

Environmental Information Regulations Charging Policy

1) Introduction

1.1 This policy relates to the Environmental Information Regulations 2004 which cover the release of environmental information (EI), by public bodies, in response to verbal or written requests.

1.2 Environmental information is defined in the regulations. Requests for information which falls outside the definition would be dealt with under one or both of the other provisions covering the release of information, i.e. freedom of information (FOI) and data protection (DP).

1.3 Some information is exempt under the Regulations and may not be supplied. Exemptions are, however, subject to a public interest test which the Council will apply and then advise the applicant as to whether the information can be supplied or not

2) Information already available

2.1 In many cases the information required will be already be available, and the applicant will be advised where it is and how to access it. In such cases there will be no charge for provision of the information.

3) Charges for provision of information under the regulations

3.1 Requests for information may involve either environmental information, or personal information which falls under data protection provisions, or other information which is covered by freedom of information provisions. Some requests may be for a mixture of information, and each part of the request will be dealt with under the appropriate legal provision. This policy should, therefore, be read in conjunction with the Council's policy on charging for requests under the FI and DP provisions.

3.2 The Council has the power, under EI provisions, to make a reasonable charge where responding to a request for information involves costs to the Council. The Council will charge for disbursements such as photocopying and postage, in accordance with the schedule to the FOI/DP charging policy, which includes a level of cost to the Council below which no charge will be made.

3.3 The applicant will be advised of any charge, in a letter, and will be requested to make the payment before the information is supplied.