

## Requests for Information under Freedom of Information

### Schedule of Fees and Charges

The Council's Freedom of Information Policy, which was agreed by Council in February 2006, states that fees will be charged only in cases of searches costing more than £20 each to deal with. The following schedule will therefore only apply to searches where the cost to provide the information would be more than £20.

- **Website:** free of charge unless otherwise specified.
- **Email and attachments:** free of charge unless otherwise specified.
- **Website printouts:** 10p for A4 copies in libraries.
- **Copies by post of information:**
  - Photocopies:**
    - Black and White Copies***
    - A4 pages at 10p per copy;
    - A3 pages at 20p per copy;
    - A2 pages at £2.25 Reprographics service charge + 75p per copy thereafter;
    - A1 pages at £2.25 Reprographics service charge + £1.25 per copy thereafter;
    - A0 pages at £2.25 Reprographics service charge + £2.00 per copy thereafter.
    - Colour Copies***
    - A4 pages at 20p per copy;
    - A3 pages at 30p per copy.
- **Photocopies:** information accessed in the Council Offices can be viewed free of charge, photocopies can be made at 10p per A4 copy (and upwards of this charge as indicated in the scale of charges above). Colour copies, where available, will cost 20p per A4 copy and 30p per A3 copy.
- **Microfilm copies:**
  - Pages are charged at:
  - A4 pages at 10p per copy;
  - A3 pages at 20p per copy.
- **Postage** for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.00.
- **Copies of published materials:** copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.
- **Charges for discretionary services:** The Local Government Act 2003 Section 93 enables a local authority to charge for discretionary services. Such charges will be listed against information on that service and referenced on the Publication Scheme.
- **Administration fees:** The Freedom of Information and Data Protection (Appropriate Limits and Fees Regulations) 2004 makes provision for charges for administering a request made under the Freedom of Information Act. Administration is free up to a limit, on the total cost of dealing with a request, of £450 but over this amount the full cost of administering the request is chargeable. Such charges are calculated at £25 per person per hour. If the costs of complying with a request are likely to exceed £450 the Council may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.
- **CD Rom or Floppy disc** – a charge will be made at commercial prices for the data medium.
- **Maps** – the charge for a map depends on the supplier. OS maps are subject to a standard charge set out by the OS itself.

This schedule will be reviewed annually. The introduction of any further statutory obligations will also trigger a review of these arrangements.