**THE POLICE AND CRIME COMMISSIONER**

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

**2025**

**Applicable from 1st of January 2025 to 31st December 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 rates shown here are applicable from 1st of January 2025 through to 31st December 2025. The guidelines provide a backing to support the Police & Crime Commissioner (PCC) for the collaborated **Sussex and Surrey** Police forces towards the delivery of their 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 to ensure 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 legal framework for charging of police services is supported by the below Acts:

* 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.

The NPCC provides the guidance framework and sets standard rates for the majority the items contained in this document. However, where a force has developed other services and/or capabilities not covered within the NPCC guidelines, the expectation is that the fees for the goods/services is charged at commercial rates, unless if it is provided to either charities or to another crown body. When setting the rates for the non-standardized items, each PCCs is required to mirror the standard method/framework provided by the NPCC for calculating the rates. Adopting this methodology ensures transparency, accountability, and reduces the risk of being challenged by the public.

The charging methodology/framework distinguishes between the different types of costing. Differential costings encourage the application of the appropriate rates for 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). Special Police Services rates provided by the NPCC guidelines have three key recovery 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 for period of 1st of January through to 31st December 2025.

Collision Reports

| **CHARGE** | **2025****£** |
| --- | --- |
| Copy of Collision Report (full extract up to 30 pages) | 125.90 |
| Additional Pages for same incident **(per page)** | 5.60 |
| Limited Particulars (RT Act details) | 44.70 |
| Copy of self-reporting/minor collision form | 44.70 |
| Information / Record search | 31.10 |
| Forensic Collision Investigator – Technical report | 540.10 |
| Forensic Collision Investigator – Reconstruction video | 107.70 |
| Forensic Collision Investigator - Rough Data **(per page)** | 35.90 |
| Copy of Scale plan - other than in collision report | 54.20 |
| Forensic Collision Investigator/ Forensic Vehicle Examiner - Vehicle Examination Report (unless provided as full extract) | 89.70 |
| Forensic Collision Investigator / Forensic Vehicle Examiner - Reconstruction report (per page) (unless provided in full report) | 5.60 |
| Forensic Collision Investigator – adhoc request service | Per hour + £66.90 |
| Specialist Report – (CCTV/Tachograph/Vehicle download) if separate | 94.00 |
| External Expert Report – Requested by force | 83.90 |
| External Expert Report – Requested by external party | Cost + £83.90 |

Photographs

|  |  |
| --- | --- |
| **CHARGE** | **2025****£** |
| From Digital Camera (per disc or contact sheet) | 37.10 |
| Curated photo sets (per 10 digital photos or part thereof) | 73.10 |
| Video footage – Police (handheld, drone, vehicle mounted, or body worn video) (per hour rate for reviewing and redaction) | Per hour + £37.00 |
| 3D Virtual World - Simulations / Fly Throughs – Already prepared | 36.40 |
| 3D Virtual World - Simulations / Fly Throughs – Requested | Per hour + £36.40 |
| Dashcam, Drone & CCTV footage – Public/Private | 37.00 |

DIGITAL DATA

|  |  |
| --- | --- |
| **CHARGE** | **2025****£** |
| Laser scan data – Raw/Registered Point cloud | 76.70 |
| Skid test & survey data – Raw/Registered | 32.40 |
| Skid test & survey data - Digital mapping | 76.70 |
| Video recording aligned to digital mapping / survey data | 76.70 |
| Vehicle digital data download - IDR/Blackbox/Tachograph/Infotainment (cost per item) | 76.70 |
| A4 Index Sheet – Digital | 26.50 |
| Copy of Photograph (first photo) | 36.00 |
| Copy of Photograph (Each subsequent photograph) | 4.20 |

Statements – Other than in booklets

| **CHARGE** | **2025****£** |
| --- | --- |
| Copy of Statement (up to 3 pages) | 46.20 |
| Copy of additional pages (per page) | 5.60 |
| Copy of Witness Statement (witness agrees to disclosure of personal details) | 54.20 |
| Copy of Witness Statement (witness not agreeing to disclosure of personal details) | 71.40 |
| Interview with Police Officer (per officer) | 181.40 |
| Request for Statement to be written by Police Officer | 181.40 |
| Copy of Interview Record (only where prepared during investigative process) | 71.90 |
| Copy of VHS Videotapes | 107.70 |
| Copy of audio tapes  | 108.00 |
| Copy of CDs/DVDs | 34.70 |
| **Cancellation Charges** |  |
| Abortive Search | 43.50 |
| Aborted Search – prior to search | 0.00 |
| Aborted Search – post search | 43.50 |
| Aborted Search – post search & prior to dispatch | 94.70 |

