

MERSEYSIDE POLICE

Schedule of Fees & Charges for Police Services 2024-25

Information Types Incurring a Charge

This schedule provides details of charges in respect of the following categories of requested information (listed alphabetically).

Category of Information	Section	Page
ACPO-ABI and ACPO – LMA Memorandum of Understanding	1	2
Data Protection Act, 1998 – Disclosures including OHU records	2	3
Family Court Proceedings	3	4
Fingerprinting – Immigration and similar purposes	4	6
Firearm/Shotgun applications/renewals etc.	5	6
Freedom of Information	6	8
Interviews with or statements by police officers and staff (not RTC) with approval of Force Solicitor	7	9
Intruder & PA Alarms Policy	8	9
Legal Proceedings applications	9	10
Loss of earnings and associated matters	10	12
Nationality registration	11	12
Occupational Health Records	12	13
Pedlar's Certificate	13	13
Police & Criminal Evidence Act records	14	14
Police Officers or staff at 'private' events (Special Services)	15	15
Road Traffic Collision information	16	16
Vehicles - Removal and Disposal	17	18
Unlisted categories of request	18	20

**N.B. - ALL FEES OR CHARGES ARE TO BE MADE PAYABLE TO
'PCC for MERSEYSIDE' BY POSTAL ORDER OR CHEQUE UNLESS STATED
OTHERWISE IN INDIVIDUAL SECTIONS**

Merseyside Police Schedule of fees and charges for police services from April 2024

Section 1 – ACPO-ABI and ACPO – LMA Memorandum of Understanding

Applications for information under the ACPO/ABI Memorandum of Understanding and ACPO/LMA M.o.U. may be addressed to the Data Protection Officer at Information Access Unit, Data Access Unit, Merseyside Police, PO Box 2122, LIVERPOOL L3 3YW.

Applications can only be accepted from Association of British Insurers or Lloyd's Market Association member companies and their authorised agents.

Other Charges

ACPO /ABI M.o.U. charges ACPO/LMA M.o.U. charges	ABI & LMA members, companies, and their authorised agents
Confirmation of individual crime report to ABI (Appendix D (a))	£ 37.50
Further details of individual crime report to ABI (Appendix D (b))	£ 158.90
Interview with Police Officer (Approved by Force Solicitor – not RTC case)	£ 177.70

Section 2 - Data Protection Act, 1998 – Disclosures

Subject Access Applications

Applying only for data held on the Police National Computer (PNC) (Records of conviction, caution etc.)

If you are resident in Merseyside or your last residential address in the UK was in the Merseyside Police area, PNC data is available by application to the [Association of Chief Police Officers Criminal Record Office called 'ACRO'](#) which completes this process on behalf of Merseyside Police.

Direct contact with ACRO for this purpose is available using the following methods (Monday to Friday 08:30hrs to 16:30 hrs. Tel. Contact from within UK – 0845 6013 999, Tel. Contact from outside UK - +44 1962 871111. If you are not resident in the Merseyside Police force area or you were not last resident in the UK in this force area, please visit the website of the force area in which you reside or last resided in the UK. This is because they may not have the same arrangement with ACRO as Merseyside Police has.

Applying for data held only by Merseyside Police

Applicants for **subject access** to locally held data (by Merseyside Police) should use the [subject access application form](#) accessible from the Force website or by sending an e-mail to dataprotection@merseyside.police.uk. This should be done after having read the guidance on the subject access page which shows what type of information is accessible, the identification documents which must be produced, and the manner in which the response will be sent.

Identification documents must accompany the completed application and acceptable documents are detailed on the application form. A copy of the form may also be collected from Headquarters, reception or from the Gatehouse [Rose Hill, 15 Cazneau Street, Liverpool, L3 3AN].

Subject access applications for personal information on the Police National Computer [PNC] should use the below link to ACRO.

Police Certificate Applications

Certain countries only accept a police certificate as part of the visa application process, Please refer to the below website to ensure the correct process is being used. The list includes Australia, New Zealand, U.S.A, Canada, Bahamas, Chile, South Africa, Belgium, Uruguay, or Kuwait. In case of doubt please use the contact details below to confirm if a particular country is covered by the scheme. Applications for a police certificate must be made to ACRO as follows. From the [ACRO website](#) or telephone +44 (0)2380 479 920 during office hours (Monday to Friday 07:30hrs to 19:30hrs except public holidays).

