

Access to Information on the Environment (AIE)

This section provides general information on the European Communities (Access to Information on the Environment) Regulations. The [European Communities \(Access to Information on the Environment\) Regulations 2007 to 2011 \(S.I. No. 133 of 2007 and S.I. No. 662 of 2011\)](#) (AIE Regulations), give legal rights to those seeking to access information on the environment from public authorities.

How to make an AIE application

When making a request for information under the AIE Regulations, you are required to:

Submit the request either by email to info@psr.ie or in writing to:

Property Services Regulatory Authority
Abbey Buildings
Abbey Road
Navan
Co Meath
C15 K7PY

Your request should include the following:

- A statement that the request is being made under the AIE Regulations
- Your contact details
- As much information as possible about the environmental information required
- If you require the information in a specific format (e.g. photocopies)

Requests should be as specific as possible to assist with identification of the records being sought.

Requests will be acknowledged and in most cases, a final decision on your request will be sent to you within one month of receipt of the request.

Where, due to the complexity or volume of information required, where we are unable to respond within the one month timeframe, we will write to the applicant within the month, indicating when a response will issue.

Fees

There is no up-front fee to make a request under the AIE Regulations. However, charges may apply for compiling, copying, printing or posting of information.

What if I am not satisfied with the decision on my AIE request?

Under Article 11 of the AIE Regulations you have the right to seek an internal review of the initial decision. You may appeal any decision issued by the Authority by writing to Property Services Regulatory Authority, Abbey Buildings, Abbey Road, Navan, Co Meath or by emailing info@psr.ie seeking an Internal Review of the matter.

An internal review must be requested within one month from the date of the original decision. There is no charge for requesting an internal review. The appeal will involve a complete reconsideration of the matter by member of staff of the Authority and a decision will be communicated to you within one month of the date of receipt of the request for the review.

What if I am not satisfied with the decision on internal review?

You may appeal an internal review decision by writing to the Commissioner for Environmental Information (CEI). You should [request an appeal](#) to the OCEI within one month of receiving the decision of the internal review.