Fingerprinting

|  |  |
| --- | --- |
| **CHARGE** | **2025****£** |
| One set | 101.40 |
| Additional set thereafter (each) | 50.70 |

OTHER REQUESTS FOR INFORMATION

| **CHARGE** | **2025****£** |
| --- | --- |
| Request for Disclosure of Information, not covered by other Memorandums of Understanding, statutory, judicial, or other NPCC agreements (up to two hours). | 114.10 |
| Request for Disclosure of Information, additional hours (hours or part thereof more than two hours, including redaction) | 38.30 |

## NPCC CHARGES AND ASSOCIATION OF BRITISH INSURERS

|  |  |
| --- | --- |
|  **CHARGE** |  **2025** **£** |
| Request (crime/lost property number etc) – MOU App D (a) | 38.40 |
| Request (In response to specific questions) – MOU App D(a)  | 162.30 |
| Interview with Police Officer (per Officer) – MOU Para 6.20 | 181.40 |
| 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 | 181.40 |
|  |
| 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. |
| 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.) |

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** | **2025****£** |
| Crime Report | 114.30 |
| MG5 – Offence Report | 45.60 |
| MG3 Report to CPS for a charging decision, decision log and action plan | 45.60 |
| Incident Log | 46.50 |
| Caution Certificate | 27.00 |
| Domestic Violence Report | 68.70 |
| Occurrence Summary | 23.10 |
| Custody Record  | 23.00 |

## 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** | **2025****£** |
| Intruder Alarm Registration Fee | 56.70 |
| Panic Attack (Hold Up) Alarm Registration Fee | 56.70 |

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** |  **2025****£** |
| Reduced combined Intruder / Personal Attack/Hold Up Alarm Registration Fee | 108.10 |

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****£** |
| Lone Worker Devices up to 10,000 | 68.60 |
| Lone Worker Devices 10,001 – 50,000 | 102.80 |
| Lone Worker Devices 50,001 and over | 137.10 |
| CAT 5 Vehicle Tracking SOCs | 60.30 |

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

HOME OFFICE ADVISED CHARGES

FIREARMS LICENSING FEES – From 5th FEBRUARY 2025

| **HOME OFFICE CHARGES** | **Statutory Charges****£** |
| --- | --- |
| **Firearms Certificate (FAC)** |  |
|  Grant (Form 201) | 198.00 |
|  Renewal (Form 201) | 131.00 |
|  Variation (not like for like) (Form 201V) | 20.00 |
|  Replacement | 9.00 |
| **Shotgun Certificate (SGC)** |  |
|  Grant (Form 201) | 194.00 |
|  Renewal (Form 201) | 126.00 |
|  Replacement | 9.00 |
|  Shotgun Certificate Grant (Coterminous with FAC) (Form 201) | 202.00 |
|  Shotgun Certificate Renewal (Coterminous with FAC) | 155.00 |
| **Visitors Permit** |  |
|  Visitors Permit (individual {1 to5} per person) (Form 107) | 47.00 |
|  Visitors Permit (Group {6 to 20}) in total (Form 107) | 233.00 |
| **Registered Firearms Dealer** |  |
|  Grant/Registration (Form 116) | 466.00 |
|  Renewal (Form 116) | 466.00 |
| **Explosives**  |  |
| Game Fairs | 30.00 |
|  Variation (not like for like)  | 47.00 |

Further details on timing of applications and the different scenarios for coterminous grant or renewal application can be found on the Home Office [Circular 001/2025: Firearms (Variation of Fees) Order 2025 - GOV.UK](https://www.gov.uk/government/publications/circular-0012025-firearms-variation-of-fees-order-2025/circular-0012025-firearms-variation-of-fees-order-2025)

## 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) | 69.90 | 69.90 |
| Speed Data Capture (per unit) | 482.00 | 241.10 |
| Vehicle Activated Sign (per unit) | 419.10 | 142.80 |

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** | **2025****£** |
| --- | --- |
| Premises Charges – proportional to the premises required  | Minimum£226.30 per Hour |
| Supervising Officers – See section on Cost Recovery and Special Police Services for individual hourly costs | Cost Recovery Rates at Full-Economic 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.

