**NTC Publication Scheme Schedule of Fees**

As per the Council’s adopted Model Publication Scheme, the Council will ensure that, “the maximum amount of information [is] readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.”

Therefore, in the interest of transparency and accountability, the Council will provide a copy of any requested information at no charge. Where there is a statutory requirement to charge then the Council reserves the right to make a charge in accordance with the relevant legislation.

Material published and available on the Council website will be provided free of charge.

Any printed, physical, hardcopy of any information will also be provided free of charge and can be requested either in person or by contacting the Council through any of the means presented below.

Where multiple physical copies of the same information are requested, the Council will reserve the right to charge a reasonable fee to cover its costs – 50 pence per addition copy.

**Contact details:**

The Council’s address is:

Newbury Town Council,

The Town Hall,

Market Place,

Newbury,

Berkshire,

RG14 5AA

All inquiries should be addressed in the first instance to Chief Executive Officer at:

ceo@newbury.gov.uk or 07399 117524