

### **SBHA charges for Environmental Requests (EIR's)\***

*\*These charges are based on ICO's Charging for Environmental Information Regulation 8 and guidance for Freedom of Information Requests*

1. Charges will be no more than £450.
2. A Staff costs charge of £25 per hour will be calculated based on each request.
3. Staff costs relate to – locating, retrieving and extracting information.
4. Disbursements will be charged including copying and postage.
5. No charge will be made for documents held as public record.
6. Documents can be examined in situ (the charge at 3. above still applies).
7. Fees charged are based on reasonable time in collating the information. No charge is made for processing functions including redaction.
8. No charge is made for legal advice costs or the time taken to review such advice.
9. A quote will be forwarded to the requester and at that time the “clock will stop”, that is the 20 working days deadline will be suspended until payment is received.
10. If payment is not received after 60 days the request will be considered abandoned.