

Appendix 1
Environmental Information Regulations 2004
Schedule of charges 2014/2015 (reviewed annually)

Disbursements

Type of disbursement	Charge	Description
Photocopy / printing A4	£0.10 per page	Standard black and white paper.
Photocopy / printing A3	£0.20 per page	Standard black and white paper.
Photocopy / printing A2	£0.40 per page	Standard black and white paper.
Photocopy / printing A1	£0.80 per page	Standard black and white paper.
Photocopy / printing A0	£1.60 per page	Standard black and white paper.
Photocopy / printing - Colour	£1.00 per 10 pages plus the above per page costs.	Colour copies provided at a rate of £1.00 for every 10 pages in addition to the relevant cost per page / size as stated above.
CD	£5.00 per CD	Cost to cover the production of data on a CD.
Postage	Current postage rates	In line with Royal mail costs and dependant on weight and size.

Staff Costs

Location of information	£25.00 per hour	Where information held by the Council is required to be located within the Councils records.
Collation of information	£25.00 per hour	Where information, having been located, is required to be collated by members of staff.
Redaction of information	£25.00 per hour	Where information is required to be redacted either in line with the applicants request or to comply with other Council, responsibilities (i.e. data protection, legal privilege etc.)
Checking of information	£25.00 per hour	Where the information to be provided is required to be checked for accuracy and relevancy.

Note: The Information Commissioner's Office guidance is that an hourly rate of £25.00 is reasonable for the above activities. A charge will not be levied or will be reduced if the Council is satisfied that the length of time taken to provide information is wholly or in part due the poor management or recording of the information by the Council.

A pro rata rate of the above fee will be used to calculate total costs to the nearest 10 minutes (i.e. £4.16 every 10 minutes).

Information provided free of charge

Type of information	Charge	Description
Public Registers.	Free	Public registers which are legally required to be held and maintained by the Council will be provided in the format in which the data is held free of charge.
Information published on the Council website.	Free	Environmental information published on the Council's website is free to access.
Lists of environmental information.	Free	Environmental information already contained within a list held by the Council will be provided free.
Inspection and examination of information in situ at the Council Offices.	Free	Information held by the Council will be made available for examination at the Council Offices on appointment,
Please note: Disbursement costs or staff costs may be payable where the information above is requested in a different format or where staff are required to carry out further work to provide the data in a manner or format required by the applicant.		

Exemptions to, and waivers of, the above staff costs and disbursements

The Council will consider requests by an applicant to be exempt from the above costs on the merits of an individual applicant's case and will waive a fee where it is satisfied that it is not reasonable to make a charge.

A charge will not be made for staffing costs where the amount of staff time spent on locating, collating, redacting and checking environmental information is less than the combined time taken to request and take payment and provide the information. It is therefore envisaged that no payment will be necessary where the amount of staff time spent on a request is less than 10 minutes. However each request will be considered on their individual merits.

Informative: Making a request and making payment

Requests for environmental information under the regulations should be made to the Council in writing unless there are good reasons not to do so. Requests should be as specific and as clear as possible to enable the Council to provide the information as efficiently as possible.

Where a charge is due, the applicant will be informed as soon as possible and will be required to make payment before the information is provided. If payment is not made within the time specified to the applicant the request for information will be cancelled.