

Freedom of Information - Schedule of Fees

Our charges for providing any information detailed in this guide are summarised below:

Format	Charge
Online	Free
View at our office	Free
Postage	Royal Mail first class
Print in black and white	10p per A4 sheet
CD Rom	£50
Posted document/CD Rom	Cost of postage incurred
Staff time in preparing information	£15 per hour

DPHA will charge a proportionate amount of these costs as detailed below:

If the cost is:

- £100 or less there will be no charge
- Above £100, we will charge 10% of the total cost (less the first £100) up to £600
- If the cost exceeds £600, we not have to comply with the request

For environmental information requests, there is no upper or lower fee limit in the Environmental Information (Scotland) Regulations 2004, however our fees will not exceed a reasonable amount and will not exceed our actual costs of producing the information requested.

It may be possible to provide you with a portion of the information without a charge. If you wish to discuss this option further or if you would like to request information that we publish in a format other than online, or arrange a visit to our office to view information, please contact:

Kimberley Tennant, Corporate Services Officer informationrequest@dpha.org.uk