

SUBSIDIARY LEGISLATION 496.01

**FEES CHARGED BY PUBLIC AUTHORITIES
FOR ACCESS TO DOCUMENTS REGULATIONS**

21st April, 2010*

LEGAL NOTICE 158 of 2010.

1. The title of these regulations is Fees charged by Public Authorities for Access to Documents Regulations. Citation.
2. In these regulations, unless the context otherwise requires:
"processing" refers to the activities relating to the identification, search or collation of documents or information, consultations conducted with any person or body of persons in relation to the possible disclosure of documents or information, or otherwise editing the documents or information in order to meet a request by an applicant; and
"single request" means a request for one document or a request for specific or closely related information. Interpretation.
3. Public authorities may charge processing fees for access to documents or information in accordance with the First Schedule. Processing fees.
4. Whenever additional expenses are incurred by public authorities to make the requested document or information available to the applicant, irrespective of whether this was the format preferred by the applicant in his request, public authorities may charge an additional fee in accordance with the Second Schedule. Additional fees.

Moreover, additional fees may be charged by public authorities in accordance with the Third Schedule when the applicant expresses preference and is given access to a document by inspecting it at the public authority's premises.
5. Notwithstanding the provisions of regulations 3 and 4, the fees charged in respect of a single request cannot exceed a total of forty euro (€40). Maximum fee per single request.
6. Whenever public authorities charge fees in accordance with these regulations, reference shall be made to these regulations. Such reference shall be included in the public authority's application forms issued pursuant to the Application and other Forms Regulations. Provision of information in relation to fees.
S.L. 496.03
7. Public authorities shall seek to inform the applicant of the fee applicable to his request at the earliest possible. Informing applicants about the fee applicable to specific requests.

*see regulation 1(2) of these Regulations, as originally promulgated.

FIRST SCHEDULE

(Regulation 3)

Requests requiring less than two man-hours of processing	€5
Requests requiring at least two man-hours of processing but less than three hours	€10
Requests requiring at least three man-hours of processing but less than four hours	€15
Requests requiring at least four man-hours of processing	€20

SECOND SCHEDULE

(Regulation 4)

Additional fees

Photocopies and Faxes	€00.12 per page
Digital Media: Cost price of the digital medium used (e.g. disc)	

THIRD SCHEDULE

(Regulation 4)

Additional fees

Inspection of up to 1 hour	€5
Inspection of up to 2 hours	€10
Inspection of up to 3 hours	€15
Inspection exceeding 3 hours	€20
In the event of multiple inspection sessions, the Public Authority shall set the fee by counting the hours the applicant spent inspecting the document	
