

# Environmental Information Regulations 2004 Schedule of Charges

The Environmental Information Regulations 2004 (EIRs) state that public authorities may charge for providing environmental information but any charges must be 'reasonable'.

## How Perth College UHI Calculates Whether a Fee Applies

The estimated time it will take to carry out the following activities are considered when we calculate whether it is reasonable to charge a fee:

- Determining whether the requested information and/or documents are held;
- Locating the requested information/documents;
- Retrieving the requested information/documents;
- Extracting requested information/documents;
- Redaction time.

Hourly rates used for the tasks above will be actual for staff undertaking the task, up to a maximum of £15 per hour.

We will consider each request on a case by case basis.

## Charges

We can charge a reasonable amount for supplying environmental information but will advise you if there will be a fee. The request is put on hold until we receive payment.

Our charges are:

- Free for the first £100 – although there may be a charge for photocopies.
- Over £100 - we may charge you 10% of our costs and copying charges.
- Over £600 - we should supply the information but can charge you the full cost.

## When a Charge Applies

When we do have to make a charge, we will let you know our estimated cost for providing the information you are looking for.

We will ask for payment before we process your request and under the regulations, you will have a 60 working day period to pay the charge.

We will not charge for you to visit us to inspect information.

## Disbursements

We may make charges for disbursements such as photocopying. See the table below for a breakdown of our disbursement costs.

### Disbursement Unit Cost (£)

	Fee per Unit
Photocopying: Black and White A4	5p
Photocopying: Colour A4	10p
Photocopying: Black and White A3	10p
Photocopying: Colour A3	20p
CD/Pendrive	£1.00
Postage	Individual quote for 1st Class Royal Mail