# How to Make an Environmental Complaint

This leaflet explains who you should contact and what you can do to help resolve environmental problems

# A. Who to Contact

- B. What to Say and Do
- C. Directory of Relevant Agencies



Environmental Enforcement Network



SEE SOMETHING? SAY SOMETHING!



Who <sup>to</sup> Contact







# Step One

# Contact the Person or Business Directly

In many cases, it will be possible to resolve an environmental problem by contacting the person or business that you think is causing the problem directly. If you would prefer not to take this option, please move on to Step Two.

If you do contact the person or business directly, it is best to decide before you make contact what outcome you would like to see. Then contact them directly, by phone or in writing and outline the issue that needs to be resolved, how you would like to see it resolved and agree a timescale for this to be achieved.

#### Some areas, like

- wildlife & habitat protection,
- workplace health & safety, and
- public health

are the responsibility of specific public bodies. Contact details for these public bodies and information on the issues they are responsible for can be found at the back of this leaflet.

Rather than go through this complaints process you have the option of bringing your own actions under many sections of environmental law. ENFO has produced a leaflet, "Citizen's Role as Enforcer of Environmental & Planning Law", which explains this. ENFO can be reached on LoCall 1890 200 191 or www.enfo.ie.

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# **Step Two**

#### **Contact the Local Authority**

CONTACT DETAILS PAGE 6

If the first step in the process has not produced a satisfactory result, please contact your local authority except where your concern is about a business with an EPA licence.

The EPA licences large industry or large waste management facilities such as landfills. In this case, please move to Step Three.

So, where the problem relates to matters like littering, backyard burning, water pollution, noise, dust and smells you should be contacting the local authority, *unless the business has an* 





# **Step Three**

### Contact the Environmental Protection Agency (EPA)

CONTACT DETAILS PAGE 11

If you've been dealing with an EPA licensed site and the problem has not been resolved then you should contact the EPA.

Also, in cases where a local authority has investigated your complaint and the problem persists, please contact the EPA. The EPA will then investigate the issue and resolve it where possible.

It is important to note that the EPA will not become involved in investigating an issue that should be resolved by a local authority, until the relevant local authority has been given an opportunity to investigate and resolve the issue.

What Say Do

When you are seeking to resolve an environmental problem, whether you are at Step 1, 2 or 3, keep the following things in mind.

#### Keep a record

If you have chosen to get in contact by phone, it is good practice to take note of the date and time of the call, the name of the person you spoke to, the main points of the conversation, what actions have been undertaken by the person contacted and by yourself. Where further calls are made the same information should be taken and retained.

follow up with...



**Details are important** 

Give as much detail as possible -

Who? What? When? Where? !!

#### Follow up



You may wish to follow up any phone calls in writing or by e-mail. If so, make sure you keep a copy of any correspondence. This information may be useful in later steps of the process.

#### **On-line form**



You can also use the **Environmental** Complaint Form available on the local authority's or EPA website and also at the local authority or EPA

offices. Contact details, including website addresses, for all local authorities and the EPA can be found at the back of this leaflet. Again, please remember to keep a copy of all correspondence.

#### Keeping abreast of progress

When you make a complaint, you will be told how your complaint will be dealt with. Some problems can be resolved quickly. However, some environmental problems by their nature can take a considerable amount of time to resolve. If you would like to hear more about progress on your complaint, please contact the relevant local authority or EPA office where you lodged your complaint.

#### Confidentiality

To progress its investigation the local authority or the EPA will, in many cases, need to be able to contact you for further information or assistance.

You will be encouraged to give your name and contact details, as investigating anonymous complaints can be very difficult. You can request that your name and contact details be kept confidential. In order to maintain a complete public record of activities relating to an EPA licensed facility/site, it is normal practice that complaint details about licensed facilities are put on public file. Again, you can request that your name and contact details be kept confidential in which case your name and details will be withheld from the public file.

fidential

Please note that information submitted to public bodies is subject to the provisions of the Freedom of Information Acts 1997 and 2003.

#### Your role as a witness

Finally, in some instances it may be necessary that a court action be taken to resolve a problem. If this is the case you may be asked to act as a witness and to give sworn testimony.

