

# Freedom of Information Act and Environmental Information Regulations Fees Statement

## 1 Freedom of Information Act

### ***Fees payable***

Details of fees for the provision of information under the Freedom of Information Act are set out in The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (SI 2004 No. 3244), in force from 1 January 2005.

Based on the Regulations and making use of the discretions within it, the PSR has decided to adopt the following fees policy.

### ***Finding costs and charges***

We will make no charge for finding the information for requests which would cost less than £450.

The right to access information needs to be balanced by our need to carry out our core regulatory duties economically, efficiently and effectively. The Act allows public authorities to decline to comply with requests for information where the cost of finding the information would be over the cost limit.

The cost of £450 will be calculated at £25 per person per hour for the time taken to

- determine whether the information is held;
- locate and retrieve it; and
- extract the information from a document/documents containing it.

We will not take into account any time spent

- deciding whether information should be released; or
- applying exemptions; or
- considering the public interest test.

If a request is considered to exceed £450 (i.e. 18 hours of work) where possible we will help you try to refine your request so that it falls within the cost threshold set out above.

### ***Postage and copying***

Where the cost of postage, printing or photocopying is below £10 we will not make a charge.

Where it is over £10, the first £10 will be free of charge, thereafter, we will charge the full estimated cost of postage and copying and will tell you how much that will be before we produce the information. If you decide not to pay then we will not release the information.

If you decide that you wish to refine the request so that these costs are reduced, we are happy to discuss that with you.

### ***Aggregating requests***

Where two or more requests are received from the same person, or from different persons appearing to us to be acting in concert or as part of a campaign, the cost of complying with any one of them may be taken to be the cost of complying with all of them jointly.

For example if three related requests costing £400 each are received, we can treat them as costing a total of £1,200, and we are entitled to refuse to process the requests. If that appears to be the case, we will explain to you why that is so.

## 2 **Environmental Information Regulations**

### ***Finding costs and charges***

In line with the approach to requests made under the Freedom of Information regime, we will not charge you if it takes us less than 18 hours or costs us less than £450 to supply the information requested. The cost of £450 will be calculated at £25 per person, per hour, for the time taken to determine whether the information is held, locate and retrieve it and extract the relevant information from a document containing it.

If the cost of answering the request goes above £450, we can help you to refine your request so it falls within the cost threshold. If this is not possible, or you do not wish to refine your request, we will apply a reasonable charge.

The right to access information needs to be balanced by our need to carry out our core regulatory duties economically, efficiently and effectively. The Regulations allow public authorities to charge what they deem to be a reasonable amount. So when setting charges, we will take into account various factors – such as the cost of collating, reproducing and disseminating information.

If you request us to, we will specify in writing:

- the basis on which we calculated the charge; or
- where a standard charge is not established, the factors we took into consideration when calculating the charge.

### ***Postage and copying***

Where the cost of postage, printing or photocopying is below £10, we will not make a charge. Where it is over £10, the first £10 will be free of charge; after that, we will charge the full estimated cost of postage and copying. Before we produce the information we will tell you how much it will cost.

If you decide not to pay, then we will not release the information.

If you decide to refine the request so that these costs are reduced, we are happy to discuss that with you.