

Legal Services Fees and Charges

Type of Document	Point of Contact	Delivery Method	Payment Method	Turnaround (working days)	£ 2015/16 Charge	£ 2016/17 Charge
A3 colour plan requested from Legal Services	Legal Services 01803 207142	Hardcopy	Cheque payable to Torbay Council	Determined by information requested	5.00 + VAT	5.15 + VAT
A3 black and white requested from Legal Services	Legal Services 01803 207142	Hardcopy	Cheque payable to Torbay Council	Determined by information requested	2.00 + VAT	2.06 + VAT
Plans requested from Legal Services larger than A3	Legal Services 01803 207142	Hardcopy	Cheque payable to Torbay Council	Determined by information requested	Price on application	Price on application
A4 black and white sheet	Legal Services 01803 207142	Hardcopy	Cheque payable to Torbay Council	Determined by information requested	10p per sheet + VAT	10p per sheet + VAT

There will always be a time element in charging for administration in dealing with requests, in locating documents, copying and sending them. There is a minimum charge of £5.00. If there is a requirement for significant research then the requestor will be advised prior to processing the request.