# Directory <sup>of</sup> Regional Agencies

LOCAL AUTHORITIES

## Local Authorities

Environmental Complaints Carlow County Council Athy Road, Carlow

Tel +353 59 9136282 +353 59 9136281 +353 59 9136222 +353 59 9136226 Fax +353 59 9138098 Email enviro@carlowcoco.ie Website www.carlow.ie Litter Hotline 1800 308 208

Environmental Complaint Coordinator Environment Section **Cavan County Council** Courthouse, Cavan

Tel +353 49 4371429 Fax +353 49 4371423 Email epc@cavancoco.ie Website www.cavancoco.ie Environmental Complaints Coordinator Clare County Council

Environment and Emergency Services Directorate Block B, IAPE Building, Gort Road Ennis, Co Clare

Tel +353 65 6846331 Out of Hours 1800 606 706 Fax +353 65 6846444 Email enviroff@clarecoco.ie Website www.clare.ie

Administrative Officer Complaints Environmental Directorate **Cork County Council** Inniscarra, Co Cork

Tel +353 21 4532700 Out of Hours +353 21 4821433 Fax +353 21 4532727 Email environmental.complaints@ corkcoco.ie Website www.corkcoco.ie Administrative Officer Environment **Cork City Council** Floor 3, Norwich Union House 89/90 South Mall, Cork

Tel +353 21 4966222 Fax +353 21 4924054 Email environment@corkcity.ie Website www.corkcity.ie

Environment Section Donegal County Council County House Lifford, Co Donegal

Tel +353 74 9172222 Out of Hours +353 74 9172399 Fax +353 74 9141205 Email environment@donegalcoco.ie Website www.donegalcoco.ie

Customer Services Centre **Dublin City Council** Civic Offices, Dublin 8

Tel +353 1 2222222 Email info@dublincity.ie Website www.dublincity.ie Environmental Complaints Coordinator Enforcement Section Environmental Services Department **Dún Laoghaire Rathdown** County Council County Hall, Marine Road Dún Laoghaire, Co Dublin Tel +353 1 2047954 Out of Hours +353 1 6778844

Fax +353 1 2300125 Email wasteenforcement@ dlrcoco.ie Website www.dlrcoco.ie Litter Hotline 1800 403 503

Administrative Officer Enforcement Section Environment Department **Fingal County Council** PO Box 174, County Hall Swords, Fingal, Co Dublin

Tel +353 1 8905013 +353 1 8906274 Out of Hours +353 1 8731415 Fax +353 1 8906270 Email envserv@fingalcoco.ie Website www.fingalcoco.ie Litter Hotline 1800 201 093 Environment Section Galway City Council City Hall, College Road Galway Tel +353 91 536563 +353 91 536595 Helpline Fax +353 91 568146

Email environment@galwaycity.ie Website www.galwaycity.ie

Environmental Complaints Coordinator Environment Section **Galway County Council** Áras an Chontae Prospect Hill, Galway

Tel +353 91 509302 Out of Hours +353 91 585555 Fax +353 91 509033 Email environ@galwaycoco.ie Website www.galway.ie

Administrative Officer Environment Section **Kerry County Council** County Buildings Rathass, Tralee, Co Kerry

Tel +353 66 7183562 Litter Complaints +353 66 7162000 Waste & Pollution Complaints Fax +353 66 7120927 Email environ@kerrycoco.ie Website www.kerrycoco.ie Litter Hotline 1800 326 228 Administrative Officer Environment Section **Kildare County Council** Áras Chill Dara Devoy Park, Naas Co Kildare

Tel +353 45 980588 Out of Hours 1890 500 333 Fax +353 45 980587 Email environ@kildarecoco.ie Website www.kildare.ie Litter Hotline 1800 243 143

Environmental Complaints Coordinator **Kilkenny County Council** County Hall, John Street Kilkenny City

Tel +353 56 7794470 Out of Hours +353 56 7794400 Fax +353 56 7794004 Email environment@ kilkennycoco.ie Website www.kilkennycoco.ie Litter Hotline 1800 200 156 Administrative Officer Environment Section **Laois County Council** Áras an Chontae JFL Avenue, Portlaoise Co Laois

Tel +353 57 8674318 Fax +353 57 8674382 Email environmentadmin@ laoiscoco.ie Website www.laois.ie Litter Hotline 1800 32 32 30

Environmental Complaints Coordinator **Leitrim County Counci**l Áras an Chontae Carrick on Shannon Co Leitrim

Tel 1890 205205 Fax +353 71 9621982 Email environmentalcomplaints@ leitrimcoco.ie Website www.leitrimcoco.ie Litter Hotline 1890 205 205

## Local Authorities contd

Administrative Officer Environment Department Limerick City Council City Hall, Merchant's Quay Limerick