## 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** | **2025****£** |
| --- | --- |
| Maximum 3 original documents against photocopies and certify each photocopy as a true likeness of the original document | 12.00 |

## 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) | 181.40 |
| Statement to be written by a Police Officer | 181.40 |

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: |  |  |
| Chief Superintendent | 165.91 | 164.91 |
| Superintendent | 144.54 | 143.54 |
| Chief Inspector | 117.12 | 116.11 |
| Inspector | 110.47 | 109.47 |
| Sergeant | 114.34 | 113.34 |
| Constable | 91.10 | 90.09 |
| PCSO | 69.30 | 69.30 |
|  |
| Minimum period of hire is 4 hours. |

## EXAMINATION OF COMPUTERS/MEDIA STORAGE DEVICES

The examination of the above devices will be charged at **£95.20** per hour.

## CLPD (PREVIOUSLY NOTIFIABLE OCCUPATIONS)

| **CHARGE** | **2025****£** |
| --- | --- |
| 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) | 35.70 |

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, an administration charge of:
* 5% (to a minimum of £10) on value of transaction between £0 - £1,000
* £50 standard charge for transaction value of £1,001 and over

 to cover for the preparation, issuance, and processing of any invoice and payment.

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

## ACRO POLICE CERTIFICATES FOR VISA PURPOSES

[[1]](#footnote-2)

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 two to ten working days.

## ACRO FEES

| **CHARGE** |  **2025** **£** |
| --- | --- |
| PNC Names Enquiries | 16.50 |
| PNC Record Creation | 100.00 |
| International Criminal Convictions | 34.00 |
| Police Certificates - Standard Service (please use the link provided to see the current rates) | [Police Certificates](https://www.acro.police.uk/s/acro-services/police-certificates) |
| Police Certificates - Premium Service (please use the link provided to see the current rates) | [Police Certificates](https://www.acro.police.uk/s/acro-services/police-certificates) |
| International Child Protection Certificates (please use the link provided to see the current rates) | [ICP Certificates](https://www.acro.police.uk/s/acro-services/icp-certificates) |

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

**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** | **2025****£** |
| --- | --- |
| Photocopy image (per side) A4 | 0.30 |
| Photocopy image (per side) A3 | 0.50 |
| CD / DVD data disk | 26.50 |
| 10Postage | At cost[[2]](#footnote-3) |
| Packing | At cost |
| Video Tape | 106.30 |
| 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.

## 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** |  2025**£** |
| 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.

## 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.

|  |
| --- |
| **INTELECTUAL RIGHTS AND COPYRIGHTS** |
| **Still Images** |  | **Charge Per Image** |
|  |  | **£** | **£** |
| **Usage** | **Region/Type** | **Time Limited Use** | **In Perpetuity** |
| Books | UK | 102.10 | 204.20 |
| Europe | 112.30 | 224.60 |
| Worldwide | 122.50 | 245.00 |
| Newspapers & Magazines | Single Use | 112.30 | N/A |
| Internet | Non-Commercial | N/A | 132.70 |
| Commercial | N/A | 357.40 |
| TV/Film | UK | 122.50 | 280.80 |
| Europe | 178.70 | 357.40 |
| Worldwide | 280.80 | 561.60 |
| **Footage** |  | **Charge Per 15 Seconds** |
|  |  | **£** | **£** |
| **Usage** | **Region/Type** | **Time Limited Use** | **In Perpetuity** |
| TV/Film | UK | 122.50 | 250.10 |
| Europe | 178.70 | 377.80 |
| Worldwide | 280.80 | 597.30 |
| Internet | Non-Commercial | N/A | 132.70 |
| Commercial | N/A | 357.40 |

## 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 methodology for charging police services is based upon the NPCC nationally recommended standard cost recovery rates, as updated annually, or revised periodically in exceptional circumstances.

The current charges for uniformed officers and often requested staff grades are illustrated below.

