

Schedule of Charges

Information that is available on our website is free to copy. There may be charges for some publications. If so, we will tell you that there is a charge and how much it is.

We are entitled to charge for the cost of photocopying, printing and postage if we need to send information to you. This includes information we send to you in reply to a Freedom of Information request, and information that we confirm to make readily available through the Council's Publication Scheme.

Where the total cost of photocopying, printing and postage is £10 or lower, no charge will be made.

All charges are payable in advance of your request being processed.

The following charging rates apply:

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|----------------------------------|-----------------|
| A4 black and white, single-sided | 10p per sheet |
| A4 black and white, double-sided | 20p per sheet |
| A3 black and white, single-sided | 20p per sheet |
| A3 black and white, double-sided | 40p per sheet |
| A4 colour, single-sided | £1.00 per sheet |
| A4 colour, double-sided | £2.00 per sheet |
| A3 colour, single-sided | £1.50 per sheet |
| A3 colour, double-sided | £3.00 per sheet |
| | |
| Postage and packing | At cost |
| Photographs, maps, plans etc | At cost |

Freedom of Information Act 2000 Requests

The Council is entitled to refuse to deal with a request, or to charge for the time taken, if it will take 2½ days or more (this amount to 18 hours of work) to deal with a request.

When estimating how long it will take to process a request we take into account the time it will take us to locate, retrieve and extract the information requested.

If we do charge for the time taken, the rate charged will be £25 per hour. For example, for 18 hours of work the charge would be £450.

These costs are in addition to any costs for photocopying, printing and postage.

Where possible we will work with you to look for other ways of providing the information so that your request takes less than 2½ days to deal with.

All charges are payable in advance of your request being processed.

If we receive more than one request from an individual or a group we may be able to combine them for the purposes of calculating how long it will take to deal with them, and to decide whether we will refuse to deal with them, or charge.

Environmental Information Regulations 2004 Requests

The Council is entitled to charge for information provided under these regulations, and we have chosen to make the same charges as detailed above for Freedom of Information Act requests.

The difference is that we will not refuse to deal with a request if it will take 2½ days or more to deal with it. We will decide on a case by case basis whether to charge for providing the information.

All charges are payable in advance of your request being processed.

Data Protection Act 1998

When processing a subject access request under the Data Protection Act we may charge a standard administration fee of £10 (per application) which is payable in advance of your request being processed.

For certain educational and health records we may charge up to a maximum of £50.

In certain cases, where information is held in an unstructured format, the Council is entitled to refuse to deal with a request. This applies in certain cases where it will take 2½ days or more to deal with a request.