



Environmental Information Regulations 2004

City of London Fees Guidance

Application of the Environmental Information Regulations to the City

The City of London's activities are funded partly through public resources - the City Fund - and partly through income from private and trust funds - City's Cash and Bridge House Estates. For further information, please visit our webpage about Finance and the City: <http://www.cityoflondon.gov.uk/finance>.

We fall within the scope of the Environmental Information Regulations 2004 (EIRs) in respect of our local authority, police authority and port health authority functions (all funded from the City Fund). Our markets authority function and our open spaces function are funded from a mixture of public resources, and private and trust funds. But even where they are not funded from public resources they fall within the scope of the EIRs.

Subject to any other statutory provisions relating to disclosure of information, release of environmental information relating to our functions which are outside the scope of the EIRs is subject to our discretion.

Making information available

The City receives many requests for information from a variety of organisations, businesses and individuals. We recognise that by making our environmental information accessible it can help users of its services make better informed decisions and more soundly based future plans. Our general approach is to progressively publish our environmental information in ways which are helpful to users and meet the City's statutory duties.

There is no charge for...

- Environmental information available on our website. (unless there are other charging arrangements such as relating to Copyright or Land Charges)
- Inspecting public registers or examining information at our offices.
- Copies of many (though not all) of our publications (eg leaflets, reports) which contain environmental information.

Where we are required by other legislation to provide information in a particular form or

language at no additional cost, for example on audio tape to comply with the Disability Discrimination Act 1995, we would accordingly make no charge for providing the information in this way.

Concessions

In addition, the City reserves the right to waive all or part of a charge for environmental information where we believe this will help the local community obtain the information it needs; for example, educational uses, disadvantaged users of the City's services, and projects being carried out by other organisations to the benefit of the City.

Information exchange

The City welcomes arrangements for the free exchange of information where this is in the public interest.

Copyright

The Environmental Information Regulations 2004 do not give you a right to re-use the information or publication in a way that would infringe copyright, for example, by making copies, publishing and issuing copies to the public or any other person. Brief extracts may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (section 29 and 30) for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting, subject to an acknowledgement of the copyright owner.

Where we do charge

With regard to other ways of communicating the information, in doing so our EIRs Fees Guidance is our guide as to what fees we may charge. When making information available other than by inspection, we are allowed to make a charge which is "a reasonable amount".

What are our charges for preparation costs?

The 'preparation costs' are these costs which result to us from:

- Determining whether we hold the information requested by you.
- Locating and retrieving the information.
- Extracting the information from a document containing it and including the time taken to summarise information, or to edit information.

The city charges a rate of £45 an hour for this, but the first 10 hours of such work (ie £450) is free. However, if the time it takes to perform this work exceeds 10 hours, we would charge the first 10 hours of work in full.

What are our charges for disbursement costs?

The 'disbursement costs' are the costs associated with communicating the information to you, eg of printing out or photocopying the information, or transferring the information to whatever format is requested, and of sending it to you.

These charges (including postage and packing) for various ways of communicating the information to you are as follows:

Copying or Printing out (black & white)

A4 sheet	30p
A3 sheet	50p
A2 sheet	£1.50p
A1 sheet	£2.50p
A0 sheet	£5.00p
B1 sheet	£4.00p

Copying or Printing out (colour)

A4	70p
A3	£1.40
A2	£20.00
A1	£40.00
A0	£80.00
B1	£58.00 from disk (scanning may be more)

CDs (if the information is already held electronically)

10p per CD.

Microfiche / Microfilm

10p per frame.

Converting to electronic format

Depends on costs charged to the City.

Converting to microfiche or microfilm

Depends on costs charged to the City.

Charges for defined services

Copies of Planning Permissions	£10 per permission
St Paul's Heights Map Extracts	£25 per extract
City of London Public Access Map Extracts	£25 per extract

Please note, too, that the fee charged for any information that is provided in accordance with our Publication Scheme is also subject to VAT.

VAT

The Government's rules with regard to the charging of VAT are as follows:

- If we are asked for information, and the information is only available from us or another public authority, any fees charged will not attract VAT.
- If we are asked for information that is available from another source, any fees will attract VAT.

Payment

If we consider that a charge is appropriate, we will notify you in a **Fees Notice**. In most circumstances we are required to comply with your request for information within 20 working days from the first working day following receipt of your request. However, the time which passes from the day we issue a Fees Notice to the day we receive your payment is not counted towards the 20 working days. The remaining number of working days in which to fulfil your request is therefore calculated from the first working day after we receive your payment. If after 60 working days we have not received payment from you, then your request lapses.

Review of costs

We reserve the right to keep under review our rates of calculating our costs. We will endeavour to keep our costs reasonable, in order to assist public access to information in accordance with the spirit of the EIRs.

Town Clerk's Department
City of London
6 April 2006