

Freedom of Information (FOI) & Environmental Information Regulations (EIR) - Fees & Charges – 2022/23

Environmental Information Regulations (EIR) Requests

Cost of dealing with a request for environmental information under the Environmental Information Regulations - £18.32 per hour

This cost has been calculated based on the Information Commissioner’s Office (ICO) Guidance, [Charging for Environmental Information](#)

Based on the average time that officers of different roles and grades spend dealing with chargeable EIR requests, the charge has been based on the workings below.

- Parish Clerk
- Administration Assistant

Based on average grades for these officers, the proportion of time spent dealing with requests, as well as allowing 30% uplift for on costs including staff overheads, the figure for 2022/2023 is: £21.25 per hour. Further information on the application of these fees can be found in the [EIR Fees and Charges Policy](#)

Freedom of Information (FOI) Requests

Cost of dealing with a request that exceeds the “appropriate limit” of 18 hours of staff time - £25 per hour. This is based on ICO charging guidance - [Fees that may be charged when the cost of compliance exceeds the appropriate limit](#)

Disbursements - FOI & EIR

Formatting Costs

Cost for supplying hard copy information	
A3 (297mm x 420mm) B&W	£0.50 per sheet
A4 (210mm x 297mm) B&W	£0.10 per sheet
A3 (297mm x 420mm) colour	£2.00 per sheet
A4 (210mm x 297mm) colour	£2.00 per sheet
Braille preparation	As quoted
Other:	
Bulk photocopying by Council provider	As quoted
Postal charge for sending copies	As quoted

These costs have been prepared in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the Fees Regulations) which can be found using the following link:
<http://www.opsi.gov.uk/si/si2004/20043244.htm>

Review Date	Reviewed By	Amendments	Minute Number
23.03.2022	Governance Review Committee	Updated the Staffing hourly cost to £18.23	GR22/03/8.2
23.03.22	Governance Review Committee	Updated hourly rate to £18.32	GR22/03/11.2
27.09.2023	Governance Review Committee	None	GR23/09/11.2
27.03.24	Governance Review Committee	Updated hourly rate to £21.25	GR24/03/10.2