Please note the process is not managed by Merseyside Police and if there are any specific enquiries in respect of the process or application form, please contact ACRO by one of the above means. Payments where required should follow the advice on the ACRO pages.

Subject Application Type	Charge
Subject Access – Merseyside Police held information	No Charge.
Subject Access – Police National Computer information	This service is provided by ACRO. There is no charge.
Police Certificate	This service is provided by ACRO. Refer to the ACRO website.
Disclosures made in connection with legal Proceedings or Family Court Proceedings	Refer to the relevant section of the Fees & Charges listing.

Section 3 - Family Court Proceedings

The appropriate Family Court Disclosure forms must be completed and accompanied by the relevant Court Order. Application forms together with the fee should normally be sent to:

Family Court Disclosure Section
Data Access Unit
PO BOX 2122
LIVERPOOL
L3 3YW
Telephone 0151 777 1680

Information requests by litigants in person must be accompanied by a Court order. The requested information will be disclosed directly to the Court. The Court will oversee the circumstances under which the litigant will view the material. Only items specified in the Court Order will be provided.

When an application is accepted the applicant will be sent an e-mail with the required fee and the case file reference which must be shown with the payment.

Details for payment by BACS to Merseyside Police are as below:

HSBC Bank, 99-101 Lord Street, Liverpool, L2 6PG
Account Name – Police and Crime Commissioner for Merseyside Receipts Account
Account Number – 42020785
Sort Code – 40-29-08
IBAN Number – GB67HBUK40290842020785
BIC / Swift Number – HBUKGB4105D
VAT Number – 183 5430 07

Failure to provide the case file reference will lead to a delay in processing the application.

Payment by cheque should be made payable to Police and Crime Commissioner for Merseyside, with the file reference endorsed on the reverse of the cheque and the applicant name if not shown as the account holder.

Solicitors or unrepresented parties to Family Court proceedings without requiring a copy of a Family Court application form should contact the Data Access Unit for a copy of the form.

Forms can be obtained by e-mail if application is made to

Family.Court.Proceedings@merseyside.police.uk clearly requesting blank

Standard Forms for Disclosure – Family Court Protocol. Please state whether the forms are for solicitor in private practice, local authority solicitor or for an un-represented litigant.

Legal Aid in Family Court Proceedings

Legal aid has been removed from some private proceedings. However, an exemption has been made in 'private family law' proceedings or prospective proceedings for victims of domestic violence or abused children and those at risk of abuse by the other party. In such circumstances victims, or those representing them or acting upon their behalf, may complete a police-provided form to obtain evidence from the police to submit to the Legal Aid Agency. The applicant need only supply one piece of evidence in order to qualify. The Police will therefore only provide one piece of evidence as a result of your application. This application form will provide evidence of a relevant caution in the past 5 years or proof of on-going proceedings. Conviction evidence must be obtained from Courts.

An e-mailed application for the form must be made to

Family.Court.Proceedings@merseyside.police.uk requesting a Police Legal Aid application form.

Merseyside Police Schedule of fees and charges for police services from April 2024

Family Court Proceedings Charges

A distinction is made between 'public' and 'private' family law proceedings.

'Public' proceedings for these purposes can be defined as a case where a Local Authority or other public body is the applicant in a family law case.

'Private' proceeding is one where no Local Authority or public body is the applicant.

'Public' family law proceedings will not attract an initial charge to either the applicant or the respondent(s) though requests for additional copies of material provided will be charged as listed below.

'Private' family law proceedings are chargeable at the rates below.

