



The Freedom of Information Act 2000 Fees Notice

STATEMENT

This Fees Notice is submitted by **Dartford Borough Council** in accordance with Section 9 of the Freedom of Information Act 2000 (the FOI Act) and requires the payment of the fee(s) within a period of three months beginning with the day this Fees Notice is received by the Applicant. Failure to pay the fee(s) within the prescribed period will result in the discharge of the Council's obligations under the FOI Act.

Please read the Note accompanying this Fees Notice

1. Applicant's Details	
NAME:	
ADDRESS:	
TEL:	
FAX:	
EMAIL:	
2. Information Requested	
3. Applicant's request applies to documents from _____ to _____	
4. Fees Due	£
(1) photocopying	
(2) printing	
(3) postage	
(4) video	
(5) tape	
(6) disk	
(7) computer runs	
(8) search, retrieval and collation (see Note accompanying this Fees Notice)	
(9) priced publication	
(10) prescribed fee for [] under the [specify legislation]	
(11) any other disbursements (please specify)	
(12) VAT (if applicable)	
DATE:	
TOTAL DUE	£



Please make your payment by cheque, payable to Dartford Borough Council and forward your cheque to:

The Freedom of Information Officer
The Freedom of Information Unit
Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

Whilst Dartford Borough Council must respond to your request for information within 20 working days of the date of receipt of your application, please note that this time period does not begin to run until you have paid the fee(s).

If you pay the fee(s) within a period of three months, the Council must, subject to the consideration of exemptions, comply with your request for the information detailed in your application and this Fees Notice.

NOTE

Fees are regulated by Fees Regulations and the 'appropriate fee' for local authorities is £450.00 (referred to in this Note as the 'Threshold'). Where charges apply, a Fees Notice will be sent to you within 20 working days' of receipt of your written application. You must pay the specified fee within 3 months of receiving the Fees Notice. If payment is not made within this period, the Council is not obliged to process your application; in other words the clock stops while the Council is awaiting payment from you.

NB: The period beginning with the giving of the Fees Notice and ending with receipt of the fee by the Council is disregarded in calculating the period required for the Council to comply with the request for information.

Where the information you are seeking is already available in a priced publication, the Council will provide you with details of the publication and where to obtain it.

In certain cases, the law may require that a prescribed level of fee be charged for information e.g. the level of fee for the supply of 'office copies' of the Land Registry entry for a particular property are governed by the Land Registration Fee Order 2004. Those specific charging provisions will continue to apply.

The Council is not obliged to comply with your request for information if the Council estimates that the search, retrieval and collation costs of complying with the request would exceed the Threshold. The Council will however give an indication of the information which could be provided within/below the Threshold.

Estimated costs below the Threshold:

There will be no charge for the search, retrieval and collation etc of information where the costs are estimated to be less than the Threshold. The Council may however charge the full costs of disbursements e.g. photocopying, postage, video, tape, disk, computer runs etc.

Estimated costs above the Threshold:

There will be a charge for the search, retrieval and collation of information where costs are estimated to exceed the Threshold. A minimum charge of £25.00 per hour will be applied for the time taken to locate, retrieve and collate etc information for release. In addition to the hourly rate, the Council may charge the full costs of disbursements e.g. photocopying, postage, video, tape, disk, computer runs etc.

If your request falls within this category, you will be provided with an estimate of the cost of providing the information **before** the Council starts any work on your behalf. You may wish to discuss with the Freedom of Information Officer whether a free or cheaper alternative format might meet your needs equally well.

Complaint

If you dispute the fee, you can appeal in a staged process:

1. through the Council's Corporate Complaints Procedure;
2. request a decision of the Information Commissioner (the IC) and if dissatisfied with the IC's decision;
3. appeal to the Information Tribunal.

The Freedom of Information Officer will provide you with the relevant details.