Tel +353 61 407190 Out of Hours +353 61 417833 Fax +353 61 418345 Email environ@limerickcity.ie Website www.limerickcity.ie Litter Hotline 1800 216 816

Administrative Officer Environment Section Limerick County Council Floor 3 County Hall Dooradoyle Co Limerick

Tel +353 61 496264 Fax +353 61 496008 Email environ@limerickcoco.ie Website www.limerickcoco.ie Litter Hotline 1800 201 151 Environmental Complaints Coordinator Longford County Council Áras an Chontae Great Water Street, Longford County Longford Tel +353 43 43468 1850 434 450 Fax +353 43 43439 Email environmental.complaints@

longfordcoco.ie Website www.longfordcoco.ie Hotline 1850 434 450

Senior Staff Officer Environment Section Louth County Council County Hall Millennium Centre Dundalk, Co Louth Tel +353 42 9353130 Out of Hours +353 42 9335457 Fax +353 42 9353196 Email environment@louthcoco.ie Website www.louthcoco.ie Litter Line 1800 202 606 Environmental Complaints Officer **Mayo County Council** Áras an Chontae Castlebar, Co Mayo

Tel +353 94 9024444 Ext 7442 Fax +353 94 9028445 Email bwalshe@mayococo.ie Website www.mayococo.ie Litter Hotline 1800 400 256

Senior Executive Officer Environment Section **Meath County Council** County Hall, Navan, Co Meath

Tel +353 46 9097204 +353 46 9097205 +353 46 9097206 +353 46 9097207 Out of Hours 1890 445 335 Fax +353 46 9097001 Email environment@meathcoco.ie Website www.meath.ie Litter Hotline 1890 228 466

Administration Officer Environment Monaghan County Council The Glen, Monaghan Co Monaghan Tel +353 47 30592 Fax +353 47 82739 Email environ@monaghancoco.ie Website www.monaghan.ie Litter Hotline 1800 200 014

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# Directory <sup>of</sup> Regional Agencies

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LOCAL AUTHORITIES

Administrative Officer Environment Section North Tipperary County Council Civic Offices Limerick Road

Nenagh, Co Tipperary Tel +353 67 44786 Fax +353 67 32260 Email environment@ northtippcoco.ie

Website www.tipperarynorth.ie Litter Hotline 1800 250 350

Environmental Services Offaly County Council Áras an Chontae Tullamore, Co Offaly Tel +353 57 9346895

+353 57 9346800 Out of Hours 1890 750 750 Fax +353 57 9329230 Email environment@offalycoco.ie Website www.offaly.ie Environment Hotline 1800 242 673 Environmental Complaints Coordinator

Environment Section Roscommon County Council Roscommon West Business Park Circular Road Roscommon

Tel +353 90 6637261 Fax +353 90 6634443 Email environment@ roscommoncoco.ie Website www.roscommoncoco.ie Litter Hotline 1850 548 837

Environment Complaints Officer Sligo County Council Unit 9 Cleveragh Business Park Sligo Tel +353 71 9111902 Fax +353 71 9111924 Email enviro@sligococo.ie Website www.sligococo.ie

Environmental Services Department **South Dublin County Council** County Hall, Town Centre Tallaght, Dublin 24

Tel +353 1 4149000 Fax +353 1 4149261 +353 1 4149101 Email cccounter@sdublincoco.ie Website www.southdublin.ie Administrative Officer Environment Section South Tipperary County Council Old Museum Parnell Street, Clonmel Co Tipperary Tel +353 52 34455 Out of Hours 1800 202 627 Fax +353 52 34391 Email environ@southtippcoco.ie Website www.southtippcoco.ie Litter Hotline 1800 202 627

Environmental Complaints Coordinator

Environmental Services Waterford City Council Wallace House, Maritana Gate Canada Street, Waterford

Tel +353 51 849868 Out of Hours +353 51 875555 Fax +353 51 849530 Email environservices@ waterfordcity.ie Website www.waterfordcity.ie Environmental Complaints Coordinator

Environmental Enforcement Office Waterford County Council Civic Offices Dungarvan, Co Waterford Tel +353 58 22000

+353 58 21113 Out of Hours +353 58 22000 Fax +353 58 20889 Email environmentalcomplaints@ waterfordcoco.ie Website www.waterfordcoco.ie Litter Hotline 1800 201 501

Senior Engineer Environment Section **Westmeath County Council** Bishopsgate Street Mullingar Co Westmeath

Tel +353 44 9332169 Out of Hours +353 44 9332000 Fax +353 44 9384239 Email mconnolly@ westmeathcoco.ie Website www.westmeathcoco.ie Litter Hotline 1890 320 005

