

## **Freedom of Information Act – Fees Statement**

### **Fees payable**

Details of fees for the provision of information under the Freedom of Information Act (FOIA) 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, we've decided to adopt the following fees policy.

### **Finding costs and charges**

We won't charge for finding the information for requests costing 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. FOIA 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 any document(s) containing it

We won't 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, where possible we'll help you try to refine your request so that it falls within the cost threshold.

### **Postage and copying**

Where the cost of postage, printing or photocopying is below £10 we won't make a charge. Where it is over £10, the first £10 will be free of charge; thereafter, we'll charge the full estimated cost of postage and copying and will tell you how much that is before we produce the information. If you decide not to pay, we won't release the information.

If you decide you wish to refine the request so that a cost is reduced (copying, for example), we're happy to discuss that with you.

## **Aggregating requests**

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

For example, if we receive three related requests costing £400 each, we can treat them as costing a total of £1,200, and we're entitled to refuse to process the requests. If that appears to be the case, we'll explain why.