scottish futures trust – environmental information (scotland) Regulations 2004 Schedule of charges

The Environmental Information (Scotland) Regulations 2004 (“the 2004 Regulations”) provide a scheme for ensuring public access to environmental information that is held by Scottish public authorities, including Scottish Futures Trust. Under Regulation 8(3) of the 2004 Regulations, Scottish Futures Trust can charge a “reasonable amount” for making environmental information available. Any fee charged must not exceed the costs to Scottish Futures Trust of making that information available. There are no upper or lower limits to the fee which may be charged.

**Definition of Environmental Information**

Environmental information is defined under the 2004 Regulations as:

*“any information in written, visual, aural, electronic or any other material form on–*

*(a) the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;*

*(b) factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in paragraph (a);*

*(c) measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements and factors referred to in paragraphs (a) and (b) as well as measures or activities designed to protect those elements;*

*(d) reports on the implementation of environmental legislation;*

*(e) costs benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to in paragraph (c); and*

*(f) the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures inasmuch as they are or may be affected by the state of the elements of the environment referred to in paragraph (a) or, through those elements, by any of the matters referred to in paragraphs (b) and (c);”*

**Charging regime**

Any charges for making environmental information available will take into account, but are not limited to:

• Costs of staff time involved in locating, retrieving and redacting information (which will not exceed £15 per hour);

• Costs of supplying information in a requested format (such as on disc); and

• Costs of photocopying and/or posting information.

Details of these unit costs are as follows:

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| **Reproduction Costs** | |
| Black and White Copy | 10p per A4 sheet |
| Colour Copy | 30p per A4 sheet |
| Large Scale Black and White Copy | 30p per A3 sheet |
| Large Scale Colour Copy | 90p per A3 sheet |
| **Computer Discs** | |
| Computer Discs | £1.50 per Disc |
| **Postage** | |
| Charged at the cost to Scottish Futures Trust of sending the information by First Class Post |  |

If you make a request for environmental information to Scottish Futures Trust which will be subject to a charge we will inform you in writing of the applicable charge, how this has been calculated and how this can be paid.

**Where charges are not applicable**

Scottish Futures Trust will not charge for staff time in determining whether information is held or whether information should be released. Scottish Futures Trust will not impose a charge for dealing with a request where it decides that information it holds is subject to one of the exceptions in the 2004 Regulations, or where it does not hold the information that has been requested.

Scottish Futures Trust will not impose a charge to view information on its website.

Scottish Futures Trust will not impose a charge for responding to requests where the response has cost less than £100 to complete. Where the cost of completing a request for environmental information exceeds £100, the first £100 will be disregarded and a charge of 10% of the remaining amount will be payable by the requester.