

The Office of the Police and Crime Commissioner for Leicestershire

Fees & Charges 2024/25 - Effective from 1st April 2024

	2024/25	Address / Contact details	Notes
	£		
Accident Reports			
Copy of Collision Report (full extract up to 30 pages)	123.30	Evidential Property and Archive Team	These are only supplied to parties as identified in the Road Traffic Act, i.e. the driver/keeper and their legal representative or insurance company loss adjustor.
Additional pages for same incident (per page)	5.50	Leicestershire Police	
Limited particulars (Road Traffic Act details)	43.80	Force HQ	
Copy of self-reporting / minor accident form	43.80	St Johns, Enderby	
Information / record search	30.40	LE19 2BX	
Forensic Collision Investigator - Technical Report	809.77		
Forensic Collision Investigator - Reconstruction video	201.17	Service_Section_CJ@leicestershire.pnn.police.uk	
Forensic Collision Investigator- Rough data (per page)	201.17		
Copy of scale plan - other than in collision report	109.37	Tel 0116 2222222 ext. 7074 / 7477	
Forensic Collision Investigator/ Forensic Vehicle Examiner - Vehicle Examination Report (unless provided as full extract)	106.50		
Forensic Collision Investigator / Forensic Vehicle Examiner - Reconstruction report (unless provided in full report)	809.77		
Forensic Collision Investigator - adhoc requested services	Per hour + £65.60		
Specialist Report – (CCTV/Tachograph/Vehicle download) if separate	92.10		
External Expert Report – Requested by force	82.10		
External Expert Report – Requested by external party	Cost + £82.10		
Photographs & Recordings			
from Digital camera (per disc or contact sheet)	109.37	Senior Forensic Imaging Officer	Photographs will only be provided to the victim or their legal representative on
Curated photo sets (per 10 digital photos or part thereof)	71.60	Leicestershire Police	
Video footage – Police (handheld, drone, vehicle mounted or body worn video)	109.37		receipt of signed consent.
(per hour rate for reviewing and redaction)		Force HQ	
3D Virtual World - Simulations / Fly Throughs – Already prepared	109.37	St Johns, Enderby	
3D Virtual World - Simulations / Fly Throughs – Requested	109.37	LE19 2BX	
Dashcam, Drone & CCTV footage – Public/Private	109.37		
Digital Data			
Laser scan data – Raw/Registered Point cloud	109.37		Not normally requested separately Normally included in standard abstract disclosure
Skid test & survey data – Raw/Registered	109.37		
Skid test & survey data - Digital mapping	109.37		
Video recording aligned to digital mapping / survey data	109.37		
Vehicle digital data download - IDR/Blackbox/Tachograph/Infotainment (cost per item)	109.37		
Copies of statements other than in booklets			
Copy of statement - (up to 3 pages)	45.30		
Copy of additional pages (per page)	5.50		
Copy of witness statement (witness agrees to disclosure of personal details)	53.00		
Copy of witness statement (witness not agreeing to disclosure of personal details)	70.00		
Interview with police officer (per officer)	177.70		
Request for a statement to be written by a police officer*	177.70		
Copy of interview record (only where prepared during investigation process)	70.50		
Copy of VHS videotapes	105.50		
Copies of audio tapes	105.80		
Copies of CDs/DVDs	37.80		
*Admin charge	37.80		
Other charges			
Requests for additional materials (other than accident report) will incur an administration fee	91.80		Figures are exclusive of VAT. VAT may be chargeable if there is no requirement to obtain Fingerprints from a Police Force
Any further requests will incur a further admin fee (on each occasion)	91.80		
Fingerprinting Fees			
One set	99.30	Volunteers in Policing	
Additional sets thereafter (each)	49.70	Leicestershire Police	
		Force HQ	
Requests for Disclosure of Information**			
Request for information (up to 2 hours work)	111.70	Security Vetting Unit	
Hourly rate for work above 2 hours (including redaction)	37.50	Leicestershire Police	
		Force Headquarters	
National Guidance on Data Sharing for NPCC in respect of Association of British Insurers (ABI)			
Request for Information held by police where there is evidence to suspect a fraudulent insurance claim (Schedule 2) (Guidance Appendix E)	No Charge		
Request for disclosure of Information held by the police (Guidance Appendix D(A))	158.90		
Interview with Police Officer (per officer) - (Guidance Para 6.20)	177.70		
Other Common Items			** Subject to price change
Crime Report	112.00		
MG5	44.70		
MG3	44.70		
Incident Log	45.50		
Domestic Violence Report	67.30		
Occurrence Summary	22.60		
Custody Record	22.50		
ACRO Services - provided only to authorised agencies with a lawful basis to information			
PNC Names Enquiries	16.00		
PNC Record Creation	97.80		
International Criminal Convictions	33.00		
Police Certificates - Standard Service	65.00		
Police Certificates - Premium Service	115.00		
International Child Protection Certificates	90.00		

