

Fees and Charging

The procedure relating to Fees and Charging is covered in the ACPO National Manual of Guidance. Thames Valley Police complies fully with the detailed guidance contained therein.

It is Thames Valley Police policy that requests exceeding the £450 fees limit will be declined under s12 of the Act on the basis of cost.

Under the FOIA, the following will be taken into account by Thames Valley Police when determining whether the request is likely to exceed the statutory cost limit:

- a) Determining if the information is held;
- b) Locating the information;
- c) Retrieving the information; and
- d) Extracting the information to be disclosed from the other information.

This includes the physical process of redaction but not the time spent identifying the information that needs redacting. This is identified as decision-making time, a part of the decision-making process, and cannot be included in the time estimation.

Thames Valley Police may charge for disbursements (to the full cost incurred) including photocopying or printing of material, postage, producing material in an alternative format, such as putting it onto CD-Rom, video, audio cassette or in Braille etc.

- a) Photocopying or printing material – 10p per sheet;
- b) Postage – At cost;
- c) Producing material in an alternative format, such as putting it onto CD-Rom, video, audio cassette or in Braille – At cost; and
- d) Translating information into a different language at the request of the applicant (not Welsh).

Thames Valley Police policy is not to charge for disbursements under £20.

Thames Valley Police disbursements will not be charged where there is a requirement in law to provide the information in a particular format (i.e. Braille or Welsh). Where the applicant requests the response in a language other than English or Welsh, a charge may be incurred for translation.