



STAFFORDSHIRE
POLICE

Fees & Charges Handbook



2026

Version	Published	Amendments	EMB Approval
01	1 st January 2026	Original document	December 2025
02	1 st April 2026	Custody Cell & Vehicle charges	24 th March 2026
03	3 rd June 2026	Firearms Fees variation	2 nd June 2026

2026 FEES & CHARGES HANDBOOK

ALWAYS refer to the Intranet for the latest version of the Handbook:

Some of these charges may be subject to VAT.

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

2026 FEES & CHARGES HANDBOOK

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The rates in this handbook apply to services provided 1st January 2026 to 31st December 2026 irrespective of the date of the original request.

Previous Charges £	1. Firearms Licensing Fees *	Statutory Charges £
198	Grant of Firearms Certificate	204
131	Renewal of firearms certificate	135
9	Replacement of lost or destroyed firearms certificate	9
194	Grant of Shotgun Certificate	200
126	Renewal of Shotgun Certificate	130
9	Replacement of lost or destroyed shotgun certificate	9
202	Coterminous grant of firearm and shotgun certificates	208
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47	Grant of visitors permit: individual (1-5)	48
233	Grant of visitors permit: group (6-20)	240
466	Registration as a firearms dealer: grant	480
466	Registration as a firearms dealer: renewal	480
30	Registration as a firearms dealer: game fair etc	31
47	Variation of firearm certificate (not like for like)	48
200	Firearms Museum License**	200
	2. Other Licensing Fees	
12.25	Peddler Certificates	12.25

*New firearms licensing fees are effective from 4 June 2026 under the Firearms (Variation of Fees) Order 2026. The previous firearms licensing fees which came into force on 5 February 2025 under the Firearms (Variation of Fees) Order 2025 and therefore apply between 1st January 2026 to 3rd June 2026.

**Museum licences are not affected by the 2026 order and remain unchanged at present.

No VAT is payable on these fees as these charges are set by reference to Statutory Instruments.

3. EXPLOSIVES

The fees charged for licences granted under the Explosives Regulations 2014 to store explosives can be found under the Health and Safety and Nuclear Fees Regulations 2016. The fees vary based upon the duration of the certificate, the number of explosives stored and if the application coincides with another relevant application under The Firearms Act 1968.

<http://www.hse.gov.uk/explosives/licensing/fees.htm>

Please refer to Firearms for further information on 01785 232790 or firearmsadmin@staffordshire.police.uk

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Previous 2025		Revised 2026
£ per item	4. Accident Reports	£ per item
125.90	Copy of Collision Report (full extract up to 30 pages)	130.70
5.60	Additional pages for same incident (per page)	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 (per page)	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 (unless provided as full extract)	93.10
5.60	Forensic Collision Investigator / Forensic Vehicle Examiner - Reconstruction report (per page) (unless provided in full report)	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
	5. Photographs & Recordings	
37.10	from Digital camera (per disc or contact sheet)	38.50
73.10	Curated photo sets (per 10 digital photos or part thereof)	75.90
Per hour + £37.00	Video footage – Police (handheld, drone, vehicle mounted or body worn video) (per hour rate for reviewing and redaction)	Per hour + £38.40
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

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Previous 2025		Revised 2026
£	6. Digital Data	£
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
	7. Copies of statements - Other than in booklets	
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 (witness agrees to disclosure of personal details)	56.20
71.40	Copy of witness statement (witness not agreeing to disclosure of personal details)	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
	Cancellation charges	
	See footnote (below)	
	8. Fingerprinting Fees	
101.40	One set	105.20
50.70	Additional sets thereafter (each)	52.60
	9. Requests for Disclosure of Information	
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
	10. National Guidance on Data Sharing for NPCC in respect of Association of British Insurers (ABI)	
162.80	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)	188.30

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Previous 2025		Revised 2026
	11. Other common items	
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
	12. ACRO Services - provided only to authorised agencies with a lawful basis to information	
16.50	PNC Names Enquiries	17.20
100.00	PNC Record Creation	103.80
34.00	International Criminal Convictions	35.30
N/A	Police Certificates - Standard Service	For current rates visit: Home (acro.police.uk)
N/A	Police Certificates - Premium Service	
N/A	International Child Protection Certificates	
	13. Alarm URN Fees (set by Police Crime Prevention Initiatives)	Effective from 1st April 2026
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

*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 will 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, may be charged proportionately.

