

## EIRs SCHEDULE OF FEES - Updated 1 April 2024

Regulation 8 of the EIRs allows public authorities to charge a 'reasonable amount' for making environmental information available. Unlike FOISA there is no upper or lower cost limit under the EIRs but a fee must not exceed the actual cost to the authority of making environmental information available so Aberdeenshire Council will consider each request on a case by case basis.

You will not have to pay for:

- Any information you can access or download from our website.
- Copies of any publications which are already printed and have been made available at a location specified for that purpose.
- Indirect costs (such as the original cost of amassing the data and creating a report)

You will have to pay for:

- Printing or photocopying costs if you request the information in this format.
- Computer discs or pen drives if you request the information in this format.
- Postage costs if you request a paper copy.
- Any information that can be made available through the publication scheme that has a charge specifically indicated in a Fee Notice.

If a charge applies, we will always let you know, via a Fees Notice, before we send out any information. All payments are subject to payment in advance under the following terms:

If a Fees Notice is issued the 20-day working clock (which can be extended to 40 days under EIRs if the request is complex or voluminous) is stopped.

At the point of receipt of the Fees Notice you will have 60 days to make payment before the EIR request is closed. Any Fees Notice will require you to pay 50% in advance. Payment of the first 50% constitutes agreement to pay the remainder upon receipt of any information gathered. If 50% payment is received by Aberdeenshire Council the clock resumes.

Where a fees notice is issued, and Aberdeenshire Council find the cost of provision is less than anticipated we will only charge the remainder of the 'actual cost' and where the cost is less than the 50% paid a refund will be issued. You will never be charged more than is quoted in the Fee Notice even if we find that the activity was underestimated.

There is a separate regime covering requests for non-environmental information: FOISA.

If we receive a request that can easily be split into FOISA or EIRs then the parts will be responded to under the correct charging regime.