

Access to Information on the Environment (AIE)

Fee Schedule

1. Introduction

Leitrim County Council is committed to facilitating public access to environmental information in accordance with the European Communities (Access to Information on the Environment) Regulations 2007 to 2018.

In accordance with Regulation 15 of the AIE Regulations, the Council may charge a reasonable fee for supplying environmental information, provided that such charges are transparent, proportionate, and reasonable.

2. Schedule of Charges

Search, Retrieval and Compilation of Records

Service	Fee
Search, retrieval and compilation of records	€20.00 per hour
Photocopying (A4)	€0.04 per page
Photocopying (A3)	€0.08 per page
Electronic records supplied by email or electronic transfer	No charge unless significant search, retrieval and compilation costs arise.
CD/DVD or other physical media	Actual cost of storage media
Inspection of records	No charge

The fee for search, retrieval and compilation reflects the reasonable costs incurred by the Council in locating, extracting and preparing records for release.

3. Fee Thresholds and Deposits

To ensure consistency in the administration of AIE requests, the following thresholds shall apply:

Provision	Arrangement
Requests where total fee is less than €100	No charge will be applied

Requests where estimated fee exceeds €100	Applicant will be notified in advance and offered the opportunity to narrow or refine the request
Deposit	A deposit of 20% of the estimated fee will be required before processing continues.
Maximum Charge	The Council will normally apply a maximum charge of €700

Applicants will receive details of the basis upon which any fee has been calculated.

4. Waiver and Reduction of Fees

Leitrim County Council may reduce or waive a fee where:

- The applicant demonstrates financial hardship;
- Appropriate supporting documentation is provided;
- The circumstances of the particular case justify a reduction or waiver.

Each application for a fee reduction or waiver will be considered on its own merits.

5. Internal Review

No fee is charged by Leitrim County Council for an Internal Review of a decision made under the AIE Regulations.

Applicants should note that a statutory fee may apply to appeals made to the Office of the Commissioner for Environmental Information.

6. Payment of Fees

Where applicable, applicants will be notified of any fee payable before records are released. Payment methods accepted by the Council will be specified in the notification issued to the applicant.

Records will normally be released following receipt of any applicable fee or deposit.

7. Review of Fee Schedule

This fee schedule may be reviewed periodically by Leitrim County Council to ensure continued compliance with legislative requirements, guidance issued by the Commissioner for Environmental Information, and evolving best practice.

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Date:

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