

Fees Policy



A handwritten signature in black ink, appearing to read 'S. M. Adell', is written over a horizontal dashed line.

Signed: _____

Chief Executive. _____

Number:	DBC250 IM Policy	Title:	Fees Policy				
Owner:	AD – Legal, Democratic & Regulatory	Rev	2.2	Date	10 th September 2013	Classification	UNRESTRICTED

Fees Policy Dacorum Borough Council Policy Statement

This is a statement of Fees Policy formally proposed to and adopted by Corporate Management Team.

This policy applies to photocopying charges, in respect to providing copies of information under any access to information regime, including Freedom of Information, Environmental Information Regulations.

The purpose of this policy is to provide clear guidance on the copying charges to be levied, under any access to information legislation.

Background

In 2005, both the Freedom of Information Act and Environmental Information made public sector information more available.

Regulations state that in making such information available charges for information should reflect the actual cost of copying and not take into account other factors such as officer time.

In 2006, a case; Markinson vs. Information Commissioner was brought to the information tribunal¹.

In addition Department of Central and Local Government (DCLG) guidance stated in the 2006 publication *"Making the planning system accessible to everyone: Good practice guidance on access to and charging for planning information"* that 10p is a reasonable charge for the copying of planning documents. This charging regime will affect the revenue generated by the council, but given that there has already been a challenge against high planning fees it would be timely to review the different pricing structures for copying which exist within the council.²

It is likely that charges levied other than the structure below will result in more challenges being made to this authority.

Charging Structure for copying

A4 Sheet or smaller	10p per copy
A3 Sheet	10p per copy
A2 Sheet	20p per copy
A1 and A0 Sheet	50p per copy

ALL COPYING CHARGES ARE INCLUSIVE OF V.A.T

¹ For more information on this case please see

http://www.informationtribunal.gov.uk/Files/ourDecisions/david_markinson_v_info.pdf

² For Information on Supporting Documents please contact the Council's Information Security Manager

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Minimum Charge

Costs to Dacorum for processing and clearing cheques determine a minimum charge of £5.00 is necessary, as anything under this amount would not be cost effective in respect to processing payment.

Other Fees

1. Data Protection Act 1998
 - a). Inclusive flat fee of £10.00
 - b). No charge for photocopying

2. Freedom of Information Act 2000
 - a) If the request takes one officer less than 2.5 days to determine if the information is held, locating the document(s), retrieving the information and extracting the information to the requestor, only the cost of copying and postage can be charged according to the copying charges as set out in this policy, or;

 - b) If the request takes one officer more than 2.5 days to determine if the information is held, locating the document(s), retrieving the information and extracting the information to the requestor, the cost of disbursements plus officer time calculated at an hourly rate of £25.00 per person can be charged. This request is deemed as exceeding the appropriate limit as set out in the Freedom of Information Act 2000 fees regulations.³

3. Environmental Information Regulations
 - a). As per Freedom of Information Act 2000 Appropriate Fees Regulations.
 - b). Photocopying charges as set out in this policy.

The Councils publication scheme will reflect the new fees regulations and this policy may be subject to change periodically pending government review of access to information charging regimes or information tribunal cases. Charges for information under other legislation will be placed in the publication scheme.

The publication scheme can be found here;
<http://www.dacorum.gov.uk/default.aspx?page=3086>

³ If cost to comply exceeds appropriate limit: £450 (accurate as at April 2010) the authority can refuse the request, or can comply with charge i.e. a minimum 2.5 Days of officer time (18 hours x £25 = £450) plus copying and postage costs.

For more information on charging under the Freedom of Information Act 2000 please consult the Freedom of Information procedures on Sharepoint – Documents..Information Management and Security.

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Re-use of Public Sector Information

The Council can levy a fee for commercial re-use of public sector information. However this is based on many factors, and requests will be dealt with on a case by case basis

Document Control

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Revision History

Revision Date	Previous Revision Date	Previous Revision Level	Summary of Changes	Changes Marked	Next Review Date
June 2009	2008	1.0	changes made to reflect ICT restructure, Sharepoint structure and new publication scheme. Includes Re-use of PSI.		
7 th June 2012	2009	2.0	Document title changed to conform to new IS Policy naming conventions.		June 2013
10 th September 2013	2012	2.1	Minor amendments to FOI re Fees		Sept 2014

Distribution List:

Name	Title	Date of Issue	Version

Document Approvals

Version	Approved By	Date
2.0	Chief Executive	June 2009
2.1	Chief Executive	June 2012
2.2	IS	Sept 2013

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