

# Environmental Information Regulations 2004

## Schedule of Charges

The Environmental Information Regulations 2004 (EIRs) state that public authorities may charge for providing environmental information but any charges must be 'reasonable'.

### How TfL calculates whether a fee applies

In line with [Defra guidance](#), TfL has chosen to align its EIR charging structure with how it charges for information under the [Freedom of Information Act \(FOI\)](#).

This means that we will not charge for dealing with EIR requests which fall below the [FOI £450 appropriate limit](#). In line with the FOI Fees Regulations, the £450 limit is calculated as 2.5 working days (or 18 hours of work) at £25 per hour.

The estimated time it will take to carry out the following activities are considered when we calculate whether the £450 limit will be exceeded:

- Determining whether the requested information and/or documents are held;
- Locating the requested information/documents;
- Retrieving the requested information/documents;
- Extracting requested information/documents.

We will also take into consideration any fee or charge we incur as a result of these activities (for example, when we have to consult with contractors and suppliers who may be holding the information requested).

This approach means that we can be as transparent and consistent as possible in the way we handle requests for information and how and when we charge.

### When a request exceeds the £450 limit

When it will cost us more than £450 to deal with your request for environmental information, we will consider whether or not we will make a charge for providing it.

In some cases - for example, if there is a strong public interest in us making the information available - then we may choose to waive the charge, even though the cost of providing the information exceeds £450. Such information as we can provide for less than £450 will be made available without charge.

We will consider each request on a case by case basis.

### When a charge applies

When we do have to make a charge, we will let you know our estimated cost for providing the information you are looking for. We will also work with you to look at other ways of providing the information so that your request falls below the appropriate limit (and can therefore be provided free of charge).

We will ask for payment before we process your request and under the regulations, you will have a 60 working day period to pay the charge. TfL takes a flexible approach to this part of the regulations so if you think you will need longer to pay the fee, feel free to contact us for advice.

We will not charge for providing access to public registers or for you to visit us to inspect information.

### **Disbursements**

We may make charges for disbursements such as photocopying. Please see the table below for a full breakdown of our disbursement costs.

In most cases, we will only charge for disbursements if they exceed £200. This limit is set by TfL and is subject to change at our discretion.

| <b>Disbursement</b> | <b>Unit Cost (£)</b>            |
|---------------------|---------------------------------|
| Photocopying        | per sheet                       |
| Black and white     | 0.01                            |
| Colour              | 0.09                            |
| CDs                 | per CD                          |
|                     | 0.25                            |
| Audio tape          | per 60min tape                  |
|                     | 1.64                            |
| Video               | per 60min tape                  |
|                     | 2.44                            |
| DVD                 | Per DVD                         |
|                     | 12.96                           |
| Postage             | Individual quote to be obtained |
| Courier             | Individual quote to be obtained |