

FEES

Unless otherwise stated, information available from our website is free to access in that format.

Fees have to be calculated in accordance with regulations made under the [Freedom of Information Act](#) (FOIA) and as detailed below.

For additional requests for information, the following charges will apply:

- For requests which cost up to £450 – equivalent to staff time of 2½ days at £25 per hour (rate decided upon by the Government), we will only charge for disbursements such as photocopying, stationery and postage.

Photocopying costs: 10p per A4 sheet

35p per A3 sheet

Other sizes to be agreed on a case by case basis.

Stationery: To be advised upon request

Postage costs: The full postage costs

- Our charges may vary, i.e. be higher, lower or waived, if special formats are required or special circumstances apply. We will not charge a fee for requests costing £5 and under.
- Information which is freely available, for example, the prospectus and various publications will not incur a charge.
- We will advise you of the fees at the time of your request and will, in most cases, seek payment before any work is undertaken. Upon seeking payment from you, the 20 working-day requirement will be put on hold but then resumed upon receipt of the fee. Under the terms laid out in the Act, an applicant then has 3 months to pay the fee, after which we can assume that the information is no longer required.
- In accordance with advice from the Department for Constitutional Affairs, when we calculate whether a request will exceed the above £450 ceiling, we will take into account the costs involved in the following activities:
 - determining whether the information is held,
 - locating and retrieving it,
 - extracting the information, and
 - informing you whether we hold the information and communicate the information to you (by means of postage, printing and photocopying).
- If an FOIA request costs above the government ceiling of £450, then we need not comply with it. Complying with such requests is discretionary. If we agreed to carry out the work, we will be entitled to charge fees as outlined above.
- In cases where the costs are above the ceiling of £450, we will discuss with the applicant whether the request can be modified to reduce the cost.
- If you are unhappy with our above charging policy, or indeed any FOIA matter, you may make a complaint under our [External Complaints Procedure](#).

23 March 2012