



Environmental Information Regulations Schedule of Charges

The councils can charge a fee for the provision of information requested under the Environmental Information Regulations 2004 (EIR). This document is the councils' schedule of fees required by Regulation 8(8) of the EIR.

In line with advice provided by the Information Commissioner's Office the councils charge a rate of £25 per hour for staff time taken to respond to requests for information made under the EIR.

The councils are allowed to charge a 'reasonable amount' to cover staff costs; typically one hour of officer time is allowed for an Environmental Information Request for a single residential or commercial property. For more complex requests the cost will be estimated on a case by case basis.

Advanced Payment

Regulation 8(4) allows the councils to require advance payment of a charge for making environmental information available.

The councils will notify the applicant within 20 working days of receipt of the information request of the amount of payment required. The period from the day of this notification to the day the payment is received does not count towards the 20 working day time limit for responding to the request.

The applicant then has 60 working days following issue of the notification to make the payment. If payment is not made within this period the councils are not obliged to proceed with the request.

Standard Charges

Photocopying/Printing

Size	Black & White	Colour
A0	£3.00 + VAT	£18 + VAT
A1	£2.40 + VAT	£12 + VAT
A2	£1.80 + VAT	£6 + VAT
A3	20p + VAT	£2.50 + VAT
A4	10p + VAT	£1.25 + VAT

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Where appropriate 2nd class postage and packing charges will also apply for all charged information sent out.

Concessions

Requests made by residents of the councils will not be charged for the first hour of officer time. As with other applicants the councils will notify residents of the payment required within 20 working days of receipt of the information request.