

Appendix 1

Charges for providing information requested through The Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIR) are set out below:

FOISA Charges

What we can charge	What we can't charge
For information that costs between £100 and £600*, the charge will be 10% of the costs	For information that costs £100 or less to provide
For locating, retrieving and providing the information requested	For the time to determine whether we hold the information requested
For staff costs in relation to the above, calculated at the actual hourly rate per staff member. This is capped at £15.00 per hour per staff member	For the time it takes to decide whether the information can be released
For the costs relating to photocopying/printing and postage costs: A4 print in black and white – 1p per sheet A3 print in black and white – 2p per sheet A4 print in colour – 4p per sheet A3 print in colour – 4p per sheet Postage – actual cost of postage	

*In respect of requests made under FOISA we are not obliged to respond to requests which will cost us over £600 to process.

Fee Notice

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. Once a fees notice has been issued to you the statutory deadline for responding to your request pauses and will resume once you make payment of the fee. If you decide not to proceed with the request there will be no charge to you.

EIR Charges

Under the EIRs there are no lower or upper limits set for the provision of information. We are allowed to charge “reasonable costs” for providing Environmental Information, however, any charge cannot exceed the costs to Rosehill of providing the information requested.

As with FOISA we can charge for staff time for locating and retrieving information requested but we **cannot** charge for time spent determining whether information is actually held or is subject to one or more of the exceptions.

Under the EIRs we are allowed to set our own charging schedule for providing environmental information requested. Rosehill has decided to apply the same charges as set out in the table above for FOISA (see “What we can charge”). This reflects the Commissioner’s recommendation that organisations develop their EIR charging schedules to mirror the FOISA fee provisions.

Whilst there is no upper fee limit, under the EIRs we can refuse to comply with a request if the request is manifestly unreasonable. Where it would cost more than £600 to provide the information requested we will charge the full cost of providing the information, with no waiver for any portion of the cost.

Fee Notice

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. If we require payment in advance you will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. Once a fees notice has been issued to you the statutory deadline for responding to your request pauses and will resume once you make payment of the fee. If you decide not to proceed with the request there will be no charge to you.

