

Charging Policy - Freedom of Information Act and Environmental Regulations

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Version:1.2 (7 January 2025)

Review/Revision date: January 2023

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Introduction

This is the Council's Charging Policy for dealing with requests for information under the Freedom of Information Act (FOIA) or the Environmental Information Regulations (EIR). Charges are calculated by reference to the printing/copying cost and include postage.

Costs are 10p per sheet up to A3 size (black & white and colour). For copies larger than A3, you will be informed in advance of the actual cost.

Waiving of Charges

The charges referred to above will be waived if the total cost would be under £10.

Higher fees for certain documents

Legislation provides for the charging of higher fees in respect of certain documents. Examples include:

Ordnance Survey Map Extracts

Separate charges apply – the conditions and charges for providing Ordnance Survey map extracts have been determined by Ordnance Survey and strict copyright rules apply. Plans can only be supplied in A4 size for the purpose of making Planning or Building Applications.

Births Deaths and Marriages – Copies of Certificates

Fees are covered by various legislation relating to births, deaths, and marriages.

Copies of the Electoral Register

Fees are covered by various legislation relating to births, deaths, and marriages.

Local Land Charges – Searches and Enquiries

Fees are covered by the Local Land Charges legislation.

Information obtained from other bodies

If the information is obtained from other bodies and this results in a charge, then that charge will be passed on to the applicant.

Information in the FOIA Publication Scheme

The same fees will be charged for providing hard copies of the information available for free in the FOIA Publication Scheme. If a document in the FOIA Publication Scheme is only available in hard copy then a specific charge may be specified.

Information which would cost more than £450 to provide

In compliance with the law the Council will not generally provide information in respect of an FOIA request if the cost would be £450 or more (£450 is calculated as 18 hours work at £25 per hour.) In such circumstances the applicant will be offered advice and assistance to bring the request within the cost limit of £450.

Calculation of Fees and Charges

All fees and charges will be estimated and payable in advance before the supply of information. VAT will be charged if appropriate. The prices above will be reviewed by the Council from time to time to take account of increases in costs.

Version Control

Purpose – To explain the circumstances in which a charge may be levied in respect of a requests made under the FOIA or EIR

Owner – Information Governance, Complaints and Resolution service

Version 1 – February 2007 – John Williams – Head of Legal and Democratic Service

Version 1.2 – January 2025 – Valerie Smith – Customer Support Manager IGCR Review

Frequency – Every three years

Next Review date – January 2028

Change History

February 2007 – Policy introduced

January 2025 – Policy updated to reflect City Status and formatting requirements regarding the accessibility of documents. No material changes made to the content.