

Access to Information fees and charging policy

[Your first request](#)

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This policy covers the provision of information requested under the Freedom of Information Act, Data Protection Act and the Environmental Information Regulations.

Your first request.

If all the requested information can be provided electronically and you are happy to receive it in this format, there will be no charge for providing the information.

If this is your first request and your request will require more than 20 pages of photocopying there is a charge of 10p per photocopy plus postage. We will issue you with a “fees notice” to inform you of the amount that needs to be paid before we can process your request.

If you have made previous FOI requests.

If all the requested information can be provided electronically and you are happy to receive it in this format, there will be no charge for providing the information.

If you have had a previous request in the last 6 months and your request will require more than 10 pages of photocopying there is a charge you 10p per photocopy plus postage. We will issue you with a “fees notice” to inform you of the amount that needs to be paid before we can process your request.

If you make several requests around a single or associated issue, and the cumulative cost of supplying this information exceeds 18 hours, we will advise you that we will not respond to further requests of this kind for a period of 60 days from the date of our last response.

If your request will take us more than 18 hours.

If we estimate that it will take more than 18 hours to locate and prepare the information you request, we will contact you and ask you to refine the scope of your request so that it can be serviced in less than 18 hours.

If you are not prepared to refine the scope of your request then unfortunately we will not be able to provide you with the information.

If you want to view the documents.

If you would prefer to come in and view the documents, or we are unable to copy the documents for you, we can arrange for supervised access to the information. This is charged at £25 per hour or part thereof. We will issue you with a “fees notice” to inform you of the amount that needs to be paid in advance of the access.

Subject Access Requests

The first time you request to see all of your information under the Data Protection Act, we will do this for you free of charge. Any subsequent requests will be charged at £10 per request.

Contact us:

If you have questions or queries about the policy please contact us at:
foi@cambridgeshire.gov.uk or data.protection@cambridgeshire.gov.uk