

Access to Information Fees & Charges Schedule

The Council's fees and charges for providing information under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act 2018.

	Costs
Data Protection Act 2018	
Information for personal data about the applicant – subject access request.	No charge.
Freedom of Information Act 2000	
Cost of processing information request under the £450 (18 hours) statutory limit.	No charge - unless reuse, statutory or retail fees apply to the information. Printing and postage costs may apply if information required by post.
Cost of processing information request over the £450 (18 hours) statutory limit.	No charge - applicants will be advised how to refine their request, so it can be processed for under £450.

Environmental Information Regulations 2004

Information requests about air, water, land, waste, open spaces, roads, streets, highways and the habitats of animals and plants, emissions, radiation, noise and other forms of pollution, policies, plans and laws on the environment will be dealt with under the Environmental Information Regulations 2004 (EIR).

The Council can charge a 'reasonable amount' for staff time involved in processing environmental information requests.

The Council will use the Freedom of Information Act appropriate cost limit £450 (18.5 hours @ £25 per hour = £450) to decide if the costs of providing EIR information is unreasonable.

Cost of processing EIR request under £450.

No charge - unless reuse, statutory or retail fees apply to the information.

Printing and postage costs may apply if information required by post.

Cost of processing EIR request over £450

No charge – applicants will be advised how to refine their request, so it can be processed for under £450.

Publication Scheme

There is no charge for accessing any publication scheme information on the council's web site. However, printing and postage costs will be charged if a large amount of printed material is required.

Publications produced by the Council for sale.

Retail price charged and postage, if applicable.

Information that is priced within the publication scheme.

Publication scheme price charged and printing/postage, if applicable.

Information which has a statutory charge applied by law or regulation – for example, Land charges.		Statutory costs charged and printing/postage, if applicable.
Inspect information published in the publication scheme.		No charge but printing costs may apply to provide the information for inspection.
Disbursement costs – printing and postage		
Please note prices do fluctuate, these are the current prices as at January 2023. Where prices have changed, it will be included in the fees notice sent to applicants.		
Printing and postage costs under £10.		No Charge
Printing and postage costs over £10.		Charged in full
Print & Paper Size – each sheet	Black & White	Colour
A4 80 -100 gsm	0.014 per side including paper	0.034 per side including paper
A3 80 - 100 gsm	0.05076 per side including paper	0.048 per side including paper
Coloured paper A4/A3 80gsm	0.019 per side including paper	0.038 per side including paper
A4 white card	0.045 per side including paper	0.065 per side including paper
PLANS	Black & White	Colour
A2	£2.53 includes paper	£4.03 includes paper
A1	£3.73 includes paper	£6.03 includes paper
AO	£4.33 includes paper	£8.03 includes paper
Postage – price includes envelope. Printing costed separately.	Second Class	First Class
C5	£0.56 postage + £0.03 envelope	£0.87 postage + £0.03 envelope

C4 up to 100g	£0.56 postage + £0.11 envelope	£0.87 postage + £0.11 envelope
C4 up to 250g	£1.42 postage + £0.11 envelope	£1.89 postage + £0.11 envelope
Return Envelopes	£0.56 postage + £0.035 envelope	N/A
Envelope – C5 Cost is included in the postal charge.	Takes A4 paper folded in half	N/A
Envelope – C4 Cost is included in the postal charge.	Takes A4 paper unfolded	N/A
DVDs - IMATION DVD-R 4.7GB 16X WHITE INKJET PRINTABLE SPINDLE DISCS	£6.84 per pack. These are not sold individually only by pack.	
32GB memory stick - KINGSTON DATATRAVELER EXODIA	£3.48 each	
64GB memory stick - KINGSTON DATATRAVELER EXODIA; £4.25 each	£4.25 each	
<ul style="list-style-type: none"> • prices are ex-VAT • memory sticks quoted are standard ones, not encrypted • we often have delays in deliveries due to general IT equipment shortage difficulties, so immediate delivery cannot be guaranteed • Please note prices do fluctuate, these are the current prices as quoted at January 2023. Where prices have changed, it will be included in the fees notice sent to applicants . 		
Dataset Reuse Charges		
<p>A dataset is unprocessed raw data, for example, spreadsheet of financial information that can be used for further analysis.</p> <p>Most of the datasets published on the Council's website is published under Open Government Licence (OGL) and can re-used without charge.</p> <p>However, the Freedom of Information (Release of Datasets for Reuse) Fees Regulation 2013 allows the Council to charge a fee to make relevant copyright work available for reuse.</p> <p>The total fee charged will take into account/not exceed the sum of—</p> <p>(a) the cost of collection, production, reproduction and dissemination of the relevant</p>		

copyright work, and

(b) a reasonable return on investment.

A fee shall be determined, so far as is reasonably practicable,—

(a) in accordance with the accounting principles applicable to the public authority from time to time, and

(b) on the basis of a reasonable estimate of the demand for a relevant copyright work over the appropriate accounting period.

The Council will confirm in writing the factors taken into account in determining fee.

These regulations may not apply where the Council has the right under other legislation to charge a fee to make work available for reuse.

Fees & Charges Background Information

The Council will estimate how long it will take to process an information request.

We calculate the time/hours both officers and external contractors are expected to spend processing the request. The cost will be calculated at £25 per hour per person, regardless of the actual cost or rate of pay. The calculation of the appropriate limit of £450 is equivalent to about 2.5 days of one person's time charged at the £25 per hour rate.

We will take into account the time taken to ...

- Determine if we hold the information.
- Find the information or documents containing the information.
- Retrieve the information or documents.
- Extract the information from the document.

We do not take into account the time taken to ..

- Check that a request for information meets the requirement of the Act.
- Consider whether information requested should be withheld because an exemption applies.
- Redact (remove) information from documents.
- Consider whether it is a vexatious or repeated request.
- Get authorisation to send out the information.
- Calculate any charge payable.
- Provide advice and assistance.

If the costs of processing the request(s) is over £450, the Council will not process the request. We will advise the applicant how to refine their request so it can be processed for under £450.

Disbursements – printing and postage

Disbursement costs cover the costs involved in ...

- Telling the applicant if we hold the information.
- Sending the information to the applicant.
- Providing the information in the format requested by the applicant , for example, CDRom,other electronic format, and paper copy.
- Printing any document containing the information

Disbursements costs **will not** be charged if it is **under £10**. Disbursement costs will be **charged in full** if it is **over £10**.

Calculating Fees and Charges

The Council will work out the fees and charges payable as follows:

- Estimate the time (hours) it would take to process the information request (determining if the Council holds the information, locating, retrieving and extracting it).
- Multiply hours by £25 (the hourly rate defined within the fees regulations).
- Add on any disbursements costs - this will generally be the actual costs of photocopying, printing, postage.
- Any other costs relating to supplying the information, for example, statutory fees or retail publication costs.

Fees Notice & Payment

The Council will send the applicant a fees notice, if charges are payable.

The fees notice will include a breakdown of all the charges payable.

Although the Council is normally required to process information requests within twenty working days, the twenty working days will only start the next working day after the fees notice is paid.

If the fee notice is not paid after three calendar months from the date it was issued, the request will be treated as having lapsed and the applicant will be sent a refusal notice.

Fees & Charges Complaints

Please send any fees and charges complaints to foi@derby.gov.uk

Updated: January 2023

Next Review date: April 2024