

## Schedule of Charges

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### Introduction

Information that is available on our website is free to copy. There may be charges for some publications. If so, we will tell you that there is a charge and how much it is.

We are entitled to charge for the cost of photocopying, printing and postage if we need to send information to you. This includes information we send to you in reply to a Freedom of Information or Environmental Information Regulations request, and information that we confirm to make readily available through the Council's Publication Scheme.

Our charges reflect current statutory requirements and guidance and all charges are payable in advance of your request being processed.

The following charging rates apply:

### Freedom of Information Act 2000

In accordance with the Act, we do not charge for processing requests under the Freedom of Information Act, 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 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.

### Making more than one 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 2004

In dealing with requests for information under the Environmental Information Regulations, 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 later in this document.

### 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. 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 time at a rate of £25 per hour.

## **Data Protection right of access requests (Subject Access Requests - SARs)**

While in most cases we cannot charge a fee to comply with a right of access request, we are able to charge a 'reasonable fee' for the administrative costs of complying with a request if an individual requests further copies of their data following a request.

We consider a reasonable fee will comprise the costs to produce and supply the copy:

- Photocopying and/or printing costs as per the Disbursements table below
- Postage costs at cost – Royal Mail Special Delivery by 1pm
- Equipment and supplies (e.g. discs, envelopes or encrypted USB memory sticks)
- Staff time @ £25 per hour

## **Disbursements**

Any disbursements associated with processing your requests are payable in all cases. Examples of disbursements include the costs of postage, reproducing the information and printing.

The following charging rates apply:

### **Photocopying and Printing (prices in £ per sheet)**

<b>Paper Size</b>	<b>Black and White</b>	<b>Colour</b>
A4 single-sided	0.10	1.00
A4 double-sided	0.20	2.00
A3 single-sided	0.20	1.50
A3 double-sided	0.40	3.00

### **Media**

<b>Format</b>	<b>Per item</b>
CD	1.50
DVD	2.00
USB Stick	6.00

### **Photographs, maps and plans**

All Sizes      Actual cost of reproduction

### **Postage and packing**

At cost.

FOI and EIR responses will be sent by Royal Mail Standard 2nd class

Right of Access responses will be sent by Royal Mail Special Delivery

### **When to pay**

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, Worcestershire County Council takes a flexible approach to this part of the law and so if you think you might need longer to pay please get in touch with us for advice.

### **Waiver of Costs**

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

### **Archive Records**

Requests for information held within the collections at Worcestershire Archives and Archaeology Service may be subject to separate charges. Please refer to the [Explore the Past Services and Charges](#) for details.