

**Procedure for Appealing a Decision**

An internal review of the decision can be requested if information was refused in whole or in part. A review can also be requested if an applicant considers that their request has not been dealt with properly or if the fee to be charged is considered excessive.

This request for internal review, for which there is no charge, must be made within one month of receipt of the original decision.

The internal review involves a complete reconsideration of the matter by a member of the State Laboratory, unconnected with the original decision, whose rank is the same as or higher than that of the original decision maker. A written outcome shall be notified to the applicant within one month from receipt of the request.

If the outcome of the internal review is not satisfactory an appeal can be made to the Commissioner for Environmental Information. This appeal should be made within one month of receipt of notification of the internal review outcome. The Commissioner may extend these time limits for a particular case.

Contact details for the Commissioner are contained on [www.ocei.ie](http://www.ocei.ie).