## Local Authorities contd

Environmental Complaints Coordinator Environment Enforcement **Wexford County Council** County Hall

Wexford

Tel 1800 767 848 +353 53 9176619 Out of Hours 1890 666 777 Fax +353 53 9147748 Email environment.enforcement@ wexfordcoco.ie Website www.wexford.ie

Senior Executive Officer Water & Environmental Services Section Wicklow County Council County Buildings Wicklow Town Tel +353 404 20296 Fax +353 404 67792 Email envser@wicklowcoco.ie

Website www.wicklow.ie Litter Hotline 1890 548 837 'Dump the Dumpers' LoCall 1850 365 121

Members of the public can report large scale illegal dumping via a 24 hour locall telephone number 1850 365 121. This confidential telephone service is designed to encourage reporting of large scale illegal dumping of waste or of abandoned illegal dumps. Local authorities, An Garda Síochána and the EPA will follow up on the information provided by the public, as appropriate.

LOCAL AUTHORITIES 'DUMP THE DUMPERS' EPA REGIONAL OFFICES ENFO

PART

Directory

Regional

Agencies

HEALTH SERVICE EXECUTIVE

# EPA Regional Offices

Members of the public who wish to make a complaint to the EPA under Part A, Step Three of this leaflet should complete the relevant complaint form on the EPA website, www.epa.ie.

#### Headquarters South East Region

Environmental Protection Agency PO Box 3000 Johnstown Castle Estate Wexford

Tel +353 53 9160600 LoCall 1890 33 55 99 Fax +353 53 91606 99 Email info@epa.ie Website www.epa.ie

#### **East/North East Region**

Environmental Protection Agency McCumiskey House Richview, Dublin 14

Tel +353 1 2680100 LoCall 1890 33 55 99 Fax +353 1 2680199 Email info@epa.ie Website www.epa.ie

#### South/South West Region

Environmental Protection Agency Inniscarra, Co Cork

Tel +353 21 4875540 LoCall 1890 33 55 99 Fax +353 21 4875545 Email info@epa.ie Website www.epa.ie

#### West/North West Region

Environmental Protection Agency John Moore Road Castlebar, Co Mayo Tel +353 94 9048400 LoCall 1890 33 55 99 Fax +353 94 9048499 Email info@epa.ie Website www.epa.ie

#### OEE Public Authority Enforcement

Environmental Complaints Unit Office of Environmental Enforcement Environmental Protection Agency PO Box 3000 Johnstown Castle Estate Co Wexford Tel +353 53 9160600 LoCall 1890 33 55 99 Fax +353 53 9160699

Email info@epa.ie

Website www.epa.ie

# ENFO

ENFO is the environmental information service of the Department of the Environment, Heritage and Local Government.

#### ENFO

17 St Andrew Street Dublin 2 Tel 1890 200 191 +353 1 8882001 Fax +353 1 8883946 Email info@enfo.ie Website www.enfo.ie

# Health Service Executive

The Health Service Executive (HSE) is responsible for dealing with complaints about public health matters. If you have a concern about impacts of an activity or incident on your own health, the health of your family or the health of the wider community, contact the Health Services Executive so that public health issues can be investigated.

#### Health Service Executive (HSE) Head Office

Oak House Millennium Park Naas, Co Kildare

Tel +353 45 880400 Fax 1890 200 893 Website www.hse.ie

## Regional Fisheries Boards

The Regional Fisheries Boards are statutory bodies mainly responsible for aquatic life forms and the fish habitat.

They investigate complaints about fish kills and water pollution matters, including pollution arising from Local Authority Works and are also interested in any activity that impacts on waters such as dredging, gravel removal, bridge construction etc.

#### **Central Fisheries Board**

Swords Business Campus Swords, Co Dublin Tel +353 1 8842600 Fax +353 1 8360060 Email info@cfb.ie

#### **Eastern Regional**

Website www.cfb.ie

Fisheries Board 15A Main Street Blackrock, Co Dublin Tel +353 1 2787022 Fax +353 1 2787025 Email info@erfb.ie Website www.fishingireland.net

#### Northern Regional Fisheries Board

Station Road, Ballyshannon Co Donegal

Tel +353 71 9851435 Fax +353 71 9851815 Email info@nrfb.ie Website www.nrfb.ie

#### North Western Regional Fisheries Board

Ardnaree House Abbey Street Ballina, Co Mayo

Tel +353 96 9022788 Fax +353 96 9070543 Email info@nwrfb.com Website www.northwestfisheries.ie

