

SCHEDULE OF CHARGES

If an individual wishes for information to be provided to them in a paper format the following charges shall apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10 p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 50p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail special delivery in a large envelope
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

If an individual wishes to view information a charge will be made if it is necessary for premises to be rented in order to do so.

NOTE: A proforma invoice will be issued giving a strong indication of the costs, for which the payment will be requested prior to the release of documents.