



Covent Garden Market Authority

SCHEDULE OF FEES AND CHARGES FOR DEALINGS WITH REQUESTS UNDER THE FREEDOM OF INFORMATION ACT (FOIA) AND THE ENVIRONMENTAL INFORMATION REGULATIONS (EIR)

This Schedule of Fees is in compliance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (“the Fees Regulations”).

In responding to a request for information under FOIA or EIR, where the Authority identifies that fees and/or costs are chargeable, the Authority will issue a fee notice to you within 20 Working Days of receipt of your request for information.

The period from the day the fees notice is issued to the day the fee is received does not count towards the 20 working day limit for response.

If the Authority does not receive payment within three months of issuing a fees notice, it is no longer obliged to respond to the request.

Fees

The Authority may make a charge for fees in dealing with your request for information.

For complying with requests under FOIA, the Authority will determine the estimated time required for responding to your request.

In the case of FOIA requests, staff’s times are charged at an hourly rate of £25.00. The fees chargeable and as set out in the fees notice is for the total time required to comply with the request for information.

Fees under EIR

Under EIR, the Authority shall not charge for allowing access to any public register.

In all other instances, the Authority reserves the right to charge a fee for complying with requests for information under EIR.

Fees under FOI

The Authority will not make a charge for responding to your request for information under FOIA where the estimated time to comply is below 18 hours.

Under section 12 of the FOIA, the Authority does not have to comply with a request for information if the cost of compliance exceeds the “Appropriate Limit” as set out in the Regulations (The “Appropriate Limit” is currently set at £450.00 at an hourly rate of £25.00).

Communication Costs

The Authority may charge a fee where it estimates that the communication costs exceed £5.

Communication costs will be charged at the following rates:
(All costs quoted are for single sided printing and are inclusive of VAT)

Printing/Photocopying

A4 black and white	10 pence per sheet
A4 colour	100 pence per sheet
A3 black and white	20 pence per sheet
A3 colour	200 pence per sheet

Information on CD-Rom £5 per CD-Rom

Applicants may also be expected to meet the costs for collation, finishing, postage and packaging.