

APPENDIX A FREEDOM OF INFORMATION ACT 2000 – POLICY AND PUBLICATION SCHEME AMENDMENT

WEST BERKSHIRE COUNCIL DRAFT PUBLICATION SCHEME

FOIA FEES SCHEDULE

- **Website:** free of charge unless otherwise specified.
- **Email & attachments:** free of charge unless otherwise specified.
- **Website printouts:** 10p for b&w and 50p for colour in libraries.
- **Copies by post of information:**
 - Photocopies:
 - A minimum charge of £1 for up to 5 pages A4 (double sided)
 - A minimum charge of £1.20 for up to 3 pages A3 (double sided)
 - Further pages are charged at:
 - A4 pages at 20p per page (double sided)
 - A3 pages at 40p per page (double sided)
 - A2 pages at £1 per page (single sided)
 - A1 pages at £2 per page (single sided)
 - A0 pages at £4 per page (single sided)
 - **Photocopies:** information accessed in the Council Offices can be viewed free of charge, photocopies can be made for 20 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
 - **Microfilm copies:** A minimum charge of £1 for up to 5 pages A4 (single sided)
 - Further pages are charged at:
 - A4 pages at 20p per page (single sided)
 - A3 pages at 40p per page (single sided)
 - **Postage** for standard letter costs (first and second class) will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
 - **Copies of published materials:** copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.
 - **Charges for discretionary services:** The Local Government Act 2003 Section 93 enables a local authority to charge for discretionary services. Such charges will be listed against information on that service and referenced on the Publication Scheme.
 - **Administration fees:** As referenced at section 3.3, charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £25 per hour. If the request will take this amount of time the authority may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.
 - **CD Rom or Floppy disc** – a charge will be made at commercial prices for the data medium.

This fees regime was written in January 2005, following publication of the 2004 FoIA Fees Regulations, and will be reviewed annually. The introduction of any further statutory obligations will also trigger a review of these arrangements.