

## Environmental Information Regulations 2004 (EIR)

The Environmental Information Regulations 2004 allow members of the public to request environmental information from public authorities. Karbon Homes is defined as a public authority under these regulations.

The information covered can be divided into the following six main areas:

- (1) the state of the elements of the environment which can include: air and atmosphere, water, soil and land, landscape, natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;
- (2) the factors which affect/influence or are likely to affect/influence the elements of the environment, these can include: substances, energy, noise, waste and emissions
- (3) the policies or other measures likely to affect the elements or factors listed in (1) and (2);
- (4) the reports on the implementation of environmental legislation;
- (5) the cost-benefit and other economic analyses and assumptions used within the measures and activities referred to in (3); and
- (6) the state of human health and safety (this includes the contamination of the food chain), the conditions of human life (this includes information on housing, poverty and employment), and cultural sites and built structures.

You may apply to Karbon Homes to request copies of the environmental information that we hold.

### Exceptions

We may refuse to disclose environmental information requested if one of the exceptions listed below applies:

- the information is not held by us, for example, it is in the public domain through the planning process\*;
- the request is 'manifestly unreasonable';
- the request is unclear or too general in what it is asking, in these instances we will contact you for clarity;
- the information is 'unfinished or in the course of being completed';
- the request involves the disclosure of internal communications; and
- harm would be caused by releasing the information.

\* For information relating to a planning application you should apply directly to your local authority.

The Data Protection Act 1998 protects the privacy of any third-party data included in the information requested.

### What we must do

Once we are clear on what is requested in relation to environmental information, we will aim to provide it within the required **20 working days**. If we are withholding information we will explain which exception applies.

### Charges



We will tell you if you have to pay anything. Most requests are free and we will send our answer by e-mail if possible, but you might be asked to pay a small amount for photocopies or postage in some cases.

### **How to Request**

To put in a request for environmental information you can either email Karbon directly at [info@karbonhomes.co.uk](mailto:info@karbonhomes.co.uk) with the subject line of 'Environmental Information'; alternatively, you can write to us at:

Karbon Homes, Number Five, Gosforth Park Avenue, Gosforth Business Park, Newcastle upon Tyne, NE12 8EG.

As we aim to provide the information to you electronically; please include your e-mail address when requesting.