**Freedom of Information 2000 and Environmental Information Regulations 2004**

The following costs, in relation to Freedom of Information are made in line with the Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004.

Under the Environmental Regulations 2004 charges can be made with regard to providing copies of information in a particular format or where a charge is deemed reasonable- e.g. where staff time involved in pulling together information is in excess of 18 hours.

(Please note that there are no charges for access to a public register or examining relevant information at a location and time agreed by the Council).

**Fees and Charges:**

**Staff Costs:**

£25.00 per hour, where the time to identify, locate, retrieve records and extract information exceeds 18 hours.

**Photocopying/ Printing Costs:**

- 10p per sheet of A4 (black and white)
- 50p per sheet of A4 (colour)

- 20p per sheet of A3 (black and white)
- £1 per sheet of A3 (colour)

Any other size of paper or format will be charged at actual cost. Where this is required an estimate will be produced by the Freedom of Information Officer.

The term ‘sheet’ here refers to one side of paper.

**Postage:**

Charges will be based on the actual Royal Mail charges for first class postage.

**Waiver of Fee**

Photocopying, printing and postage costs may be waived where the cost is estimated to be less than £10. Where the total cost is estimated at over £10, the first £10 may be subtracted from the final charge.

**Data Protection Act 1998**

Under the Data Protection (Subject Access) (Fees and Miscellaneous Provisions) Regulations 2000 the Council reserves the right to charge £10.00 for the administration of each subject access request made to the Council.

*Legal and Democratic Services*

*April 2010*