

Charges for Environmental information

We do not charge for the time to determine whether we hold the environmental information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for providing information to you, e.g. photocopying and postage.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information:

Black and white photocopying

<i>Size of paper</i>	<i>Pence per sheet of paper</i>
A3	2p
A4	1p

Colour photocopying

<i>Size of paper</i>	<i>Pence per sheet of paper</i>
A3	13p
A4	6.5p

- Postage is charged at actual rate for first class mail
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour
- The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that costs us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.