

## Charging Structure for Published Information for Castlereagh Borough Council

The four main categories for charging by Castlereagh Borough Council are: Free of Charge; Priced Publications; Photocopying & Administrative Charges; Professional Charges.

### Free of Charge:

Information on the Council's website is categorised as free of charge (ie there is no charge by the Council, although the applicant would have to meet any charges by their internet service provider, telephone charges, personal printing costs, etc).

For those without Internet access, a single print-out as on the website would be available by post by contacting Members' Services Section, Castlereagh Borough Council, Administrative and Civic Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, or by personal application at the Council's offices.

In addition there are free of charge leaflets or booklets on the services the Council offers to the public.

### Priced Publications:

Where the council publishes books, reports, other bound documents, CD Roms, DVDs, videos or other media which have been priced for sale, then this price will apply. An up to date list including prices and where they can be purchased is included in Appendix 2.

### Photocopying and Administrative Costs:

Whilst a significant amount of the information will be available free of charge, requests for multiple print-outs, or for archived copies of documents which are no longer available or on the web, will attract a charge for the cost of retrieval, photocopy, postage, etc.

Also, where information is free of charge to view at Council offices or other locations but a standard photocopy or certified copy is requested a charge will be made.

The charges are as follows:  
Photocopy charges

A4 sheets (single sided)	10p per copy
• Certified copy charges per A4 page	£2.50 each
• Administrative/ information retrieval time	£25.00 per officer per hour
• Postage and packing	at cost

The Council will advise the applicant of any such charges at the time of the request. The charges will be payable in advance.

In all the above cases, VAT is not payable on requests for information under the Scheme and covered by the Freedom of Information Act 2000.