



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

# **FINANCE AND CONTRACTUAL SERVICES**

## **FINANCE AND PROCUREMENT**

### **CHARGING POLICY**

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# CHARGING POLICY

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## 1. INTRODUCTION

SFRS is required to prevent and protect our communities from fire, enforce fire legislation, investigate fire and provide fire and rescue emergency response to our communities. No charges are levied for these services.

Charges may however be levied for special services supplied by the Scottish Fire and Rescue Service (SFRS) in line with the powers set out within the Fire (Scotland) Act 2005, Fire (Charging) (Scotland) Order 2005 and Fire (Additional Functions) (Scotland) Order 2005.

## 2. CHARGING FOR SERVICES

### 2.1 Special Services

Examples of special services are (not exhaustive):

- Lift releases
- Effecting entry to premises
- Pumping water
- Clearing spillages of hazardous materials
- Provision of Fire Cover at special events (e.g. events at Murrayfield, T in the Park, Scottish Golf Open)
- Making dangerous structures safe using height appliance
- Inspection of private hydrants
- Inspection of dry risers
- Testing water pumps

## **2.2 Requests for Information**

Charges may be levied for requests of information. These will include:

- Precognition charges in respect of fire service representation at legal hearings
- The administrative costs of providing copy fire reports and copy investigation reports
- The administrative costs of responding to Freedom of Information requests where these exceed £100. Where the cost of disclosure is less than £100, there will be no charge
- The provision of other information not covered by the Freedom of Information (Scotland) Act, e.g. documents, photographs, tape, video or recordings

## **2.3 Ad Hoc Venue Hire and Use of Facilities**

On request, SFRS may also offer venues or facilities for hire to other public bodies, voluntary organisations or private companies. For venue hire, the charge will be based on the size of facility being hired. Local and community based organisations which are not for profit in nature will not be charged for rental of incidental meeting rooms in fire stations.

## **2.4 Training and Other Miscellaneous Services**

SFRS may offer training on request to other public bodies or private companies. Where this is the case, an amount will be charged commensurate with the actual costs of providing the training.

## **2.5 Trades Union Commission Fees**

SFRS provides a service to trade unions by making deductions from payroll in relation to membership fees. SFRS charges a percentage commission fee of the actual trade union payroll deduction.

## **2.6 Interruptions due to Emergency Commitments**

All special services are undertaken subject to emergency commitments and responsibilities of SFRS. If this service is terminated or interrupted due to an emergency call or other responsibilities confirmed by SFRS at any time, a claim for compensation cannot be made.

## **3. APPLICATION OF CHARGES**

All charges levied during a year will be based on the agreed charges for that year and will continue until superseded.

Charges using an hourly rate will be based on a minimum of one hour's charge and increased by a quarter of the hourly charge for each complete or part-complete 15-minute period thereafter.

No discounts can be offered on charges.

Where appropriate, Value Added Tax at the prevailing rate will be added to each published charge at the point of charging.

#### **4. MEASURING AND REVIEW**

The charges will be reviewed on an annual basis and increased in line with pay awards over the preceding year and other relevant inflation, e.g. fuel prices.

Current charges will be published on the SFRS website and updated on 1 April each year.

#### **5. ASSOCIATED DOCUMENTS/REFERENCES**

- [SFRS Scale of Charges](#)