

Access to Information on the Environment

1. WHAT IS AIE?

The European Communities (Access to Information on the Environment) Regulations 2007 came into force on 1 May 2007 and the European Communities (Access to Information on the Environment) (Amendment) Regulations 2011 came into force on 23 December 2011. Both pieces of legislation are to be read together and construed as one and are referred to as the European Communities (Access to Information on the Environment) Regulations 2007 to 2014.

2. HOW DO I MAKE A REQUEST FOR ACCESS TO INFORMATION ON THE ENVIRONMENT (AN AIE REQUEST) TO CRAWFORD ART GALLERY

If you wish to seek access to information on the environment under the AIE regulations, you will need to:

- Make your request in writing or via email.
- Indicate that the information is being sought under the AIE regulations.
- Be as clear and specific as possible in making your request and provide as much information as possible to enable Crawford Art Gallery to identify the records that you require.
- You don't need to state the reason why you are making the request.

If you would like to receive access to the information/records requested in a particular format, (e.g. photocopies, electronically etc.), please mention this when submitting your request.

Include a daytime telephone number or email address and your postal address to help us to contact you if any queries arise in relation to your request.

Requests should be posted to:

The FOI/AIE Officer
Crawford Art Gallery
Emmet Place
Cork

Alternatively, requests can be emailed foi@crawfordartgallery.ie

Crawford Art Gallery will acknowledge receipt of your request in writing or via email within 10 working days. The acknowledgement letter will also provide you with the name and contact details of the person who will be making the decision in relation to your request and will advise you when you can expect to receive this decision.

3. WHAT FEES ARE PAYABLE IN RELATION TO MY AIE REQUEST?

There is no application fee payable for submitting a request for information under the AIE regulations.

There is no fee payable for the process of searching for and retrieving the records relevant to your request.

In accordance with the regulations, we may charge a reasonable fee for supplying information on the environment, (which includes the cost of compiling, photocopying, printing and posting). Crawford Art Gallery has set these fees as follows:

€0.04 may be charged per sheet for a photocopy of the records released, depending on the volume of information relevant to the request.

These charges may be waived where the total cost of supplying the information is estimated to be less than €10.

There is no fee payable if you wish to receive electronic versions of the documents via email. You will be advised of any charges payable in a letter setting out the Gallery's decision in relation to your request.

No fee is payable if you wish to seek an internal review of the Gallery's initial decision in relation to your request (see below).

If you are dissatisfied with the outcome of the internal review process and wish to submit an appeal to the Commissioner for Environmental Information, a fee of €50 is payable. A reduced fee of €15 is payable by a holder (or dependent of a holder) of a medical card or by a third party appealing the decision to release certain information.

4. WHAT CAN I DO IF I AM UNHAPPY WITH CRAWFORD ART GALLERY'S DECISION?

Article 11 of the regulations provides you with the right to seek an internal review of the Gallery's initial decision in relation to your request if:

You are dissatisfied with the initial response received; or if

You have not received a reply within the appropriate timeframe.

An internal review must generally be requested within one month of receipt of the original decision - the public authority may extend this timeframe but is not required to do so. There is no charge for requesting an internal review.

The internal review involves a complete reconsideration of the matter by a member of the staff of Crawford Art Gallery, who may affirm, vary or annul the original decision made. Crawford Art Gallery must complete its internal review of the original decision within one month of receipt of the request for an internal review.

A request for an internal review must be submitted within 4 weeks receipt of the initial decision and requests should be posted or emailed to:

Address:

The FOI/AIE Officer Crawford Art Gallery
Emmet Place
Cork T12 TNE6

Alternatively, requests can be emailed to foi@crawfordartgallery.ie

The official who undertakes the internal review will write to you within one month of the date of receipt of the request for the review and will explain the outcome of the review informing you of the decision, the reason for the decision and advising you of your right of appeal to the Commissioner for Environmental Information, including the time limits and fees associated with such an appeal.

If you are still dissatisfied following completion of the internal review, you may also seek an independent review of the Gallery's decision from the Commissioner for Environmental Information (CEI). You must appeal within one month of receiving the decision on the internal review from Crawford Art Gallery. However, the Commissioner may extend this time limit in individual cases.

Appeals should be made in writing and can be made directly to the Commissioner for Environmental Information (CEI) at the address below. You can also submit your appeal online by clicking on the link <https://www.ocei.gov.ie/en/Make-an-Appeal/Appeal-Online/>.

Appeals should be accompanied by a fee of €50 (€15 for medical card holders). Fees should be submitted in the form of a postal order, Bank Draft or cheque made payable to the Office of the Commissioner for Environmental Information (CEI) to:

Address: Office of the Commissioner for Environmental Information 18 Lower Leeson Street, Dublin 2

Lo-Call: 1890 253 238

Tel: 01639 5689

Fax: 01 639 5674/5676

Email: info@ocei.gov.ie

5. Where can I find more information?

Further general information in relation to the European Communities (Access to Information on the Environment) Regulations 2007 to 2014 can be found on the website of the Department of the Environment, Community and Local Government, by clicking on the link below

<http://www.environ.ie/en/Environment/AccessstoInformationontheEnvironment/>.

You can visit the website of the Office of the Commissioner for Environmental Information at www.ocei.gov.ie.