Item	Additional details	Charge
'The Package' PNC (convictions & antecedents) Domestic Violence Report Child or Public Protection Report Police attendance at address or call made by parties (incident logging) Summary of evidence (MG5)	The package is a group of most commonly requested items. Items may be selected from the list, as necessary. Only one fee for all requested types of information in this category is charged.	£ 111.70 for first 2 hours £ 37.50 per hr thereafter (by arrangement)
Single items (separately charged) Occurrence Summary		£ 22.60
Intelligence search		£ 37.50
PII Application		£ 179.20
PNC (convictions & antecedents)		£ 44.70
Domestic Violence Report		£ 67.30
Child or Public Protection Report		£ 54.70
Police attendance at address or call made by parties (incident logging)		£ 45.50
Summary of evidence (MG5)		£ 44.70
Full Crime Report		£ 112.00
Statement of witness copy with consent		£ 53.00
Statement of witness copy without consent		£ 70.00
Statement of police officer or staff copy (on file)		£ 45.30 (per statement up to 3 pages) £ 5.50 per additional page
Interview with or bespoke statement from Officer or staff (Approved by Force Solicitor)		£ 177.70
Audio tapes		£ 105.80 (per copy)
Relevant Intelligence		£ 54.70
Video Interviews or other video material (VHS)		£ 105.50 (per copy)
CD/DVD		£ 34.00 (per copy)
Photographs	(a) Copies from digital camera (per disc) (b) A4 Index sheet (digital) (c) First photograph (d) Each subsequent photo	(a) £ 36.30 (b) £ 36.30 (c) £ 35.10 (d) £ 4.10

Section 4 - Fingerprinting – Immigration and similar purposes

This service is for Merseyside residents only. If you live outside of the Merseyside area, please contact your local police force for their fees and fingerprint information.

Appointments are only available on Tuesday and Thursday and can be made directly through the website [Requesting your fingerprints | Merseyside Police](#) Alternatively, please email Fingerprint.Bureau.SSD@merseyside.police.uk or telephone **0151 777 8108** or **0151 777 8109**.

Identification documents must be produced at the appointment. Details of acceptable documents will be provided on request when making the appointment. Payment must be made at the appointment. Card payments only are accepted. Cheques are not acceptable.

Please note that fingerprint fees are subject to VAT except where the service is required by statute or authority direction. Certain countries require fingerprints to be taken by a police force e.g., Japan, UAE/Qatar, Canada, Jamaica, Abu Dhabi, Zimbabwe, Nigeria, Zambia, and St. Vincent & Grenadines. In these cases, as there is no private competition for this service, VAT is not charged.

Fingerprinting fees (Immigration, employment, and similar purposes)	Charge
One set	£ 99.30 without VAT (£ 119.16 with VAT)
Additional sets thereafter (each)	£ 49.70 without VAT (£ 59.64 with VAT)

Section 5 - Firearm/Shotgun applications

Firearm and shotgun applicants are advised to read the information on the Force web pages, which are located under [Advice and information > Firearms licencing](#). Applications should be made online through the website via this link [How to apply for a firearm, shotgun or explosives certificate | Merseyside Police](#)

As these fees are prescribed by statutory instrument, they will increase in line with legislative changes.

Applications or enquiries for further information should then be made to the below address. The correct relevant fee must accompany all applications submitted.

The Manager
Merseyside Police
Firearms Registry
PO BOX 2122
LIVERPOOL
L3 3YW

Telephone 0151 777 8477

Fees and charges are on the next page.

Merseyside Police Schedule of fees and charges for police services from April 2024

Firearm and Shotgun Licensing	Additional details	Charge
Firearms certificate issue (Grant)		£ 88.00
Firearms certificate renewal		£ 62.00
Firearms certificate replacement		£ 4.00
Firearm certificate – Increase / Variation		£ 20.00
Shotgun certificate issue (Grant)		£ 79.50
Shotgun certificate renewal		£ 49.00
Shotgun certificate replacement		£ 4.00
Coterminous certificate issue (Grant)	Issue of both a Firearms and Shotgun Certificate to an applicant who requires both to expire at the same time.	£ 90.00
Coterminous certificate renewal	As above	£ 65.00
Grant of firearms certificate and renewal of shotgun certificate		£ 90.00
Grant of shotgun certificate and renewal of firearms certificate		£ 90.00
Home Office Club approval		Apply to Home Office £ 84.00
Registered Firearms Dealer issue (Registration)		£ 200.00
Registered Firearms Dealer replacement (Renewal)		£ 200.00
Game Fairs		£ 13.00
Firearms Museum licence		£ 200.00
Visitors Permit (Firearms or Shotgun). Single / Group of 6+	Individual permit	£ 20.00 per person (individual 1 to 5)
	Group permit for six or more persons for one date	£ 100.00 in total, payable for the whole party

Section 6 - Freedom of Information

Freedom of Information applications must be made in writing and may be sent by use of the on-line form available on the [Merseyside Police website](http://www.merseyside.police.uk) or by e-mail to foi@merseyside.police.uk or by letter to:

Freedom of Information Team
Data Access Unit
PO BOX 2122
LIVERPOOL
L3 3YW

The most cost-efficient manner of processing an application is by e-mail or the on-line form. An automatic acknowledgement will be provided to the applicant on receipt of the e-mail or on-line form. If a response has not been provided by the 21st working day, please use the e-mail address to seek an update.

