident / Call Log	48.20
68.70	Domestic Violence Report	71.30
23.10	Occurrence Summary	24.00
23.00	Custody Record	23.90
<b><u>ACRO Services - provided only to authorised agencies with a lawful basis to information</u></b>		
16.50	PNC Names Enquiries	17.20
100.00	PNC Record Creation	104.00
34.00	International Criminal Convictions	35.50
N/A	Police Certificates	For current rates visit: <a href="http://acro.police.uk">Home (acro.police.uk)</a>
N/A	International Child Protection Certificates	
<b>Alarm URN Fees (set by Police Crime Prevention Initiatives)</b>		<b>Effective from 1st April 2026</b>
56.70	Alarm Registration (Intruder)	58.90
56.70	Alarm Registration (Hold Up Alarm)	58.90
68.60	Lone Worker Devices up to 10,000	71.20
102.80	Lone Worker Devices 10,001 - 50,000	106.70
137.10	Lone Worker Devices 50,001 and over	142.30

<b>Intellectual Property Rights and Copyright</b>			
<b>Still Images</b>		<b>£ per image</b>	
<b>Usage</b>	<b>Region / Type</b>	<b>Time Limited Use</b>	<b>In Perpetuity</b>
Books	UK	106.00	212.00
	Europe	116.70	233.20
	Worldwide	127.20	254.40
Newspapers & Magazines	Single Use	116.60	N/A
Internet	Non-commercial	N/A	137.80
	Commercial	N/A	370.90
TV / Film	UK	127.20	291.40
	Europe	185.50	370.90
	Worldwide	291.40	582.90



Footage	Region / Type	£ per 15 Seconds	
		Time Limited Use	In Perpetuity
TV / Film	UK	127.20	259.70
	Europe	185.50	392.10
	Worldwide	291.40	620.00
Internet	Non-commercial	N/A	137.80
	Commercial	N/A	370.90

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

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

[Back to CONTENTS](#)



## Statutory Charge Rates for Common Items

	<b>Statutory Charges (From 5/2/25)</b>
<b>Firearms Licensing Fees</b>	<b>£</b>
Firearms Certificate grant	198.00
Firearms Certificate renewal	131.00
Firearms Certificate replacement	9.00
Shotgun Certificate grant	194.00
Shotgun Certificate renewal	126.00
Shotgun Certificate replacement	9.00
Shotgun Certificate grant (co-terminus/including Firearms Certificate)	202.00
Shotgun Certificate renewal (co-terminus/including Firearms Certificate)	155.00
Visitors Permit (Individual 1-5) per person	47.00
Visitors Permit (Group 6-20) in total	233.00
Home Office Club approval	84.00
Registered Firearms Dealer registration	466.00
Registered Firearms Dealer renewal	466.00
Game Fairs	30.00
Variation (not like for like)	47.00
Firearms Museum License	200.00
<b>Other Licensing Fees</b>	
Peddler Certificates	12.25

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

### The Removal, Storage and Disposal of Motor Vehicles (Amendment) Regulations 2023.

<b>Vehicle Removal Fees</b>				
Vehicle position and condition	Vehicle equal to or less than 3.5 tonnes maximum authorised mass (MAM)	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	Vehicle exceeding 18 tonnes MAM
Vehicle on road, upright and not substantially damaged or any 2 wheeled vehicle whatever its condition or position on or off the road	£192	£256	£448	£448
Vehicle, excluding a 2 wheeled vehicle, on road but either not upright or	£320	£832	Unladen - £2,561 Laden - £3,842	Unladen - £3,842 Laden - £5,763



substantially damaged or both				
Vehicle, excluding a 2 wheeled vehicle, off road, upright and not substantially damaged	£256	£512	Unladen - £1,281 Laden - £1,921	Unladen - £1,921 Laden - £2,561
Vehicle, excluding a 2 wheeled vehicle, off road but either not upright or substantially damaged or both	£384	£1,089	Unladen - £3,842 Laden - £5,763	Unladen - £5,763 Laden - £7,684
<b>Storage (for each period of 24 hours or part thereof)</b>				
Two wheeled vehicle	£13			
Vehicle, not including a 2 wheeled vehicle, equal to or less than 3.5 tonnes MAM	£26			
Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	£32			
Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	£38			
Vehicle exceeding 18 tonnes MAM	£45			
<b>Disposal</b>				
Two wheeled vehicle	£64			
Vehicle, not including a 2 wheeled vehicle, equal to or less than 3.5 tonnes MAM	£96			
Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	£128			
Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	£160			
Vehicle exceeding 18 tonnes MAM	£192			

[Back to CONTENTS](#)

