

**ADMINISTRATION CHARGES - FEES AND CHARGES 2021/22**  
**(ALL CHARGES ARE EXCLUSIVE OF VAT)**

DESCRIPTION	VAT levied	STATUTORY/ DISCRETIONARY	2020/21 CURRENT CHARGE £	2020/21 ESTIMATED USAGE	2021/22 PROPOSED CHARGE £	2021/22 ESTIMATED USAGE	ORIGINAL BUDGET FOR 2020/21 £	ESTIMATED INCOME FOR 2021/22 £	%AGE CHANGE IN PRICE 2021/22 £
<b>Sale of Electoral Register - Data</b>									
One Off Fee	N	Statutory	20.00	45	20.00	45	900	900	0.00%
Fee per 1,000 electors	N	Statutory	1.50	900	1.50	900	1,350	1,350	0.00%
<b>Information Requests</b>									
Freedom of Information (FOI) Act Requests * Above statutory limit of £450 (18 Hours staff time) authority is able to charge £25 per hour	N	Discretionary							
Environmental Information Requests (EIR) * Above statutory limit of £450 (18 Hours staff time) authority is able to charge £25 per hour	N	Discretionary							
Subject Access Requests (SAR) subsequent copies of the same information, officer time charged at £25 per hour	N	Discretionary							
Subject Access Requests (SAR)									
Administration Fees - Printing	N	Discretionary							
A4 single sided black and white			0.10	-	0.10	-	-	-	0.00%
A4 double sided black and white			0.15	-	0.15	-	-	-	0.00%
A4 single sided colour			0.15	-	0.15	-	-	-	0.00%
A4 double sided colour			0.25	-	0.25	-	-	-	0.00%
A3 single sided black and white			0.20	-	0.20	-	-	-	0.00%
A3 double sided black and white			0.30	-	0.30	-	-	-	0.00%
A3 single sided colour			0.30	-	0.30	-	-	-	0.00%
A3 double sided colour			0.50	-	0.50	-	-	-	0.00%
Administration Fees - Audio Visual									
CD			1.50	-	1.50	-	-	-	0.00%
DVD			2.00	-	2.00	-	-	-	0.00%
<b>TOTAL</b>				<b>945</b>		<b>945</b>	<b>2,250</b>	<b>2,250</b>	<b>-</b>