**Access to Information on the Environment (AIE)**

Under the AIE Regulations, the public are entitled to request access to information on the environment that is held by public bodies, including WWETB. How to make an AIE application

You can make a request for Access to Information on the Environment (AIE) by:

* Email to: aie@wwetb.ie,
* Post to: AIE Officer, Waterford and Wexford Education and Training Board, Ardcavan Business Park, Wexford Y35 P9EA

When making a request for information you must:

* State that the application is being made under the AIE Regulations.
* Send it in writing or by email.
* Provide your contact details.
* State the environmental information you require (be as specific as possible).
* Specify the form and manner you want to get the information requested.

Fees

There is no initial fee when making an AIE request. A public authority may however, charge a reasonable fee for supplying environmental information in accordance with the Regulations.

When you can expect a response to your request

A decision on your request may be to grant, part grant or refuse the information requested.

We will issue as soon as possible but no later than one month from the date of receipt of your request.

If you are unhappy with a decision on your request

You can request an internal review of the decision if your request for environmental information was either wholly or partially refused, or if you believe it was not properly dealt with in accordance with the provisions of the AIE Regulations.

You should make this request for an internal review within one month of receiving the final decision.

Is there a charge for an internal review?

There is no fee for the internal review process.

Outcome of the internal review

A written outcome of the review will be issued to you within one month of the date of receipt of the request, telling you the decision and the reason for the decision.

If you are unhappy with the outcome of the internal review, you may ask the Office of the Commissioner for Environmental Information (OCEI) to review the matter. You should request an appeal to the OCEI within one month of receiving the decision of the internal review.

If you need help to make a request

If you have any queries under AIE you can email aie@wwetb.ie or contact the AIE Officer by phone on 053-9123799.

More Information

More information on the AIE Regulations is available in the AIE section of the Department of the Environment, Climate and Communications website..

This process outlined above is in line with Directive 2003/4/EC of the European Parliament and of the Council on Public Access to Environmental Information (the AIE Directive).