Shannon Regional Fisheries Board

Ashbourne Business Park Dock Road Limerick

Tel +353 61 300238 Fax +353 61 300308 Email info@shrfb.com Website www.shannon-fisheryboard.ie

#### Southern Regional Fisheries Board

Epworth, Anglesea Street Clonmel Co Tipperary

Tel +353 52 80055 Fax +353 52 23971 Email enquiries@srfb.ie Website www.srfb.ie

#### South Western Regional Fisheries Board

Sunnyside House Macroom, Co Cork

Tel +353 26 41222 Fax +353 26 41223 Email swrfb@swrfb.ie Website www.swrfb.com

#### Western Regional Fisheries Board

The Weir Lodge Earl's Island Galway

Tel +353 91 563110 Fax +353 91 566335 Email info@wrfb.ie Website www.wrfb.ie

# Directory <sup>of</sup> Regional Agencies

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REGIONAL FISHERIES BOARDS

NATIONAL PARKS AND WILDLIFE SERVICE

AN GARDA SÍOCHÁNA

HEALTH & SAFETY AUTHORITY

FOOD SAFETY AUTHORITY OF IRELAND

# National Parks and Wildlife Service – Department of Environment, Heritage & Local Government

The National Parks and Wildlife Service, part of the Department of Environment, Heritage & Local Government is responsible for investigating complaints about wildlife and habitat protection matters.

#### National Parks & Wildlife Service

7 Ely Place Dublin 2 Tel +353 1 8882000 Fax +353 1 8883272 Email natureconservation@ environ.ie Website www.npws.ie

# An Garda Síochána

An Garda Síochána should be contacted where you have concerns that a criminal offence has been committed.

# Health & Safety Authority

The Health & Safety Authority is responsible for securing health and safety at work.

#### Health & Safety Authority

The Metropolitan Building James Joyce Street Dublin 1

Tel 1890 289 389 Fax +353 1 6147020 Email wcu@hsa.ie Website www.hsa.ie

# Food Safety Authority of Ireland

The Food Safety Authority of Ireland aims to protect consumers' health and consumers' interests by ensuring that food consumed, distributed, marketed or produced in the state meets the highest standards of food safety and hygiene.

#### Food Safety Authority of Ireland

Abbey Court Lower Abbey Street Dublin 1

Tel +353 1 8171300 Fax +353 1 8171301 Email info@fsai.ie Website www.fsai.ie

# Directory <sup>of</sup> Regional Agencies

RADIOLOGICAL PROTECTION INSTITUTE OF IRELAND (RPII)

DEPARTMENT OF AGRICULTURE & FOOD

EU COMMISSION

# Radiological Protection Institute of Ireland (RPII)

The Radiological Protection Institute of Ireland (RPII) is the national organisation with regulatory, monitoring and advisory responsibilities concerning ionising radiation and radioactive contamination in the environment.

#### Radiological Protection Institute of Ireland

3 Clonskeagh Square Clonskeagh Road Dublin 14

Tel +353 1 2697766 Fax +353 1 2697437 Email rpii@rpii.ie Website www.rpii.ie

# Department of Agriculture & Food

The Department of Agriculture and Food is responsible for overseeing single-farm payments to farmers, which are subject to crosscompliance with environmental directives. The Department carries out inspections to meet EU requirements and arrangements for cross reporting with other control authorities are being put in place.

#### Department of Agriculture & Food

Agriculture House Kildare Street Dublin 2

Tel +353 1 6072000 Locall 1890 200 510 Email info@agriculture.gov.ie Website www.agriculture.gov.ie

# **EU** Commission

The European Commission is responsible for ensuring that Community law is applied properly in the Member States.

Anyone may lodge a complaint with the Commission against a Member State about any measure (law, regulation or administrative action) or practice, which they consider incompatible with a provision or a principle of Community law. It may be appropriate before contacting the European Commission to first ensure that the National Authorities are sufficiently informed about and given an opportunity to respond to a potentially unsatisfactory situation complained about. Standard complaint forms are available on the website of the European Commission www.ec.europa.eu

Alternatively, a complaint may also be sent by ordinary letter. Such complaints should be sent to the following address:

#### Commission of the European Communities

(for the attention of the Secretary-General) B-1049 Brussels Belgium

Produced through the Environmental Enforcement Network by the Environmenta Protection Agency, County and City Managers Association and the Department of Environment, Heritage & Local Government.