



The Freedom of Information Act 2000

Fees Notice

STATEMENT

This Fees Notice is submitted by Dover District Council in accordance with Section 9 of the Freedom of Information Act 2000 (FOI) and requires the payment of the fee(s) within a period of three months beginning with the day this Fees Notice is received by the Applicant. Failure to pay the fee(s) within the prescribed period will result in the discharge of the Council's obligations under FOI.

Please read the Note accompanying this Fees Notice

1.	Applicant's Details NAME: ADDRESS:
2.	Information Requested
3.	Applicant's request applies to documents from _____ to _____
4.	Fees Due (1) search and retrieval (2) photocopying (3) postage (4) video (5) tape (6) disk (7) computer runs (8) priced publication
TOTAL DUE	

Please make your payment by cheque payable to Dover District Council and forward your cheque to:

Freedom of Information Officer
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ

Whilst Dover District Council must respond to your request for information within 20 working days of the date of receipt of your application, please note that this time period does not begin to run until you have paid the fee(s).

If you pay the fee(s) within a period of three months, the Council must comply with your request for the information detailed in your application and this Fees Notice.

NOTE

Charges may apply in respect of the search and retrieval of information **in addition** to charges relating to photocopying, postage, video, tape, disk and computer runs.

Where charges apply, a Fees Notice will be sent to you within 7 working days' of receipt of your written application. You must pay the specified fee within 3 months of receiving the Fees Notice. If payment is not made within this period, the Council is not obliged to process your application; in other words the clock stops while the Council is awaiting payment from you.

NB: The period beginning with the giving of the Fees Notice and ending with receipt of the fee by the Council is disregarded in calculating the period required for the Council to comply with the request for information.

Where the information you are seeking is already available in a priced publication, the Council will provide you with details of the publication and where to obtain it.

In certain cases, the law may require that a prescribed level of fee be charged for information eg the level of fee for the supply of 'office copies' of the Land Registry entry for a particular property are governed by the Land Registry Fees Order 1999. Those specific charging provisions will continue to apply.

The Council is not obliged to comply with your request for information if the Council estimates that the 'search costs' of complying with the request would exceed the costs ceiling set by the Council, currently £450.00. The Council will however give an indication of the information which could be provided within the costs ceiling.

Charges are subject to regular review.