

PUBLICATION SCHEME

CHARGING POLICY

A vast amount of information that the Council publishes can be downloaded from the website free of charge. Where a printed copy is requested, the information will normally be supplied free or at a nominal cost to cover printing, photocopying and postage.

Standard charges for printing and photocopying

Photocopying	Black & White	A3	15p per sheet
Photocopying	Black & White	A4	10p per sheet
Photocopying	Colour	A3 A4	60p per sheet 50p per sheet
Printing	Black & White	A3	15p per sheet
Printing	Black & White	A4	10p per sheet
Printing	Colour Colour	A3 A4	60p per sheet 50p per sheet
CDs	Electronic Data	N/A	30p per CD
Microfiche/Microfilm	N/A	N/A	10p per frame
Converting to electronic format	N/A	N/A	Incurred costs – varies
Converting to microfiche or microfilm	N/A	N/A	Incurred costs – varies

Non-Standard & Statutory charges

Copies of some official publications are available on payment of a fixed charge or fee. For example, some publications held by Development Services fall into this category. A list of such publications and charges will be published in due course. In the meantime, please contact the relevant service provider within the Council for details of any such charges.

Where the Council sets non-standard charges or fees (as opposed to charges set by statute), it will do so only where it can demonstrate that there is good reason for it to do so, and in considering whether any such reason exists, it will:

- (i) take due regard of government guidance; and
- (ii) disregard any costs, including staff costs, associated with the maintenance of the information in question or its identification or extraction from storage; and
- (iii) disregard any factors beyond the number and size of sheets to be copied.

Access to unpublished information under Freedom of Information Act, Environmental Information Regulations & Data Protection Act

Any printing or copying charges associated with access requests for unpublished information under the above legislation shall be charged in accordance with that legislation and official government guidance. Please refer to the Council's Freedom of Information Policy & Procedure Guide.