



Police station advice Data capture form

To help you get the information you need to complete the new A&A intimation and claim.

The Applicant

Client's name:

Date of birth:

Details of meeting

Police Scotland National Custody System Unique Reference Number:

If no custody reference number, please select reason why:

Client in police custody outside Scotland Client elsewhere other than at a police station

Name and address of police station or other location:

Date advice was given: Subject matter:

Advice type: Section 44 consultation Section 32 interview Both

Increase in authorised expenditure (where needed) approved by:

Travel over 2 hours (where needed) approved by:

Start time: End time:

Applicable fees

Table 1 - Consultations under Section 44 only (i.e. where no interview during the period of police custody)	Fee	Weekday Evening/ Weekend/Public Holiday	Authorised Expenditure Limit
Standard fixed rate for consultation by whatever mechanism, i.e. telephone calls or attendances at the police station other than as below.	£34.08	£45.32	£225
Standard fixed rate for attendances for section 44 consultations with clients assessed to be vulnerable by the police, and where the client seeks an attendance.	£85.18	£113.29	£225

Table 2 - Consultation or Attendance under Section 32- (Where there is an interview during the period of police custody)	Fee	Weekday Evening/ Weekend/Public Holiday	Authorised Expenditure Limit
Standard fixed rate for telephone calls	£34.08	£45.32	£550
Solicitor attendance at the police station for an interview			£550
<ul style="list-style-type: none"> Up to 2 hours Over 2 hours (and up to 4 hours) Over 4 hours (excluding travel time) 	£130.60 £227.12 £227.12 plus £56.79 per hour (or part of hour)	£173.70 £302.07 £302.07 plus £75.53 per hour (or part of hour) thereafter	

Travel time is payable at £13.18 (£17.54 weekday evening/weekend/public holiday) per half hour (or part thereof) up to two hours without further authorisation.

In the event that authority to exceed the authorised expenditure limits is required, or for authority for travel beyond the two hours, this can be arranged in advance by telephoning:

- The Criminal Applications Department during office hours on 0131 226 7061 (then enter shortcode 1213 to get directly to the department)
- The A&A Helpline from 17.00 to 22.00 on 07711 424344
- The Solicitor Contact Line from 22.00 to 08.30 on 0131 240 2696