

Schedule of Charges under the Freedom of Information Act 2000

Charges listed in this Schedule are not reflections of full costs, except where a charge is made "at cost".

Charges listed in this Schedule do not apply to:

- Publications listed in Great Yarmouth Borough Council's Publication Scheme
- Information for which Great Yarmouth Borough Council is entitled to levy a market-based charge
- Re-use of information

Freedom of Information Requests – disbursements

Photocopying

A4 black-and-white, single sided	10p per sheet
A3 black-and-white, single sided	20p per sheet
A4 colour, single sided	50p per sheet
A3 colour, single sided	£1 per sheet

Printing

A4 black-and-white, single sided	10p per sheet
A3 black-and-white, single sided	20p per sheet
A4 colour, single sided	50p per sheet
A3 colour, single sided	£1.00 per sheet

(Larger paper sizes will be at the Council's standard rate)

Electronic Formats

Floppy disk	50p each
CD	£1.00 each

Photography, microfilming: At cost

Postage and packing: At cost

In cases where the disbursement cost is low i.e. less than £10 any fee will be waived.

3. Payment

Payment must be made in advance

4. VAT (Value Added Tax)

In terms of VAT treatment provision of information is standard rated.

However, if the only source of the information is the public body to which the request is made, then any charges for the provision of that information can be treated as non-business and outside the scope of VAT.

If the public authority supplies information which it is not obliged to under the Act (or other statutory requirements to provide) then the supply is standard rated.