

## Access to Information on the Environment (AIE)

Access to information on the environment is important to enable members of the public to know and understand what is happening in the environment around them.

The European Communities (Access to Information on the Environmental Regulations) 2007 to 2018 (the "AIE Regulations") provide a statutory basis for members of the public to seek and gain access to environmental information held by public authorities.

Environmental information which is held by or for Dublin Port Company may be provided to any person who requests it under the AIE Regulations.

The environmental information that can be requested is defined in the AIE Regulations as follows:

*"any information in written, visual, aural, electronic or any other material form on -*

- (a) the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms and the interaction among these elements,*
- (b) factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment,*
- (c) measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements and factors referred to in paragraphs (a) and (b) as well as measures or activities designed to protect those elements,*
- (d) reports on the implementation of environmental legislation,*
- (e) cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to in paragraph (c), and*
- (f) the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures inasmuch as they are, or may be, affected by the state of the elements of the environment referred to in paragraph (a) or, through those elements, by any of the matters referred to in paragraphs (b) and (c)."*

### How to Submit a Request?

When submitting a request for environmental information under the AIE Regulations, you should:

- Submit it in writing (paper or electronically)
- Clearly indicate that your request is being made under the AIE Regulations
- State your name, address, and any other relevant contact details
- Clearly and specifically state the environmental information you are seeking
- Clearly state how you would like to access the information, specifying the preferred form or manner of access required.

Requests can be sent by post or email to [aei@dublinport.ie](mailto:aei@dublinport.ie) or by post to AIE Officer, Dublin Port Company, Port Centre, Alexandra Road, Dublin 1 D01 H4C6.

### When to Expect a Response?

Dublin Port Company will respond to you within one month from the date of receiving your request.

In certain cases, we may seek further specifics from you in relation to your request and seek to assist you in providing these or in refining your request.

In cases of volume or complexity, we may extend the period for responding to your request by a further month. In such a case, we will inform you of any such extension, and the reason for it, within a month of receipt of your request.

A request may be refused (in whole or in part) for any of the reasons set out in the AIE Regulations.

If we do not have the information requested, we can either transfer the request to another public authority or advise you of where it believes the request should be directed. In either case, we will notify you.

## **Fees**

There is no initial fee for making a request for environmental information under the AIE Regulations.

The AIE Regulations allow for a reasonable fee to be charged for the cost of supplying environmental information. This includes the time spent by staff on answering an individual request for information, searching for the information and putting it in the form required.

Dublin Port Company has set the following charges:

Search and Retrieval of Records	€20.00 per hour
Photocopy (Black & White)	€0.04 per page
Photocopy (Colour)	€0.15 per page
Information sent via email	Free

There is no fee for examining requested environmental information at Port Centre. However, where you examine information and wish to obtain copies of the information, we may charge a reasonable fee, consistent with the list of fees specified above, for the provision of such copies.

When the anticipated cost of providing environmental information is expected to exceed €100, we may charge an advance payment of 20% of the total estimated amount. In these instances, DPC will notify you in writing regarding this requirement and you will also be provided with an opportunity to review or amend the request.

Fees may be waived where the cost is estimated at less than €100.

Fees and/or advance payments may be waived or reduced in certain other circumstances. Please provide any relevant information regarding your means if you would like this to be considered (e.g., if you are the holder of a medical card, or a dependant of a holder of a medical card, etc.)

Details of any overall fees that apply will be advised in the final decision letter, with credit or a refund being given for any advance payment made, as appropriate.

We may also decide not to charge a fee at all if, having regard to your means, it would not be reasonable to apply the listed fees that would normally apply.

## **Internal Review**

If you are not satisfied with the decision you receive, you may request a review of the decision (in whole or in part) by an internal reviewer in Dublin Port Company.

In this case, you should make your request for internal review within one month of receipt of notification of the first decision. If you do not receive a decision within a month (or, if extended, two months) of your request, you may also request an internal review.

Requests for interval review should be submitted to: [aei@dublinport.ie](mailto:aei@dublinport.ie)

There is no charge for applying for an internal review.

The internal reviewer will be of the same rank or higher than that of the original decision-maker.

An internal review involves a complete reconsideration of the matter by the reviewer, who may affirm, vary or annul the original decision made.

The internal reviewer will inform you of the result of the review within one month.

## **Appeal Procedure**

If you are not satisfied with the internal review decision, or if you do not receive an internal review decision within one month, you may appeal the matter by submitting a written request to the Commissioner for Environmental Information at the following email address - [applications@oic.ie](mailto:applications@oic.ie) – or by writing to the Office of the Information Commissioner, 6 Earlsfort Terrace, Dublin 2, D02W773. An appeal may also be made online at [www.ocei.ie](http://www.ocei.ie)

The AIE Regulations stipulate a fee of €50 for appealing to the Commissioner for Environmental Information. However, a reduced fee of €15 is available for medical card holders and their dependants.

**Further information**

Further information on the exercise of rights under the AIE Regulations is available at [www.ocei.ie](http://www.ocei.ie).