

Charges for Viewing the Content of Closed Files

- Viewing any determined file will usually require an appointment to be made in advance and an administration charge will be payable based on an hourly rate of £50.
- 2 files will equate to 15 minutes, 3-4 files 30 minutes, 5-6 files is 45 minutes. For larger numbers of files enquiries should be made as to the cost at the time of request.
- Copies of Decision notices for all planning files dating back to 1990 are available on the Councils Web site, however for written requests for decision notices an administration charge will be made for file retrieval. This will be based on the following:
 - 1-2 notices will equate to 15 minutes work
 - 3-4 notices 30 minutes
 - 5-6 45 minutes etc.
- Viewing of decision notices in the council's reception is free of charge when using the reception computer terminal and normal copying charges apply.
- The above charging regime will apply to all relevant planning documentation including Tree Preservation Orders, Enforcement Notices and all other formal notices.

Summary of Charges

- Viewing one file less than 5 years old is free but is usually by appointment.
- Viewing more than one file and files over 5 years old will be by appointment only and an administration charge will be made based on the hourly rate of £50 an hour.
- It may take up to 20 working days to retrieve files from archiving and in most cases the information can be made available electronically for viewing.
- The Council will in future be able to send information out by email or by CD, but an additional postage charge may apply to this service.

Access to Determined Planning Files

- Viewing one file less than 5 years old is free.
- Viewing more than one file and files over 5 years old will be by appointment only and an administration charge will be made based on the hourly rate of £50 an hour.
- It may take up to 20 working days to retrieve files from archiving and in most cases the information can be made available electronically for viewing.
- The Council can send information out by email or by CD, but an additional postage charge may apply to this service.
- The undertaking of photocopying or scanning may be subject to copyright regulations and postage costs.

Repeated Requests for Information

- An administration charge of £10 may be made for repeat requests for the inspection of files where an initial appointment has been missed and no notification given.