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14. IMMIGRATION SERVICES, NATIONAL CRIME AGENCY, BRITISH TRANSPORT POLICE CHARGES FOR USE OF CUSTODY SUITES AND SERVICES

The charges below have been calculated in accordance with the above methodology in the '**NPCC Guidance**' January 2026

TIME IN CUSTODY SUITE	COST (£)
First Hour	52.92
Each subsequent Hour	36.60

Medical charges and interpreter charges at cost. POL1 DP's requiring personal attendance are to be charged at actual cost. Charges for other eventualities i.e. escorts to hospital, prescriptions etc. are also charged at cost.

15. GENERAL CHARGES

Vehicle Costs for Escorting Abnormal Loads

In addition to the costs of the officers deployed to the escort duty, the cost of the vehicles and fuel will also be included in the total cost of the escorting service.

The mileage cost is calculated against the three distinct phases of the escort duty:

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

Vehicle Type	Daily Rate £	Miles Per Litre / Kwh	Fuel Cost Per Mile £
Marked Car - petrol	47	6	0.2350
Marked Car - diesel	47	6	0.2436
Marked Car - electric only	56	2.5	0.0920
Motorcycle	36	8	0.1763

There will be a minimum charge of 6 hours per officer for abnormal load escorts.

Charges are to be paid in full in the event of any cancellation of Police resources or amendment to the movement date, within ten working days of the agreed move date.

Where required, the Force reserves the right to charge for any additional specific items of kit that are required as part of this service.

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16. VEHICLE RECOVERY

CHARGE	RATE (£)
Vehicle Recovery admin fee	£30.00 per recovery

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

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
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 substantially damaged or both	£320	£832	Unladen - £2,561 Laden - £3,842	Unladen - £3,842 Laden - £5,763
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
Storage (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			
Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	£38			
Vehicle exceeding 18 tonnes MAM	£45			
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			
Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	£160			
Vehicle exceeding 18 tonnes MAM	£192			

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17. FREEDOM OF INFORMATION (FOI) CHARGES

Any freedom of Information requests which take longer than the 18 hours minimum threshold to complete can be charged for at £25 per hour. So, there will be a minimum charge of £450.

Any photocopies can be charged additional at 10p per copy, and postage can be charged at cost.

Please refer to the FOI manual for further information or contact the Information Assurance Team.

18. Special Police Service Charges

The officer charges below have been calculated nationally, in accordance with the methodology in the '**NPCC Guidance**' to ensure full economic and direct cost recovery and will be charged for all Special Police Services from **1st January 2026**.

The charge applied for the majority of events, will be at full economic cost recovery. For some events, the Force may decide to make reductions, based upon the type of event which may reflect a charitable or community benefit. Non-commercial rates are only used for charging of special policing services provided at events such as local authority community events, religious parades and wholly charitable events. For statutory events, such as Remembrance Day parades, Jubilee or constitutional events, police attendance is often part of the normal police annual duties and not chargeable.

The **normal rates** shown in the tables below are charged for special policing services provided on non-bank holiday and includes a premium for overtime.

The **bank holiday rates** shown in the tables below are charged for special policing services provided on bank holidays where at least 8-days' notice has been given; the rate includes a premium for overtime at double time.

The **bank holiday less than 8** rates shown in the tables below are charged for special policing services provided on a Bank Holiday where less than 8-days' notice has been given; the rate includes a premium for overtime at double and the cost of the additional time the officer can take off in lieu.

Except for football duty and the escorting of abnormal load related deployments, there is a minimum 4-hour charge to the provision of additional policing services. Football deployments for the full 6 phases of a policing a match is a 6-hour minimum and the escorting of abnormal loads is a minimum 6-hour charge.

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National SPS Charges – Police Officers & PCSOs

Special Police Service Charges - Officers		Full Economic Cost					
REFERENCE	POLICE OFFICER RANK	Normal Rate Per Hour £	Bank Holiday Rates Per Hour £	Bank Holiday < 8 Days' notice £	Normal Rate Per Day £	Bank Holiday Rates Per Day £	Bank Holiday < 8 Days' notice £
Police Officers - (Minimum charge of 4 hours)	Constable	£92.02	£113.15	£146.98	£667.16	£820.34	£1,065.63
	Sergeant	£116.25	£142.56	£186.75	£842.80	£1,033.55	£1,353.97
	Inspector	£112.17	N/A	N/A	£813.21	N/A	N/A
	Chief Inspector	£119.11	N/A	N/A	£863.57	N/A	N/A
	Superintendent	£147.70	N/A	N/A	£1,070.85	N/A	N/A
	Chief Superintendent	£169.98	N/A	N/A	£1,232.35	N/A	N/A
	PCSO	£72.58	£88.82	N/A	£526.20	£643.97	N/A

