

Southend on Sea Borough Council

Freedom of Information Act ('FOIA') and the Environmental Information Regulations ('EIR's')

Charging Policy

This is the Council's Charging Policy for dealing with requests for information under the FOIA or the EIR's. Charges are calculated by reference to the printing/copying cost and include postage.

1. Subject to (2) (3) and (4) below, costs are 10p per sheet up to A3 size (black & white and colour)

For copies larger than A3, you will be informed in advance of the actual cost.

2. The charges referred to in (1) above will be waived if the total cost would be under £10.
3. Legislation provides for the charging of higher fees in respect of certain documents. For example;

- (a) Ordnance Survey Map Extracts

Separate charges apply – the conditions and charges for providing OS extracts have been determined by Ordnance Survey and strict copyright rules apply. Plans can only be supplied in A4 size for the purpose of making Planning or Building Control Applications.

- (b) Births, Deaths and Marriages – Copies of Certificates

Fees are covered by various legislation relating to births deaths and marriages

- (c) Copies of the Electoral Register

Fees are covered by Representation of the People legislation

- (d) Local Land Charges – Searches & Enquiries

Fees are covered by the Local Land Charges legislation.

4. If the information is obtained from other bodies and this results in a charge, then that charge will be passed onto the applicant.
5. All fees and charges will be estimated and payable in advance before the supply of information.

6. VAT will be charged if appropriate.
7. The same fees will be charged for providing hard copies of documents available for free in electronic format in the FOIA Publication Scheme. If a document in the FOIA Publication Scheme is only available in hard copy then a specific charge may be specified.
8. In compliance with the law the Council will not generally provide information in respect of an FOIA request if the cost is in excess of £450 (£450 is calculated on the basis of 18 hours work at £25 per hour.) In such circumstances the applicant will be offered advice and assistance to bring the request within the cost limit of £450.
9. The above prices will be reviewed by the Council from time to time to take account of increases in costs.

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