

Access to Information Fees

2016/17	DETAILS		UNIT OF CHARGE	2021/22	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005 / Data Protection Act 2018/ The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004					
Freedom of Information / Data Protection					
		First 2.5 days - no charge			
450.00	540.00	After 2.5 days		450.00	540.00
25.00	30.00		+ per hour	25.00	30.00
Environmental Information Regulations 2004					
25.00	30.00	Staff time	per hour	25.00	30.00
Reuse of Public Sector Information Regulations 2005					
25.00	30.00	Staff time	per hour	25.00	30.00
Information that has a commercial value – a charge will be determined on a case-by-case basis					
Freedom of Information / Environmental Information Regulations / Reuse of Public Sector Information Regulations					
Charges for materials –					
0.10	0.12	Photocopying (black & white)	A4 sheet	0.10	0.12
0.20	0.24		A3 sheet	0.20	0.24
1.10	1.32		A0 sheet	1.10	1.32
0.20	0.24	Photocopying (colour)	A4 sheet	0.20	0.24
0.50	0.60		A3 sheet	0.50	0.60
1.70	2.04		A0 sheet	1.70	2.04
45.11	54.13	Printing (black & white)	per hour	45.11	54.13
45.11	54.13	Printing (colour)	per hour	45.11	54.13
24.68	29.62	CD's	per hour	24.68	29.62
(if information is held electronically)					
actual cost		Converting to electronic or microfiche		actual cost	
actual cost		Postage		actual cost	
10.00	n/a	Subject Access Requests (discretionary administrative costs)		10.00	n/a