## 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 2025 Rates** |  | **Surrey** | **Sussex** |
| **Hourly Rates** | **Daily Rates** | **Hourly Rates** | **Daily Rates** |
| **£** | **£** | **£** | **£** |
| Chief Superintendent | NORMAL | 165.91 | 1,202.85 | 164.91 | 1,195.58 |
| BANK HOLIDAY | N/A | N/A | N/A | N/A |
| BH < 8 days’ notice | N/A | N/A | N/A | N/A |
| Superintendent | NORMAL | 144.54 | 1,047.93 | 143.54 | 1,040.66 |
| 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 | 117.12 | 849.08 | 116.11 | 841.81 |
| BANK HOLIDAY | N/A | N/A | N/A | N/A |
| BH < 8 days’ notice | N/A | N/A | N/A | N/A |
| Inspector | NORMAL | 110.47 | 800.94 | 109.47 | 793.67 |
| BANK HOLIDAY | N/A | N/A | N/A | N/A |
| BH < 8 days’ notice | N/A | N/A | N/A | N/A |
| Sergeant | NORMAL | 114.34 | 828.99 | 113.34 | 821.72 |
| BANK HOLIDAY | 139.54 | 1,011.65 | 138.54 | 1,004.38 |
| BH < 8 days’ notice | 181.84 | 1,318.36 | 180.84 | 1,311.09 |
| Constable | NORMAL | 91.10 | 660.45 | 90.09 | 653.18 |
| BANK HOLIDAY | 111.33 | 807.15 | 110.33 | 799.88 |
| BH < 8 days’ notice | 143.72 | 1,041.93 | 142.71 | 1,034.66 |

Normal Rates: The **Normal** rates shown above are the agreed national standard rates for special policing services provided for both 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 other wholly charitable events.

|  |  |  |  |
| --- | --- | --- | --- |
| **Uniform and CID 2025 Rates** |  | **Surrey** | **Sussex** |
| **Hourly Rates** | **Daily Rates** | **Hourly Rates** | **Daily Rates** |
| **£** | **£** | **£** | **£** |
| Chief Superintendent | NORMAL | 115.58 | 837.93 | 114.81 | 832.34 |
| BANK HOLIDAY | N/A | N/A | N/A | N/A |
| BH < 8 days’ notice | N/A | N/A | N/A | N/A |
| Superintendent | NORMAL | 99.14 | 718.77 | 98.37 | 713.18 |
| 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 | 78.04 | 565.81 | 77.27 | 560.22 |
| BANK HOLIDAY | N/A | N/A | N/A | N/A |
| BH < 8 days’ notice | N/A | N/A | N/A | N/A |
| Inspector | NORMAL | 72.93 | 528.78 | 72.16 | 523.18 |
| BANK HOLIDAY | N/A | N/A | N/A | N/A |
| BH < 8 days’ notice | N/A | N/A | N/A | N/A |
| Sergeant | NORMAL | 80.79 | 585.74 | 80.02 | 580.15 |
| BANK HOLIDAY | 107.72 |  780.99 | 106.69 | 773.53 |
| BH < 8 days’ notice | 161.58 | 1,171.48 | 160.04 | 1,160.29 |
| Constable | NORMAL | 61.77 | 447.80 | 60.99 | 442.20 |
| BANK HOLIDAY | 82.35 |  597.06 | 81.32 | 589.61 |
| BH < 8 days’ notice | 123.53 | 895.59 | 121.99 | 884.41 |

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 2025 Rates** |  | **Surrey** | **Sussex** |
| **Hourly Rates** | **Daily Rates** | **Hourly Rates** | **Daily Rates** |
| **£** | **£** | **£** | **£** |
| Chief Superintendent | NORMAL | 127.62 | 925.27 | 126.85 | 919.68 |
| BANK HOLIDAY | N/A | N/A | N/A | N/A |
| BH < 8 days’ notice | N/A | N/A | N/A | N/A |
| Superintendent | NORMAL | 111.19 | 806.10 | 110.42 | 800.51 |
| 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 | 90.09 | 653.14 | 89.32 | 647.55 |
| BANK HOLIDAY | N/A | N/A | N/A | N/A |
| BH < 8 days’ notice | N/A | N/A | N/A | N/A |
| Inspector | NORMAL | 84.98 | 616.11 | 84.21 | 610.52 |
| BANK HOLIDAY | N/A | N/A | N/A | N/A |
| BH < 8 days’ notice | N/A | N/A | N/A | N/A |
| Sergeant | NORMAL | 92.84 | 673.07 | 92.07 | 667.48 |
| BANK HOLIDAY | 118.03 | 855.74 | 117.26 | 850.14 |
| BH < 8 days’ notice | 160.34 | 1,162.44 | 159.57 | 1,156.85 |
| Constable | NORMAL | 73.81 | 535.13 | 73.04 | 529.54 |
| BANK HOLIDAY | 94.05 | 681.83 | 93.27 | 676.24 |
| BH < 8 days’ notice | 126.43 | 916.61 | 125.66 | 911.02 |

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

## POLICE STAFF RATES AND OTHER STAFF T RATES 2025

The staff rates are split between PCSO and other staff rates. The justification for this spilt is important to ensure forces can recover adequate amounts to include the nature of the PCSO role which requires them to carry specialist equipment that is constantly subject to replacement by forces.

Charges for Police Staff will attract VAT at the current national rates.

## PCSO RATES 2025

Unlike the uniformed officers’ rates, PCSO rates do not use the tiered location methodology. The below table contains a list of the standard NPCC rates for PCSOs based on the three key recovery rates:

* **Full-Cost -** for commercial events or to non-governmental agencies,
* **Direct Employable Cost –** for non-commercial events, and
* **Operational Resource Cost** – for government agencies or crown bodies.

|  |  |  |  |
| --- | --- | --- | --- |
| **PCSO 2025 Rates** |  | **Surrey** | **Sussex** |
| **Hourly Rates** | **Daily Rates** | **Hourly Rates** | **Daily Rates** |
| **£** | **£** | **£** | **£** |
| Full-Cost Recovery | NORMAL | 69.30 | 502.40 | 69.30 | 502.40 |
| BANK HOLIDAY | 84.86 | 615.20 | 84.86 | 615.20 |
| Direct Employable Cost | NORMAL | 43.92 | 318.40 | 43.92 | 318.40 |
| BANK HOLIDAY | 58.56 | 424.53 | 58.56 | 424.53 |
| Operational Resource Costs | NORMAL | 55.96 | 405.73 | 55.96 | 405.73 |
| BANK HOLIDAY | 71.52 |  518.53 | 71.52 |  518.53 |

## OTHER STAFF RATES 2025

For ‘other staff’, the standard the NPCC advised on the use of a threshold methodology introduced from 1st of January 2025 onwards. The threshold represents the full-time equivalent salary and includes:

* Basic Pay
* Shift/Disturbance allowance’
* Any other permanent allowance received as part of the individual’s employment agreement.

However, to arrive at the threshold calculated rates, national insurance contributions and pensions must be excluded. Additionally, in contrast to the uniform officers and PCSO rates, ‘other staff’ rates use one single rate and not tiered based on location. The below table shows the hourly and daily national staff rates which is refreshed and is effective from the 1st of January each year based on the NPCC threshold methodology.

|  |
| --- |
|  |
| **OTHER STAFF 2025 SPS (National) Rates** | **Hourly Rates** | **Daily Rates** |
| **Threshold Annual Pay (excluding NI & Pensions)** | **£** | **£** |
| £20,000 - £30,000 | 48.79 | 351.32 |
| £30,001 - £40,000 | 64.50 | 464.42 |
| £40,001 - £50,000 | 80.21 | 577.52 |
| £50,001 - £60,000 | 88.04 | 633.87 |
| £60,001 - £70,000 | 84.49 | 608.32 |
| £70,001 - £80,000 | 96.01 | 691.26 |
| £80,001 - £90,000 | 107.53 | 774.20 |
| Over £90,000 | 119.05 | 857.13 |

## MUTUAL AID RATES

Mutual aid operation is incident based, and therefore considered to be an exception to normal policing operation. Mutual aid rates are provided as a separate guidance document **‘National Policing Guidelines for Charing of Policing Services: Mutual Aid Cost Recovery’** by the NPCC each year. This document and the accompanying template that enables forces to arrive at the standard rates for Individual Deployed Resource (IDR) mutual aid operations will be circulated at a later stage to all stakeholders.

Mutual aid more than six calendar months will be classed as an attachment and will therefore attract additional attachment fees, including cost of employer’s pensions contributions, and overtime.

## 2025 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.

|  |  |
| --- | --- |
|  | **Charge Amount** |
| **Attachment** | £ |
| Fixed Attachment Setup Fee | 55 |
| Fixed Attachment Invoice Fee | 55 |
| **Secondment** |  |
| Fixed Secondment Setup Fee | 55 |
| Fixed Secondment Invoice Fee | 55 |

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.

