

Freedom of Information standard charges

Information available through the publication scheme

You will not have to pay for:

- Any information you can download from our website.
- Copies of any publications which are already printed and available for free.

You may have to pay for:

- Printing or photocopying costs.
- Postage costs

You will have to pay for:

- Any information available through the publication scheme that has a charge specifically indicated.

If a charge applies, we will always let you know before we send out any information.

Information not available through the publication scheme

There is no charge for information provided in response to requests made under the Freedom of Information (Scotland) Act 2002 where it costs Aberdeen City Council £100 or less to provide it. Where information costs between £100 and £600 for Aberdeen City Council to provide, we may ask that you contribute towards the cost. This contribution will be no more than 10% of any cost incurred over £100. Where we estimate that information will cost in excess of £600 to provide, we may refuse to provide it. Staff time will be charged at no more than £15 per hour.

You will always be notified of any charge before information is provided.

Aberdeen City Council will not charge a fee for the provision of information under the Environmental Information (Scotland) Regulations 2004, where it costs Aberdeen City Council £100 or less to provide it. Where information costs above £100 for Aberdeen City Council to provide, we may ask that you contribute towards the cost but these fees will not exceed the cost to Aberdeen City Council of retrieving and copying the information requested. You will always be notified of any charge before information is provided.

In cases where Aberdeen City Council estimate that your request would take a great deal of staff time to answer, we may refuse to provide information. The Environmental Information (Scotland) Regulations 2004 do not have a set maximum cost of compliance, so Aberdeen City Council will consider each request on a case by case basis.

Size of paper	Cost per sheet of paper
A3	20p
A4	10p
Per CD (for information provided on CD-ROM)	50p

Standard charges - black and white photocopying

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run. We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications. Commercial publications are items offered for sale through retail outlets such as book shops, libraries or museum shops and their price reflects a 'market value' which may include the cost of production.