

Fees and Charging Policy for Information Requests

Data Protection

The Data Protection Act 1998 allows the Council to charge £10 for the supply of personal information.

Freedom of Information and Environmental Information Requests

The Council's Publication Scheme provides readily available information free of charge. There are instances where it is more appropriate to use other access regimes, for example; a birth, death and marriage certificate, copies of the electoral register and local land charges search and enquires. If the information requested can be accessed through other legislation or the publication scheme the Council will require this route to be followed.

If it is estimated that a request will take under 18 hours to complete and there is no reason to withhold the information, the request will be dealt with free of charge except for communication costs (see below).

If it is estimated that the request will take more than 18 hours to complete, the council is not obliged to comply with the request and will usually turn down the request and assist the applicant in making a smaller, more focused request. The Council may aggregate the costs of two or more requests if it appears that the requester/s are evading the time limit above by dividing the requests into smaller parts.

Requests for information which is supplied electronically will not involve a cost unless hard copy information has been specifically converted for this purpose. A cost will also not be incurred for access to environmental information via a public register or lists, or to examine the environmental information at a place chosen by the Council.

If the applicant requests the information to be supplied in a specific format, which includes, but is not limited to requests for information on CD ROM or in a language other than English, the Council may charge for the cost of this.

Communication Costs

Charges made for actual disbursements such as:

- Printing and photocopying at 10p per sheet
- Postage at Royal Mails charges
- The costs directly incurred as a result of viewing information.

Costs incurred over £5 will be payable.

Charges will not be applied by the Council for costs incurred arising from meeting our obligations under disability or equality legislation.

Charging and Timing

The council usually has 20 working days in which to respond to a request. If costs apply for responding to the request a Notice will be issued. Once the

notice has been issued, the clock stops and the applicant has 3 months to pay the charge otherwise the request lapses. Only when payment is received and cleared does the clock restart and work begin on collating the information.

Review of this policy

This policy will be reviewed annually in conjunction with the annual review of the Publication Scheme.