**Fife Council**

**EIR Schedule of Costs**

**(Valid from 1 April 2012)**

This schedule explains how much Fife Council may charge for making information available under the Environmental Information (Scotland) Regulations 2004. Regulation 8 of the regulations requires us to publish a schedule of fees for making information available, which sets out the circumstances in which a fee may be charged, waived or required to be paid in advance.

You do not have to pay for:

* any information downloaded from our website
* inspecting any public registers or lists of environmental information held by us
* visiting Council premises to look at any other environmental information we choose to make available at that location

You may have to pay for:

* staff costs for locating, retrieving and redaction of information
* printing or copying in black and white of material on A4 or A3 sheets at 3.5p each page
* printing or copying in colour of material on A4 and A3 sheets at 12p each page
* printing or copying of maps, plans and other large material at:

A0 sheet = £12 Colour or £6 Black and White

A1 sheet = £6 Colour or £3 Black and White

A2 sheet = £3 Colour or £1.50 Black and White

* postage or other delivery costs.

Fife Council reserves the right to make charges for any relevant environmental information. While we often waive small charges the decision is taken on a case by case basis and you should always be prepared for a fee to be applied. We will always contact you before sending any material if we intend to make a charge explaining how the fee is calculated and how to pay us. When we make a charge we will require payment in advance or, if possible, collect it at the point we hand over the information.

The payment of any fee requested under these regulations does not alter the copyright status of the material provided. Where the council owns the copyright of information we will consider any request to make further use of it under the terms of the Re-Use of Public Sector Information Regulations 2005. Further information on re-use is available on our website [www.fifedirect.org.uk](http://www.fifedirect.org.uk)