Charges may be applied in respect of Freedom of Information Act applications and Environmental Information Regulation applications. Freedom of Information applications will be free of charge for work that does not exceed the cost limit of £450, calculated at the specified hourly rate of £25 per hour, which equates to 18 hours, work. Disbursement fees are applicable to all requests for information, but an applicant will be advised if a disbursement charge is required. Where the cost limit is reached, the Chief Constable reserves the right to not supply the information sought. Applicants are entitled to re formulate the request so that the cost limit is not exceeded.

The Environmental Information Regulations 2004 allow a Public Authority, which makes environmental information available in accordance with regulation 5(1) to charge the applicant for making the information available. Applicants will be informed if there is a charge that is to be made.

Freedom of Information	Disbursements
Calculated at £25/Hour if will take more than the cost limit of £450/18 Hours	
Photocopy (per A4 page)	£ 0.10
Print (per A4 page)	£ 0.10
CD (per disk)	At cost
Floppy disk	At cost
Video cassette (per tape)	At cost
Photograph	At cost
Packaging	At cost
Postage	As per Royal Mail charges
Translating information into a different language, at the request of the applicant.	At cost. Applicant advised of cost prior work.

Section 7 - Interviews with or statements by police officers and staff (not RTC) with approval of Force Solicitor

Please note that this excludes RTC staff. All interviews and statements are under the approval of the Force Solicitor.

Applications for interview with a police officer or police staff with a view to obtaining a proof of evidence (statement) should be made in writing to the Force Solicitor with an explanation of the necessity of the request to:

The Force Solicitor
Merseyside Police
PO Box 2122
Liverpool
L3 3YW

The fee below should accompany the application.

Charge Type	Charge
Interview with Police Officer (Approved by Force Solicitor – not RTC case)	£ 177.70
Request for statement to be written by Police Officer (Approved by Force Solicitor – not RTC case)	£ 177.70

Section 8 - Intruder & PA Alarms

Application for information relating to the operation of the Intruder Alarm Policy should be made by contacting either of the following:

The Manager
Merseyside Police
Alarm Policy Unit
Bridle Road
Bootle
LIVERPOOL
L30 4YD

Telephone 0151 777 3945 (Administration Office)

Email force.alarms.unit@merseyside.police.uk

Intruder & Panic Alarms	Charge
Charge for issue of Unique Reference Number (URN)	£ 66.72 (£ 55.60 + VAT)
Changes to URN information	£ 66.72 (£ 55.60 + VAT)
Lone Worker Devices up to 10,000	£ 80.52 (£ 67.10 + VAT)
Lone Worker Devices 10,001 - 50,000	£ 120.84 (£ 100.70 + VAT)
Lone Worker Devices 50,001 and over	£ 161.16 (£ 134.30 + VAT)
Charge for the use of ex-directory line	Information supplied at time of application for URN

Section 9 - Legal Proceedings applications

Legal Proceedings applications

(Schedule 2 Part 1 Section 5 of the Data Protection Act 2018)

NB – A separate schedule of charges exists for Family Court Proceedings and is available in the Family Court section of this list of fees and charges document.

There are standard charges for single items as per the list below. However, requests for items that would exceed the cost for the 'package fee' shown in the fee section of the listing for the first 2 hours work and hourly fee or part hourly fee thereafter thereof except for items which of themselves exceed the package fee threshold as a single item.

Applications should be made on an application form to the following address:

Data Protection Team, Data Access Unit, Merseyside Police, PO Box 2122, Liverpool, L3 3YW.

Application forms are available using the following methods, Email to dataprotection@merseyside.police.uk clearly requesting forms for legal proceedings under Data Protection Act, or via telephone to 0151 777 1680.

