

**Ness DSFB charging schedule for Environmental Information (Scotland) Regulations 2004 ('EISR') requests.**

Ness District Salmon Fishery Board is not a typical 'public authority' and it has access to limited funding, much of which it raises from fishing proprietors in the district. This funding is used to deliver on its statutory remit to protect salmon fisheries in its district. DSFBs have a duty to be open and transparent, including an obligation to respond to EISR requests, but Ness DSFB needs to ensure that its limited staff and financial resources are targeted at fulfilling its statutory responsibilities.

Ness DSFB is entitled to charge for making information available in response to requests under r.8(1) EISR. Accordingly, Ness DSFB reserves the right to charge a fee for the provision of environmental information requested under EISR where it estimates that the time requirement for answering the enquiry is significant. We regard a significant amount of time to be more than 2 hours work.

The following actions will incur charges:

- Estimated costs of staff time to locate information
- Staff time for redaction of information that could allow a person to be identified
- Staff time associated with putting information into the appropriate format
- Printing and copying costs (printing costs include printing for redaction purposes)

We calculated our charges on the following basis:

a) Staff time is charged at a maximum of £35 per hour

b) Printing/copying costs @10p/sheet

Staff time taken to determine whether we hold the information requested, or the time it takes to decide whether the information can be released will not be charged for.

There is no upper limit to the cost that may be applied but we will endeavour to ensure that costs are kept reasonable so far as reasonably possible. Where the cost is estimated to exceed £600 then we may advise the requester how the request may be amended to reduce the volume of information requested. Alternatively, if the scope of the request is too wide, we may seek to apply the exception r.10 (4) (b) EIRS.

For the reasons set out above, in particular that we need to be certain that we will collect the funding before committing resource to answering requests, we require advance payment before making the information available. A fees notice detailing estimated costs will be issued to facilitate payment.

If you receive a fees notice you can decide whether to pay for the information or alternatively request assistance from us to narrow your request to reduce charges. The issue of a fees notice will stop the timeline for the request until a response is received or the fee is fully paid. If we do not hear from you within 60 days of the issue of the fees notice, we will assume that you have withdrawn your request. If you decide not to proceed with your request there will be no charge to you.