Non-Police Personnel Vetting			
Non Police Personnel NPPV1	90.00	Security Vetting Unit	
Non Police Personnel NPPV2 abbreviated	170.00	Leicestershire Police	
Non Police Personnel NPPV2 Full	210.00	Force Headquarters	
Non Police Personnel NPPV2 Full plus SC	400.00	St Johns	
Non Police Personnel NPPV3	300.00	Enderby	
Non Police Personnel NPPV3 plus SC	675.00	LE19 2BX	
Alarm URN Fees (Set by Police Crime Prevention Initiatives)			
Alarm registration (Intruder)	55.60		Contact details are only given out to alarm companies
Alarm registration (Panic Alarm)	55.60		
Lone worker devices up to 10,000	67.10		
Lone worker devices 10,001 - 50,000	100.70		
Lone worker devices 50,001 and over	134.30		
Certificates			
Firearms Certificate grant	88.00		
Firearms Certificate renewal	62.00	Firearms Licensing	
Firearms Certificate replacement	4.00	Mansfield House	
Shotgun Certificate grant	79.50	75 Belgrave Gate	
Shotgun Certificate renewal	49.00	Leicester	
Shotgun Certificate replacement	4.00	LE1 3GG	
Shotgun Certificate grant (co-terminus/including Firearms Certificate)	90.00		
Shotgun Certificate renewal (co-terminus/including Firearms Certificate)	65.00	Tel 0116 2222222 ext. 4321 / 4335 / 4335	
Visitors Permit (Individual 1-5) per person	20.00		
Visitors Permit (Group 6-20) in total	100.00	firearms.licensing@leicestershire.pnn.police.uk	
Home Office Club approval	84.00		
Registered Firearms Dealer registration	200.00		
Registered Firearms Dealer renewal	200.00		
Game Fairs	13.00		
Variation (not like for like)	20.00		
Firearms Museum License	200.00		
Other Licensing Fees			
Peddler Certificates	12.25		
Vehicle Costs for Escorting Abnormal Loads			
<u>Marked Car - (Petrol / Diesel)</u>			
<i>Daily Rate</i>	45.00		
<i>Miles Per Litre</i>	6.00		
<i>Fuel Cost Per Mile</i>	0.2478		
<u>Marked Car - (Electric)</u>			
<i>Daily Rate</i>	54.00		
<i>Miles Per Litre</i>	N/A		
<i>Fuel Cost Per Mile</i>	N/A		
<u>Motorcycle</u>			
<i>Daily Rate</i>	35.00		
<i>Miles Per Litre</i>	8.00		
<i>Fuel Cost Per Mile</i>	0.1760		
Special Service Charges (SSC) - Per Hour (Commercial Events)			
Constable	82.08	Corporate Finance Dept	
Sergeant	102.37	Leicestershire Police	
Inspector	99.51	Force HQ	
Chief Inspector	105.85	St Johns, Enderby	
Superintendent	131.73	LE19 2BX	
Bank Holiday Rates		finance@leicestershire.pnn.police.uk	
Constable	109.44		
Sergeant	136.50		
Special Service Charges (SSC) - Per Hour (Non-Commercial Events e.g. charitable, religious, community)			
Constable	54.63	Information Management, Leicestershire Police	
Sergeant	71.17	data.protection@leicestershire.pnn.police.uk	
Inspector	64.90		
Chief Inspector	69.78		
Superintendent	89.68		
Bank Holiday Rates			
Constable	72.84		
Sergeant	94.90		
Cancellation charges			
See footnote (below)			

*Cancellation of requests may incur a charge, if received after work has started on the 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 will be made. Cancellation requests received where the request is part complete will be charged proportionately.