Environmental Information Regulations (the Regulations) Fees statement

Fees payable

The Environmental Information Regulations 2004 (SI 2004 No.3391) came into force on 1 January 2005.

We have decided to adopt the following fees policy based on the 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. Whereit is over £10, the first £10 will be free of charge; after that, we will charge the full estimated costof 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 it reduces the cost of, say, copying we are happy to discuss that with you.