Special Police Service Charges - Officers		Direct Costs					
REFERENCE	POLICE OFFICER RANK	Normal Rate Per Hour £	Bank Holiday Rates Per Hour £	Bank Holiday < 8 Days' notice £	Normal Rate Per Day £	Bank Holiday Rates Per Day £	Bank Holiday < 8 Days' notice £
Police Officers - (Minimum charge of 4 hours)	Constable	£62.18	£79.10	£112.93	£450.80	£573.44	£818.72
	Sergeant	£82.01	£104.11	£148.30	£594.57	£754.78	£1,075.21
	Inspector	£73.77	N/A	N/A	£534.84	N/A	N/A
	Chief Inspector	£79.11	N/A	N/A	£573.58	N/A	N/A
	Superintendent	£101.11	N/A	N/A	£733.03	N/A	N/A
	Chief Superintendent	£118.24	N/A	N/A	£857.26	N/A	N/A
	PCSO	£46.10	£58.13	N/A	£334.19	£421.42	N/A

Special Constables will be charged at 50% of the Police Constable rate.

National SPS Charges – Police Staff

2026 SPS Rates -For Staff pay range	£20,000 - £30,000	£30,001 - £40,000	£40,001 - £50,000	£50,001 - £60,000
Daily	£355.29	£468.58	£581.87	£638.41
Hourly	£49.35	£65.08	£80.81	£88.67

2026 SPS Rates -For Staff pay range	£60,001 - £70,000	£70,001 - £80,000	£80,001 - £90,000	Over £90,000
Daily	£613.09	£696.21	£779.34	£862.46
Hourly	£85.15	£96.70	£108.24	£119.79

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19. Community Safety Accreditation Scheme (CSAS)

Under Part 5 of this Police Reform Act 2002, any organisation or employer involved in community safety patrols, together with their employees, may seek accreditation.

<u>Accreditation</u>	<u>Cost</u>
Initial approval of Private Company Nationally <u>by Police CPI</u> (lasts up to 1 year)	£2060 + VAT
Approval renewal of Private Company Nationally <u>by Police CPI</u> (lasts up to 3 years)	£1450 + VAT
Accreditation/ re-accreditation of a company (private or public)	Free of charge (Please note that there is no Accreditation Service Charge fee for accreditation of a company, however there is a national fee for Private Companies which is charged by Police CPI, Company may need to check nationally for most up to date fee)
Non-commercial - Police resources for completing CSAS application checks and preparing report for approval by Chief Constable.	£2,023
Commercial - Police resources for completing CSAS application checks and preparing report for approval by Chief Constable.	£2,746
CSAS Accreditation ID Cards	Cost on application
<u>Please note that private companies must have national approval before gaining accreditation with an individual force. Both national approval and force accreditation must be valid for the accredited persons to exercise their powers.</u>	

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20. Intellectual Property Rights and Copyright

Intellectual Property Rights and Copyright			
Still Images		£ per image	
Usage	Region / Type	Time Limited Use	In Perpetuity
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		£ per 15 Seconds	
Usage	Region / Type	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

21. National canine training and accreditation scheme

National canine training and accreditation scheme (private) (NCTAS P) accreditations for private sector Explosives Detection Dog (EDD) teams.	
Cost Per Student	£1,250.00
All general enquires relating to NCTAS-P, and to become NCTAS-P affiliated or scheduling accreditations etc. Please contact: nctasphomeoffice.gov.uk	

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22. Treatment of Value Added Tax (VAT)

Section 25 of the Police Act 1996 permits a chief police officer to provide, if requested by the owner of premises or the organiser of an event, special services at those premises and events in the police area, and to charge for these services. Where this happens, the services are provided under a special legal regime, but the question is whether they are nonetheless provided in competition with the private sector – in which case they are within the scope of VAT.

There are situations where it is accepted that only a police officer can provide the requisite service and thus it is not possible for the owner of the premises or the organiser of the event to use a private sector alternative. These fall into three broad categories and would not be subject to VAT:

1. Where only the police can perform the task.
2. Where the recipient of the service has no option but to use police officers, because the Chief Constable stipulates this condition (so private security firms cannot compete).
3. Where the recipient of the service cannot comply with its legal or other obligation without using police officers (so in theory they could hire private security guards, but this would be insufficient to comply with a legal requirement).

However, in other situations where the owner of the premises or the organiser of the event has an option either to use the services of police officers or to use the services of – for example – stewards or private security guards, then the supply by the police is within the scope of VAT (and normally it will be standard rated).

The VAT element of charging for Special Police Services is a complex matter and in all cases of doubt, advice should be sought from Force VAT experts or HMRC.