

Charges for environmental information



SQA does not charge for the time to determine whether we hold the environmental information requested, nor for the time it takes to decide whether the information can be released. However, a charge may be made for costs associated with providing information such as photocopying and postage.

In the event that we decide to impose a charge we will notify you of the charge and indicate how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to SQA of providing the information:

Black and white photocopying

Size of paper	Pence per sheet of paper
A4	10p
A3	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A4	30p
A3	30p

- ◆ Postage costs will be recharged at the rate we paid to send the information to you.
- ◆ Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- ◆ The first £100 worth of information will be provided to you without charge provided the total cost of supplying the information is less than £600.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that costs us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.