

Lothian

Freedom of Information Requests

Charges for information

There are two separate charging schemes for releasing information under the Freedom of Information (Scotland) Act 2002 (“FOISA”) and the Environmental Information (Scotland) Regulations 2004 (“EIRs”).

How charges are worked out under FOISA

Lothian is entitled to charge for making information available in response to requests under FOISA. The charges are based on the:

- _estimated costs of staff time to find information
- _any costs associated with putting information into a particular format
- _copying and postage costs.

We do not charge for the time taken to determine whether we hold the information requested, or the time it takes to decide whether the information can be released. The charge for supplying information is

- _free, if the costs are less than £100, but you may be asked to pay copying charges
- _10% of our costs and copying charges, if the costs are more than £100.
- _Please note we may not supply information if it costs more than £600 to do so.

In working out the charge, staff time will be calculated to a maximum £15 per person per hour. The standard charge for photocopying is 10p per A4 sheet.

Any specialist copying or printing will be charged at cost to Lothian.

All charges are to be paid in advance. Officers will issue a fees notice to the applicant explaining how the charge has been worked out. The Council is not obliged to provide any information until the fee is paid.

How charges are worked out under EIRs

The Council is entitled to charge for making information available in response to requests under EIRs.

- _estimated costs of staff time to find information
- _any costs associated with putting information into a particular format
- _copying and postage costs.

We do not charge for the time taken to determine whether we hold the information requested, or the time it takes to decide whether the information can be released. However, we will recover under this legislation the cost of supplying the relevant information.

Any charge must be a reasonable amount and cannot exceed the costs of producing the information requested. A fees notice will be issued to explain how the costs have been calculated. In working out the charge, staff time will be calculated to a maximum £15 per person per hour. The standard charge for photocopying is 10p per A4 sheet.

The Council will also charge for computer discs, postage and packing and other costs associated with supplying the information.