

October 2024

Environmental Information Regulations

The Environmental Information Regulations 2004 (EIR) came into force on 1 January 2005, to coincide with the Freedom of Information Act 2000. They clarify and extend previous rights to environmental information. The public has a right of access to environmental information held by public authorities, including the UK Endorsement Board (UKEB).

The definition of "environmental information" is wide and covers elements of the environment, such as land, water, biological organisms etc., but also measures and activities which may affect these, including economic analysis of such measures and activities.

If the requested information is not environmental, we will deal with it under the Freedom of Information Act.

How to make a EIR request

- Requests for information can be verbal or in writing and they do not need to refer to the regulations.
- In your request, please include:
 - Your name and an address for correspondence (and any other contact details)
 - Full details of the specific information or documents you are requesting.
- Please send your EIR request to the FOIA team at foia@endorsement-board.uk or in writing to:

Environmental Information Regulations Requests
UK Endorsement Board
6th Floor
10 South Colonnade
London
E14 4PU

How we will handle your request

1. Our FOIA team will acknowledge your request and may need to contact you to discuss it. If so, we will use the contact details you have provided unless you have indicated otherwise.
2. We have 20 working days following the date on which your request was received to respond to your request. The exceptions to this are where:

An exemption applies and the adverse effect test and/or public interest test needs to be considered; or
 - clarification is required; or
 - where, after initial consideration of your request, a fee is requested.
3. Where a clarification or a fee is required, the 20 working days will begin following the date on which the clarification or the fee is received.
4. Our response will explain if:
 - i. We have the information you have asked for and can provide you with a copy of it; or
 - ii. We have the information, but we cannot give it to you because we are exempt from doing so – in which case we will explain why; or
 - iii. We are unable to confirm or deny if we have the information – in which case we will explain why.

Fees

A reasonable charge may be made for providing environmental information. Where fees are required a Fees Notice requesting payment will be issued and no further action will be taken until it is received.

The time taken to pay the fee does not count as part of the 20-working day target for a response.

A fee can be charged for the following:

- Staff time locating and retrieving information
- Disbursements including printing or photocopying costs, or copying to a different media
- Postage or delivery charges