

ADMINISTRATION CHARGES - FEES AND CHARGES 2023/24
(ALL CHARGES ARE EXCLUSIVE OF VAT)

DESCRIPTION	VAT levied	STATUTORY/ DISCRETIONARY	2022/23	2022/23	2023/24	2023/24	ORIGINAL	ESTIMATED	%AGE
			CURRENT CHARGE	ESTIMATED USAGE	PROPOSED CHARGE	ESTIMATED USAGE	BUDGET FOR 2022/23	INCOME FOR 2023/24	CHANGE IN PRICE 2023/24
			£		£		£	£	£
Sale of Electoral Register - Data									
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%
Information Requests									
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	-	0.11	-	-	-	10.00%
A4 double sided black and white			0.15	-	0.17	-	-	-	10.00%
A4 single sided colour			0.15	-	0.17	-	-	-	10.00%
A4 double sided colour			0.25	-	0.28	-	-	-	10.00%
A3 single sided black and white			0.20	-	0.22	-	-	-	10.00%
A3 double sided black and white			0.30	-	0.33	-	-	-	10.00%
A3 single sided colour			0.30	-	0.33	-	-	-	10.00%
A3 double sided colour			0.50	-	0.55	-	-	-	10.00%
Administration Fees - Audio Visual									
CD			1.50	-	-	-	-	-	-100.00%
DVD			2.00	-	-	-	-	-	-100.00%
TOTAL				945		945	2,250	2,250	-