

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

Louise mc gowan

Recommended by:

**Louise Mc Gowan
Administrative Officer**



Endorsed by:

**Adrian Kielty
Senior Engineer**

Approved by:



**Vincent Dwyer
Director of Finance, Environment, Climate,
Sustainable Communities and Library Services**

Date:

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