



Our Ref. FOI 003-2025

Right To Know
requests@righttoknow.ie

Re: Freedom of Information Request for Access to Records
– deposit request

Dear RTK,

I refer to your request dated 8 January 2025 made under the Freedom of Information Act 2014, for records held by this office. I refer also to the acknowledgement of your request which was sent to you on 10 January 2025.

The Act allows for the charging of fees in certain circumstances, and this is set out in Section 27 of the Act as follows: *27(1) Such amount as may be appropriate having regard to the provisions of this section shall be charged by the FOI body concerned under this subsection and paid by the requester concerned to the body in respect of the grant of an FOI request. The amount of a charge under this subsection shall be equal to the estimated cost of the search for and retrieval and copying of the record concerned by the FOI body concerned for the requester.* I am now writing to advise you of the costs of your request as set out in Section 27(2) and (3).

After careful consideration and consultations, I estimate that the services of four staff member(s) for 14 hours will be the minimum amount of time required to efficiently complete the 'search and retrieval' work on your request. The prescribed amount chargeable for each such hour is €20.00 resulting in an overall fee of €280.00.

The estimated cost of your request is within the range set out in the Act where fees are payable. I am therefore required to notify you of this estimate of €280.00



and the deposit of €56.00 which will be required in this regard representing at least 20% of the estimated search, retrieval and copying costs. Payment should be made by way of bank draft, money order, postal order or personal cheque and made payable to The Office of Public Works. Should you wish to make payment by electronic means please contact foiunit@opw.ie.

The actual 'search and retrieval and copying' work to be carried out will not commence until the deposit is paid, and the final amount that you pay will be based on the actual work undertaken in relation to the records which are released to you. Incorporated in this final charge will be the cost of any copying of records at the prescribed rate. In the event that the final amount is less than the deposit which you have paid you will be refunded the excess.

You should also note that this notice suspends the running of the time limit for our final decision on your request for access to the records. That time limit will commence running again only if and when the deposit is paid. Please let me know if you wish to explore possible amendments to your request which might reduce or eliminate the deposit and/or fee in this matter.

A separate course open to you now is to seek a review of this decision to impose the stated deposit and fee. This request can be made in writing to the Freedom of Information Unit The Office of Public Works, Jonathan Swift St, Trim, Co Meath or alternatively by sending an e-mail to foiunit@opw.ie .In that event, you would normally have 4 weeks from receipt of this notification in which to make a request for a review. We will, however, allow the request for a review to be made late in appropriate circumstances. It would assist us if your letter referred to the present letter and stated the reasons as to why you are seeking the review.

Should you wish to discuss the above, please contact me at bryan.sheehan@opw.ie



Yours sincerely,

Bryan Sheehan

Bryan Sheehan
Decision Maker
Flood Risk Management Policy Unit
22 January 2025