



## SCHEDULE OF CHARGES

The information set out below details our charges for providing you with information under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998.

Our charges reflect current statutory requirements and guidance.

### The Data Protection Act 1998

When processing a Subject Access Request under the Data Protection Act 1998, we may charge a standard administration fee of £10 (per application) which is payable in advance of your request being processed. In some circumstances, the administration fee may be waived, for example if an individual is on unemployment benefit. Please contact the Data Protection Officer at the address shown below for further details or visit our web site at [www.dartford.gov.uk](http://www.dartford.gov.uk).

In rare cases, where the information requested is held in an unstructured filing system i.e. files which are not appropriately structured or referenced format, we will apply the charges applicable for dealing with requests under the Freedom of Information Act 2000 (see below).

Details about how to make a Subject Access Request and application forms are available on our website at [www.dartford.gov.uk](http://www.dartford.gov.uk) Alternatively, write to the Data Protection Officer, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR Email: [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)

### The Freedom of Information Act 2000

We do not charge for processing requests under the Freedom of Information Act 2000, providing that the cost of processing does not exceed the statutory limit of £450. This allows for 18 hours (two and-a-half-days) of officer time, at a rate of £25 per hour. When estimating how long it will take to process a request, we take into account the time it will take us to locate, retrieve and extract the information requested.

We reserve the right to refuse a request where the estimated cost of processing exceeds £450. However, before refusing a request on this basis, we will always work with you to look at other ways of providing the information so that your request does not exceed the statutory limit.

Where we agree to process a request which exceeds the statutory limit of £450, you will be asked to pay our processing costs at a rate of £25 per hour.

### Disbursements

Any disbursements associated with processing your request are payable in all cases. Examples of disbursements include the costs of postage, reproducing the information and printing. [See the table below for our Disbursements Charges.](#)



## **Making More than One FOI Request**

For the purpose of calculating the statutory limit, where we receive two or more requests, within 60 days of each other, from an individual or group of individuals who appear to us to be acting together or in pursuance of a campaign, we may be entitled to aggregate the costs of processing those requests.

## **Environmental Information Regulations**

In dealing with requests for information under the Environmental Information Regulations 2004, we are entitled to charge a reasonable amount towards the cost of reproducing the information for you in the format you have requested. [Our standard charges for reproducing information are set out in the table below.](#)

We will ask for payment before we process your request and in accordance with the law, you will have 60 working days to pay. However, Dartford Borough Council takes a flexible approach to this part of the law and so if you think you might need longer to pay, please ask us for advice.

## **Refusing a Request for Environmental Information**

In rare cases, we may refuse a request where the cost of processing is unreasonable. For example, where processing would place an unreasonable burden upon the Council, either in terms of officer time or the costs of reproducing the information sought. However, we will never refuse a request on this basis without first working with you to see what information can be provided within reasonable limits.

In determining if the cost of processing your request is unreasonable, we may have regard to the statutory limit for processing requests under the Freedom of Information Act 2000. This means that if we estimate that the cost of processing your request exceeds £450, then we reserve the right to refuse your request. This allows for 18 hours (two and-a-half-days) of officer time at a rate of £25 per hour.

## **Waiver of Costs**

In exceptional cases we may waive the charges of producing information. Each application is considered on its own individual merits.

## **VAT on FOI Requests**

1. If we are asked for information, and the information is only available from the Council or another public authority, any fees charged would not attract VAT.
2. If we are asked for information that is available from another source (not being a public authority), any fees would attract VAT. This would still be the case even if the Council was obliged to supply the information because the cost of answering was below the threshold of £450.
3. Fees charged for information that is provided in accordance with the Council's Publication Scheme, will attract VAT.

## **VAT on Licence fees**

As detailed in the Licence terms and conditions.



**Additional Information**

In line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making use of our services. We can also help, if English is not your first language. If you need any support in accessing our services, please let us know as soon as possible. For more information, call our Customer Services on 01322 343434 or email [customer.services@dartford.gov.uk](mailto:customer.services@dartford.gov.uk)

**Table of Disbursement Charges**

**Photocopy (prices in £ per sheet) (non plotter copies)**

Paper Size	Black and White 0-6 Sheets	Black and White 7+ Sheets	Colour
A4	Free	0.10	0.20
A3	Free	0.20	0.40
A2 (Plan size)	2.00 per plan		* see note
A1 (Plan size)	2.50 per plan		* see note
A0 (Plan size)	3.50 per plan		* see note

**Printing (prices in £ per sheet) (non plotter copies)**

Paper Size	Black and White 0-6 Sheets	Black and White 7+ Sheets	Colour
A4	Free	0.10	0.20

**Printing (prices in £ per sheet) (plotter copying)**

Paper Size	High Quality	High Gloss
A0	5.50	10.00
A1	2.75	5.00
A2	2.50	2.75



Audio Cassette

Price on Application

**Photographs (price in £ per photograph)**

All sizes

Actual cost of reproduction

**Email (including scanned images)**

Free of charge

**Postage**

Variable weight and size

Costs dependent upon weight and size and based upon Royal Mail Standard 2nd class.

Where Applicant requests material to be sent by 'Signed For' and 'Special Delivery', these additional costs to be met by Applicant.

**Other formats**

The Council reserves the right to make a reasonable charge for the submission of information in other formats.

**NOTES**

**\*Maps and Plans**

Requests involving the copying and hand colouring of a coloured map or plan size A2, A1 or A0, will incur additional variable charges. Please ask about costs at the time of making your request.