Or request a form in writing to:

Disclosure Manager
Data Access Unit
PO Box 2122
Liverpool
L3 3YW

Fees and charges, which are shown in the next section, must accompany the completed application form, unless payment is being made by BACS. A BACS payment must not be sent until a case file reference number has been provided and the number must be shown with the payment. **Failure to provide the case file reference with the BACS payment will lead to a delay in processing.**

Payments by cheque should accompany the application and be made payable to 'PCC for MERSEYSIDE'.

Payment by BACS to Merseyside Police are as below:

HSBC Bank, 99-101 Lord Street, Liverpool, L2 6PG
Account Name – Police and Crime Commissioner for Merseyside Receipts Account
Account Number – 42020785
Sort Code – 40-29-08
IBAN Number – GB67HBUK40290842020785
BIC / Swift Number – HBUKGB4105D
VAT Number – 183 5430 07

Failure to provide the case file reference will lead to a delay in processing the application.

Merseyside Police Schedule of fees and charges for police services from April 2024

Standard Charge for package items	Charge
'PACKAGE' request - Charge for requests for information or personal data under s35 of the Data Protection Act 1998	£ 111.70 for initial 2 hours response £ 37.50 per hour or part thereof for periods over initial 2 hours
'PACKAGE' request - Other information requests (non-personal data)	£ 111.70 for initial 2 hours response £ 37.50 per hour or part thereof for periods over initial 2 hours

Standard Charge for single items	Charge
MG5 Police Report	£ 44.70
MG3 Report to Crown Prosecutor – Excluding CPS advice	£ 44.70
MG3A Further report to CPS – Excluding any CPS advice	£ 44.70
Incident Log	£ 45.50
PNC Convictions. Supplying copy of Criminal Record under statutory authority (NOT subject access or other process shown elsewhere in this scale of charges).	£ 44.70
Caution Certificate	£ 29.20
Occurrence Summary	£ 22.60
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- redaction required)	£ 70.00
Interview with Police Officer (Approved by Force Solicitor – not RTC case)	£ 177.70
Request for statement to be written by Police Officer (Approved by Force Solicitor – not RTC case)	£ 177.70
Photographs & Recordings (a) First photograph (b) Each subsequent photograph (c) Digital photographs (per disc or contact sheet) (d) Digital recording (CD/DVD) (e) Video recording (f) Curated Photo sets (per 10 digital photos or part thereof)	(a) £ 35.10 (b) £ 4.10 (c) £ 36.30 (d) £ 36.30 (e) £ 105.50 (f) £71.60
Copies of CDs / DVDs	£ 34.00
Copies of Audio tapes	£105.80

Section 10 – Loss of earnings and associated matters

Applicants for disclosures of information in connection with loss of earnings and associated matters should write, stating the specific requirements and lawful authority for disclosure to:

The Manager
HR Department Payroll and Pensions Unit
PO Box 2122
Liverpool
L3 3YW

Category of Information	Charge
Disclosures in connection with loss of earnings and associated matters	£ 111.70 for first 2 hours work and then £ 37.50 per hour for additional work above 2 hours.

Section 11 – Nationality Registration

From 04 August 2022, foreign nationals are no longer required to register with the police as an overseas visitor. Further details can be found on the website at [Overseas registration scheme | Merseyside Police](#)

Therefore, the statutory charge of £ 34.00 has ceased from this date.

Section 12 - Occupational Health Records

OHU records will be supplied direct from the below address outside the subject access process. Please apply in writing direct to:

The Manager, Occupational Health & Welfare Unit,
Merseyside Police, Stanley Road, Kirkdale, LIVERPOOL, L5 7QQ.

Disclosure of Medical Records	Charge
Medical records required by the staff member and sent to their recorded residential address, for use in any Force process. (Electronic & /or manual)	No charge
Medical records required by the staff member and sent to their recorded residential address. (Electronic & /or manual)	£ 10.00
Individual (or their agent) seeking access to medical records.	
An application for electronic Records only	£ 10.00
An application for manual and electronic records	£ 50.00
Solicitor/ Insurance company seeking medical records (With consent of staff member – or Court Order) in connection with legal proceedings.	£ 50.00

Section 13 – Pedlar Certificates

A pedlar certificate will be granted to any person above 17 years of age by the chief officer of police for the police area in which the person applying for a certificate has resided for the last month before application, on production of necessary proof of age, residence and that the person is of good character and in good faith intends to carry on the trade of a pedlar. An application for a pedlar certificate shall be in the form specified in the Pedlars Act 1871.

