



Fees Notice

Freedom of Information Request

STATEMENT

This Fees Notice is submitted by **Pool Academy** in accordance with Section 9 of the Freedom of Information Act 2000 (the FOI Act) 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 Pool Academy's obligations under the FOI Act.

Please read the Note accompanying this Fees Notice

1. Applicant's Details

NAME:

ADDRESS:

TEL:

FAX:

EMAIL:

2. Information Requested

3. Applicant's request applies to documents from _____ to _____

4. Fees Due

£ 0.00

1. search, retrieval and collation
2. photocopying
3. printing
4. postage
5. video
6. tape
7. disk
8. computer runs
9. priced publication
10. any other disbursements

DATE:

TOTAL DUE

£ 0.00

Please make your payment by cheque, payable to Pool Academy and forward your cheque to:

The Business Manager
Pool Academy
Church Road
Pool
Redruth
Cornwall
TR15 3PZ

Whilst Pool Academy 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 Pool Academy must, subject to the consideration of exemptions, comply with your request for the information detailed in your application and this Fees Notice.

NOTE

Fees are regulated by Fees Regulations and the 'appropriate fee' for Pool Academy as a public authority is £450.00 (referred to in this Note as the 'Threshold'). Where charges apply, a Fees Notice will be sent to you within 20 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, Pool Academy is not obliged to process your application; in other words the clock stops while Pool Academy is awaiting payment from you.

NB: The period beginning with the giving of the Fees Notice and ending with receipt of the fee by Pool Academy is disregarded in calculating the period required for Pool Academy to comply with the request for information. search, retrieval and collation

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

Pool Academy is not obliged to comply with your request for information if Pool Academy estimates that the search, retrieval and collation costs of complying with the request would exceed the Threshold. The Council will however give an indication of the information which could be provided within/below the Threshold.

Estimated costs below the Threshold:

There will be no charge for the search, retrieval and collation etc of information where the costs are estimated to be less than the Threshold. Pool Academy may, however, charge the full costs of disbursements e.g. photocopying, postage, video, tape, disk, computer runs etc.

Estimated costs above the Threshold:

Should the time for complying with your request be estimated to exceed 18 hours, there will be a charge of £450 based on £25 per hour per person. In addition to the hourly rate, the Council may charge the full costs of disbursements e.g. photocopying, postage, video, tape, disk, computer runs etc. Please note that Pool Academy is not required to comply with the request should it exceed the Threshold

Multiple requests:

Where two or more requests are made by the same person, or by different persons who appear to be acting in concert, or in pursuance of a campaign, Pool Academy will regard these as one request and estimated costs will be calculated accordingly. This will apply for a period of sixty consecutive working days from the first request.

If your request falls within this category, you will be provided with an estimate of the cost of providing the information before the Pool Academy starts any work on your behalf.