Charges for information under FOI

How charges are worked out

The Council is entitled to charge for making information available in response to requests under the Freedom of Information (Scotland) Act 2002.

The charges are based on the

- estimated costs of staff time to find information
- any costs associated with putting information into a particular format
- copying and postage costs.

We do not charge for the time taken to determine whether we hold the information requested, or the time it takes to decide whether the information can be released. The charge for supplying information is

- free, if the costs are less than £100, but you may be asked to pay copying charges
- 10% of our costs and copying charges, if the costs are more than £100.

Please note we may not supply information if it costs more than £600 to do so.

In working out the charge, staff time will be calculated to a maximum £15 per person per hour. The standard charge for photocopying is 10p per A4 sheet. Any specialist copying or printing will be charged at cost to the Council.

All charges are to be paid in advance. Officers will issue a fees notice to the applicant explaining how the charge has been worked out. The Council is not obliged to provide any information until the fee is paid.