## 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.

## POLICE OFFICERS MUTUAL AID RATES 2025

|  |
| --- |
| **POLICE OFFICERS MUTUAL AID RATES** |
|  | **Constable** | **Sgt.** | **Insp.** | **C/Insp.** | **Supt.** | **C/Supt.** |
| **Standard Deployment** | **£** | **£** | **£** | **£** | **£** | **£** |
| Basic Pay | 41,906 | 53,224 | 63,782 | 69,826 | 90,509 | 104,403 |
| Unsociable Hours | 1,106 | 1,400 | 1,692 | 1,817 | 0 | 0 |
| Holiday Pay Adjustment | 1,173 | 1,490 | 1,786 | 1,955 | 0 | 0 |
| National Insurance | 5,619 | 7,372 | 9,011 | 9,943 | 12,428 | 14,471 |
| **Employment Sub-Total** | **49,804** | **63,487** | **76,271** | **83,541** | **102,937** | **118,874** |
| National Government Levies | 249 | 317 | 381 | 418 | 515 | 594 |
| Annual Employable Cost | **50,053** | **63,804** | **76,652** | **83,959** | **103,452** | **119,468** |
|  |  |  |  |  |  |  |
| 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 |
| **Productive Days** | **206** | **206** | **206** | **206** | **206** | **206** |
|  |   |   |   |   |   |  |
| Employable Cost - Daily Rate | 242.98 | 309.73 | 372.10 | 407.57 | 502.19 | 579.94 |
| Equivalent hourly rate | 30.37 | 38.72 | 46.51 | 50.95 | 62.77 | 72.49 |
|  |  |  |  |  |  |  |
|  | **Constable** | **Sgt.** | **Insp.** | **C/Insp.** | **Supt.** | **C/Supt.** |
| **Grade 0 hourly rate** | **60.75** | **77.43** | **58.14** | **63.68** | **78.47** | **90.62** |
| **Grade 1 hourly rate** | **45.56** | **58.07** | **58.14** | **63.68** | **78.47** | **90.62** |
| **Grade 2 hourly rate** | **40.40** | **51.49** | **58.14** | **63.68** | **78.47** | **90.62** |
| **Grade 3 hourly rate** | **45.56** | **58.07** | **69.77** | **76.42** | **94.16** | **108.74** |

**Note:** The above hourly rates are standard rates for Individual Deployed Resource (IDR) mutual aid operations and not examples.

## POLICE STAFF MUTUAL AID RATES 2025

|  |  |  |
| --- | --- | --- |
|  |  | **POLICE STAFF MUTUAL AID RATES** |
| **Pay Band Threshold** | **£20,000****-****£30,000** | **£30,001****-****£40,000** | **£40,001****-****£50,000** | **£50,001****-****£60,000** | **£60,001****-****£70,000** | **£70,001****-****£80,000** | **£80,001****-****£90,000** | **Over****£90,000** |
| Basic Pay (mid-point) | 25,000 | 35,000 | 45,000 | 55,000 | 65,000 | 75,000 | 85,000 | 95,000 |
| Unsociable Hours | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Superannuation | 4,375 | 6,125 | 7,875 | 9,625 | 11,375 | 13,125 | 14,875 | 16,625 |
| National Insurance | 2,799 | 4,269 | 5,739 | 7,209 | 8,679 | 10,149 | 11,619 | 13,089 |
| **Employment Sub-Total** | **32,174** | **45,394** | **58,614** | **71,834** | **85,054** | **98,274** | **111,494** | **124,714** |
| National Government Levies | 125 | 175 | 225 | 275 | 325 | 375 | 425 | 475 |
| **Annual Employable Cost** | **32,299** | **45,569** | **58,839** | **72,109** | **85,379** | **98,649** | **111,919** | **125,189** |
|  |  |  |  |  |  |  |  |  |
| Total Days | 365 | 365 | 365 | 365 | 365 | 365 | 365 | 365 |
| Annual Leave | 28 | 28 | 28 | 28 | 30 | 30 | 30 | 30 |
| Less rest days | 104 | 104 | 104 | 104 | 104 | 104 | 104 | 104 |
| Less Public Holidays | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| Less Training | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| Less Sickness | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| **Productive Days** | **210** | **210** | **210** | **210** | **208** | **208** | **208** | **208** |
|  |   |  |  |   |   |   |   |  |
| Employable Cost - Daily Rate | 153.80 | 216.99 | 280.18 | 343.37 | 410.47 | 474.27 | 538.07 | 601.87 |
| Equivalent hourly rate | 21.36 | 30.14 | 38.91 | 47.69 | 57.01 | 65.87 | 74.73 | 83.59 |
|  |  |  |  |  |  |  |  |  |
| **Grade 0 hourly rate** | **42.72** | **60.28** | **77.83** | **95.38** | **114.02** | **131.74** | **149.46** | **167.19** |
| **Grade 1 hourly rate** | **32.04** | **45.21** | **58.37** | **71.54** | **85.52** | **98.81** | **112.10** | **125.39** |
| **Grade 2 hourly rate** | **32.04** | **45.21** | **58.37** | **71.54** | **85.52** | **98.81** | **112.10** | **125.39** |
| **Grade 3 hourly rate** | **32.04** | **45.21** | **58.37** | **71.54** | **85.52** | **98.81** | **112.10** | **125.39** |

