

6. OUR CHARGING POLICY

Unless a charge is otherwise indicated in [Section 13 – Classes of Information](#), all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

Each class of information described in Section 13 will clearly show if a charge may apply to information within that class. Unless otherwise stated in the 'Charges' column in section 13, the charges which apply will be based on the charging policy set out below. In the event that a payment is required for the information you want, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

We do not make any charge for the inspection of any of the information which is made available via the classes in this publication scheme.

We reserve the right to impose charges for providing information in paper copy or computer disc / alternative formats. Angus Council is mindful of its obligations under equality and anti-discrimination legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

Reproduction costs	
<i>Black and white copy</i>	<i>10p per A4 sheet</i>
<i>Colour copy</i>	<i>30p per A4 sheet</i>
Alternative formats	
<i>Computer discs</i>	<i>£1 per CD-Rom / DVD</i>
Postage	
<i>Charged at the cost to the Council of sending the information by first class post</i>	

There are a small number of pre-printed publications for which Angus Council makes a charge. These documents include the Structure Plan and the Local Plan.

These publications will be charged according to how much it actually cost the Council to have them professionally printed.

For example, if Angus Council has produced a formal report, and it costs us £500 to print a stock of 100 reports, then the actual printing cost paid by the Council is £5 per report. We therefore reserve the right to charge you up to £5 each for a copy of the report – plus actual postage costs, as charged by the Royal Mail – but no more than this.

Please note that, if you are interested in a large printed document, we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges that would apply are as set out in the table above. Our staff can advise you.

If we make any charges for documents within our information classes which do not comply with this charging policy, these will be approved on a case by case basis by the Scottish Information Commissioner, and the value of the charge will be listed individually in the column entitled 'Charges' along with the details of the specific charges.

We may have an legal obligation, or a discretionary power, to make charges under legislation other than FOISA for certain information contained within classes e.g. we information contained in Part 2 of the Building Standards Register. Where this is the case, it is shown in the charges column in Section 13, along with guidance for users to seek further information on how these charges are set.