Charge type	Charge
Pedlars Certificate	£ 12.25

Section 14 - Police & Criminal Evidence Act (PACE) records

Applications for information relating to Custody Records and PACE Vehicle Stop / Person Stop Check records should be made through the Force website via the following link

[Request information | Merseyside Police](#)

Access to Personal Data	Charge
Custody Records / PACE Person / Vehicle Stop / Check Record	Initial copy supplied as per PACE provisions without charge
Copies of Custody Records supplied outside of PACE requirement.	£ 22.50
Copies of PACE Person / Vehicle Stop / Check Record supplied outside of PACE requirements	£ 22.60
Copy of digital interview recording	Initial copy supplied as per PACE provisions without charge
Copy of digital interview recording supplied outside of PACE requirement	£ 105.50
Copy of Interview Record (Only where prepared during the investigative process)	£ 70.50

Merseyside Police Schedule of fees and charges for police services from April 2024

Section 15 - Police Officers or staff at 'private' events (Special Police Services charges)

Special Police Services (SPS) is the provision by the police of an additional special service i.e., beyond that which the police would consider necessary to meet their public duty obligations, and which is provided at the request of the event organiser and for which the event organiser must pay.

Each event will be assessed on its merits and the event organiser should provide a written submission via the force website [How to tell us about an event or procession | Merseyside Police](#) Alternatively the organiser can submit in writing via Matrix.Events@merseyside.police.uk

There is a minimum charge of 5 hours which includes one hour travelling time. The charges are subject to VAT at the standard rate. This will be charged at the SPS rate applicable at the time.

For charitable/community events the fees may be reduced in line with force policies.

Merseyside Police retains the right to determine whether SPS is appropriate and the level of SPS provided.

Special Service Charges	Cost per day (8 hours) or per week (40 hours) Charge on application
Constable per hour	£ 82.08
Sergeant	£ 102.37
Inspector	£ 99.51
Chief Inspector	£ 105.85
Superintendent	£ 131.73
Chief Superintendent	£ 152.09
PCSO	£ 56.31
Special Constable	£ 41.04
Special Service Charges	Rate with less than 5 days' notice or on public holiday
Constable per hour	£ 109.44
Sergeant	£ 136.50
PCSO	£ 75.08
Special Constable	£ 54.72
Other ranks	Charge on application

Police officers at private events with additional equipment such as police vehicles, motorcycles, horses, or dogs may attract an additional charge which will be quoted upon demand.

Section 16 - Road Traffic Collision information

Application for information relating to road traffic collisions should be sent in writing to the address below accompanied by the relevant fee.

RTC Administration Unit
PO Box 2122
Liverpool
L3 3YW

* For charges not listed below, please refer to the Centralised Road Traffic Collision Unit on telephone 0151 777 5400.

Fees and charges are on the next page.

Payment for information is accepted via BACS using the details below:

Account no: 42020785
Sort code: 40-29-08
Account name: Police & Crime Commissioner for Merseyside.
(Please use the collision reference number as the electronic payment reference)

You must include one remittance and one payment per reference number and include the information below:

- Reference number (Will be 11-digit number and start with 2 digits for the year e.g., 22000123456, for police logs or it may start with a letter for RTCs pre-Oct 2014).
- Client name & D.O.B.
- Collision date & location
- Vehicle Registration Mark (if applicable)

Cheques are to be made payable to 'PCC for Merseyside' and sent with a covering letter containing client details to the RTC Administration Unit address above.

Merseyside Police Schedule of fees and charges for police services from April 2024