**Note:** Police staff rates does not necessarily align in the same way as police officer’s rates because of the differences in grading which is unique to each force. Therefore, the mutual aid rates for staff above are a guidance to ensure consistency in the methodology. The staff mutual rates above do not include allowances which comes as part of contractual agreement with some of the staff roles and likewise overtime premiums. Where allowances and overtime are paid to staff on deployment, they should be recovered via mutual aid agreements.

## VEHICLE COST RECOVERY

|  |
| --- |
| **VEHICLE COST RECOVERY** |
| **Provision of vehicle only** | **Daily rate** | **Miles per litre** |
|  | **£** |  |
| Public order carrier | 68 | 5 |
| General purpose van | 42 | 6 |
| Electric ONLY vehicle | 56 | N/A |
| Marked car | 47 | 6 |
| Unmarked car | 36 | 7 |
| Motorcycle | 36 | 8 |
| Firearms ARV | 56 | 5 |
| Armoured vehicle | 68 | 4 |
| Other specialist e.g., Mobile police station | 135 | 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 REMOVAL, STORAGE, AND DISPOSAL 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.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  **VEHICLE REMOVAL FEES** |  |
| 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 |
| Vehicles on road, upright and not substantiallydamaged or any 2 wheeled-vehiclewhatever its condition or position on or off the road | £192 | £256 | £448 | £448 |
| Vehicles, excluding a 2 wheeled-vehicle, on road but either not upright or substantiallydamaged or both | £320 | £832 | Unladen - £2,561Laden - £3,842 | Unladen - £3,842Laden - £5,763 |
| Vehicles, excluding a 2 wheeled vehicle, off road, upright and not substantially damaged | £256 | £512 | Unladen - £1,281Laden - £1,921 | Unladen - £1,921Laden - £2,561 |
| Vehicles, excluding a 2 wheeled-vehicle, off road but either not upright or substantially damaged or both | £384 | £1,089 | Unladen - £3,842Laden - £5,763 | Unladen - £5,763Laden - £7,684 |
|  **VEHICLE STORAGE FEES (for each period of 24 hours or part thereof)** |
| 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 |  |  |  |
| Vehicles, exceeding 7.5 tonnes MAM but equal to or less than 18 MAM | £38 |  |  |  |
| Vehicle exceeding 18 tonnes MAM | £45 |  |  |  |
|  **VEHICLE DISPOSAL** |
| 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 |  |  |  |
| Vehicles, exceeding 7.5 tonnes MAM but equal to or less than 18 MAM | £160 |  |  |  |
| Vehicle exceeding 18 tonnes MAM | £192 |  |  |  |

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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle Type**  | **Daily Rate**  | **Miles Per Litre / Kwh** |  **Fuel Costs Per Mile** |
|  **£**  |  |  **£** |
|  Marked car – Petrol | 46 | 6 | 0.2350 |
|  Marked car – Diesel      | 46 | 6 | 0.2436 |
| Marked car – electric only | 55 | 2.5 | 0.0920 |
|  Motorcycle   | 36 | 8 | 0.1763 |

## 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dog Training Fees - Weekly costs per customer type**  |  **Tuition**  |  **Accommodation**  |  **Total**  |
|  **£**  |  **£**  |  **£**  |
|  National Forces & Government Organisations      | 711 | 125 | 836 |
|  National Private Organisations                                                     | 731 | 125 | 856 |
|  Overseas Forces & Government Organisations   | 1,056 | 308 | 1,364 |

1. [↑](#footnote-ref-2)
2. Postage will be charged at cost, as per Royal Mail current charges at the date of posting information, depending on requested delivery method required. [↑](#footnote-ref-3)