



FREEDOM OF INFORMATION ACT 2000  
ENVIRONMENTAL INFORMATION REGULATIONS 2004  
DATA PROTECTION ACT 2018

## **Fees Guidance for Access to Information**

### **Making Information Available**

The Yorkshire Dales National Park Authority publishes certain information about its activities. The Freedom of Information Act 2000 (Fol) provides public access to recorded information held by the Authority but not published.

The Environmental Information Regulations 2004 (EIR) give a right of access to information held by the Authority relating to the status of the elements (such as air, water, land/landscape) and factors that may affect these elements; as well as measures (including administrative measures) such as policies, plans, programmes and activities that are likely to affect these elements; or reports and analyses on the implementation of environmental legislation.

*Please note that most requests for information that come to the National Park Authority will be covered by these Regulations, eg development management/planning and the built environment, conservation and biodiversity, farming and land management.*

Under the terms of the Data Protection Act 2018 (DPA), individuals are entitled to know what personal data the Authority holds about them and the details of processing – a Subject Access Request.

### **Charges**

There is no charge for submitting a request for information under Fol or EIR, or making a Subject Access Request under the DPA.

There is no charge for inspecting public registers, or lists of environmental information held by the Authority, or examining information at our offices.

In most cases we will provide the information requested without charge. However in some instances we may need to make a charge to cover our costs. If this is the case, we will give details of the charges prior to the provision of the information.

The Authority is entitled to charge for disbursements - photocopying, printing and postage, plus any charges incurred in recovering documents from storage/archive. Charges for printing and copying are as follows:

- 7p per A4 side
- 17p per A3 side
- £1.50 for putting the information on a CD
- Postage as incurred.

Additionally, the EIR (Regulation 8) allows public authorities to make reasonable charges for making environmental information available. The Information Commissioner's Office (ICO) guidance was reviewed in 2014 to confirm that these charges may include the cost of staff time in locating, retrieving and extracting that information. It is not felt "reasonable" to charge for the time spent reviewing or redacting excepted information.

EIR does not specify the rate at which staff time should be calculated, but the ICO's current guidance is to apply the FOI rate of £25 per hour.

Each request will be considered on an individual basis to see if charges need to be recovered.

However, if the officer time cost of locating and providing the information exceeds the "appropriate limit" of 18 hours work or £450 (based on the standard hourly rate of £25 as set out in Regulation 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004) we do not have to provide the information, though we can choose to do so if the requester pays for the work involved. In this case we will advise the requester, who may wish to make a more limited request involving less information, or elect to pay the necessary costs.

### **Payment**

The requester will be notified of any charges within 20 working days of receipt of the information request, along with details of how to make this payment. The period from the day of this notification to the day the payment is received does not count towards the time limit for responding to the request. Payment of any charges must be made in advance. The requester has 60 working days following issue of the notification to make the payment. If payment is not made within this period, we will not proceed with the request.

### **Equalities**

In line with our responsibilities under the Equality Act 2010, we can help requesters who have difficulty with using our services, including accessing information. If you would like support please let us know as soon as possible.

### **Complaints**

Any complaints regarding fees and charges will be considered through the Authority's complaints procedure.