RTC Type of Information	Additional details	Fee or charge
Road Traffic Collision (RTC) Searches and Limited Particulars (3 rd party details)		£ 43.80
Road Traffic Collision (RTC) Reports (including statement/interview)		£ 123.30
Additional Pages for Same Incident/Page		£ 5.50
Fatal RTC report (including statement/interview/investigation report – if available)		£ 529.00
Fatal RTC – Reconstruction Video		£ 105.50
Accident Report – Rough Data (per page)		£ 35.20
Forensic Collision Investigator/Forensic Vehicle Examiner Reconstruction Report		£ 5.50
Per Page		
Copy of Police Vehicle Examination Report (unless provided as full extract)		£ 87.90
Preparing requested schedules of material gathered in investigation	e.g. Provision of Forensic Investigation or Vehicle Examination Reports	Charged as per provision of special police services. Please see Special Service Charges above.
Copies of statements – collision report not required	(a) Per statement (up to 3 pages) (b) Additional pages (per page)	(a) £ 45.30 (b) £ 5.50
Copy of Scale plan / sketch (when supplied separately)		£ 53.00
Interview with Police Officer (after RTC report supplied)		£ 177.70
Request for statement to be written by Police Officer		£ 177.70
Copy of PIC Sheets (2 nd copy)		£ 35.20
Photographs		
(a) First photograph		(a) £ 35.20
(b) Each subsequent photograph		(b) £ 4.10
(c) Digital photos (per disc)		(c) £ 36.30
(d) A4 Index sheet (digital)		(d) £ 36.30
(e) Digital Video recording		(e) £ 105.50
(f) Audio tape		(f) £ 105.80
(g) Audio tape (provision for CJS)		(g) £ 41.90
Cancellation charges		
(a) Prior to search		(a) Refund fee
(b) Search made before cancellation		(b) £ 43.80
(c) Search made and documents ready for dispatch		(c) £ 123.30
(d) Abortive search		(d) £ 43.80
Supplying copy of Criminal Record) under statutory authority (NOT subject access or other process shown elsewhere in this scale of charges).		Advised on application

Merseyside Police Schedule of fees and charges for police services from April 2024

Application by or on behalf of Motor Insurers Bureau in accordance with H.O.C. 163/1953 as amended		No fee charged
--	--	----------------

Section 17 - Vehicle - Removal and Disposal

The Force operates a managed vehicle recovery scheme and has an appointed contractor who will deal with all queries from members of the public regarding charges for recovered vehicles. All contact should be referred direct to the Automobile Association Developments Ltd Scheme at:

Manager:
Business Services Ltd (AADL)
LG Floor
Fanun House
Basing View
Basingstoke
Hampshire
RG21 4EA
Telephone: 01256 493157

The fees are as prescribed in regulations and will be altered in line with any up rate prescribed in a Statutory Instrument from the date shown in the Regulation irrespective of whether the below table has been changed.

Fees are payable directly to the relevant contractor on behalf of Merseyside Police.
Payment must not be tendered to PCC for Merseyside. See printed list below.

Both charges tables are on the next page.

PART 1 – Removal of motor vehicle

Vehicle type, position, and condition	Vehicle equal to or less than 3.5 tonnes MAM	Vehicle exceeding 3.5 tonnes MAM and equal to or less than 7.5 tonnes MAM	Vehicle exceeding 7.5 tonnes MAM and equal to or less than 18 tonnes MAM	Vehicle exceeding 18 tonnes MAM
Any two-wheeled vehicle whatever its condition or position on or off road	£150	–	–	–
Any other vehicle on road, which is upright and is not damaged	£150	£200	£350	£350
Any other unladen vehicle on road which is not upright or is damaged	£250	£650	£2,000	£3,000
Any other laden vehicle on road which is not upright or is damaged	£250	£650	£3,000	£4,500
Any other unladen vehicle off road, which is upright and is not damaged	£200	£400	£1,000	£1,500
Any other laden vehicle off road, which is upright and is not damaged	£200	£400	£1,500	£2,000
Any other unladen vehicle off road which is not upright or is damaged	£300	£850	£3,000	£4,500
Any other laden vehicle off road which is not upright or is damaged	£300	£850	£4,500	£6,000

PART 2 – Retention of motor vehicle per 24 hours or parts thereof

Type and weight of vehicle	Sum payable
Any two wheeled vehicle	£10
Any other vehicle equal to or less than 3.5 tonnes MAM	£20
Any other vehicle exceeding 3.5 tonnes MAM and equal to or less than 7.5 tonnes MAM	£25
Any other vehicle exceeding 7.5 tonnes MAM and equal to or less than 18 tonnes MAM	£30
Any other vehicle exceeding 18 tonnes MAM	£35

Section 18 – Unlisted categories of request

If the Force receives a request to provide a service which is not listed in the current Fees and Charges listing and there is no existing current guidance, the following general charge calculation should be used:

Cost of Officer / Staff time using Full Economic Cost Recovery rates (specified in Section 15 - Special Police Services charges).