

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Cost of information released Statutory Fee	Time spent by clerk	Hourly salaried rate In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority