

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT
The Natural Resources Conservation (Permits and Licences) Regulations, 1996 (amended) 2004
(Pursuant to section 9, NRCA Act 1991)

CHECKLIST

Application for Environmental Permit

- Completed Permit Application Form & Project Information Form including:-
 - Tax Registration Number
 - Contact information – Telephone, Cellular phone, Fax, Email
 - For Companies – Company Registration Number; Names of Directors and Company Secretary
 - Copy of Identification for the person(s) making the application e.g. Driver's Licence, National ID or Passport.
- Completed Licence Application Form (if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment).
- Beach Licence Application Form (Licence Under the Beach Control Authority for any Use of the Foreshore, Floor of the Sea and the Water Column).
- Location Map (Drawn to Scale 1:12,500).
- Layout Plan or Site Plan of facility/development Drawn to Scale (including dimensions).

Informative - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site and subdivision plans must be certified by a commissioned land surveyor.

- Detailed Design of Project including:-
 - the proposed method of wastewater treatment and disposal or similar facility
 - the location and setback of the wastewater treatment and disposal facility on the Subdivision or Layout plan
 - a Gantt chart illustrating the project schedule/ construction schedule for wastewater treatment and disposal facility or similar facility
 - a Sludge / Septage Management Plan for wastewater treatment and disposal facility or similar facility
 - Detailed design of the treatment components.
 - Waste Management Plan and a Closure Plan for Petroleum Storage Facilities or similar facility

- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter.

Informative

- If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title and copy of identification for both parties e.g. Driver's Licence, National ID or Passport.
- If the registered title is held jointly, either all parties must be reflected as applicant OR there should be a letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
- ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent. The letter must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.

- Project Brief describing the scope and extent of the project
- Drainage Plan
- Surface Discharge Permission letter - **Applicable** where the proposal is to discharge the final effluent into a surface drainage channel owned by another individual.

Informative: In this case, the Applicant is to submit a no objection letter from the owner of this channel.

- Design Report- Applicable only to wastewater treatment and disposal facility or similar facility
 - Application Fee of \$2000.00
 - Previously submitted to Development Assistance Centre
- Informative: Application must be submitted in quadruplicate (4 sets)**

Informative – Collection of Environmental Permit

Please be advised that the Environmental Permit **MUST** be collected within **THREE (3) MONTHS** of the date of the approval by the Authority. Failure to do so will result in the approval being withdrawn and a reapplication for the Environmental Permit being required.

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT

The Natural Resources Conservation (Permits and Licences) Regulations, 1996 (Amended 2004)
(Pursuant to Section 4 and 12, NRCA Act 1991)

CHECKLIST

Application for Environmental Licence to Discharge Sewage Effluent or Trade Effluent

- Completed Licence Application Form (4 copies) & Project Information Form (4 copies) **including:-**
 - Tax Registration Number
 - Contact information – Telephone, Cellular phone, Fax, Email
 - For Companies – Company Registration Number; Names of Directors and Company Secretary
 - Copy of Identification for the person(s) making the application e.g. Driver's Licence, National ID or Passport.
- Completed Permit Application Form **(if the project which falls within any of the prescribed categories)**. (4 copies)
- Beach Licence Application Form **(Licence Under the Beach Control Authority for any modification to the Foreshore and Floor of the Sea)**
- Location Map **(Drawn to Scale)** (4 copies)
- Layout Plan or Site Plan of facility/development **(including dimensions)** (4 copies)
- Detailed Design of Sewage/Waste Water (Trade Effluent) Facility **(including Discharge Points-Coordinates must be stated)** (4 copies)
- Map indicating the route of the pipeline/drainage channel from the sewage treatment plant to the point of discharge (4 copies).
- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter.
Informative
 - If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title and copy of identification for both parties e.g. Driver's Licence, National ID or Passport.
 - If the registered title is held jointly, either all parties must be reflected as applicant **OR** there should be a letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent. The letter must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
- Project Brief describing the scope and extent of the project (4 copies)
- Application Fee of \$2000.00

Previously submitted to Development Assistance Centre

Informative – Collection of Environmental Licence

Please be advised that the Environmental Licence **MUST** be collected within **THREE (3) MONTHS** of the date of the approval by the Authority. Failure to do so will result in the approval being withdrawn and a reapplication for the Environmental Licence being required.

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT
The Natural Resources Conservation (Permits and Licences) Regulations, 1996 (amended) 2004
(Pursuant to section 9, NRCA Act 1991)

CHECKLIST

Application for Environmental Permit for Petroleum Storage, Stockpiling & Dispensing Facility

- Completed Permit Application Form & Project Information Form including:-
 - Tax Registration Number
 - Contact information – Telephone, Cellular phone, Fax, Email
 - For Companies – Company Registration Number; Names of Directors and Company Secretary
 - Copy of Identification for the person(s) making the application e.g. Driver’s Licence, National ID or Passport.
- Completed Licence Application Form (if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment).
- Beach Licence Application Form (Licence Under the Beach Control Authority for any Use of the Foreshore, Floor of the Sea and the Water Column).
- Location Map (Drawn to Scale 1:12,500).
- Layout Plan or Site Plan of facility/development Drawn to Scale (including dimensions). (4 copies, one of which must be approved by the Jamaica Fire Brigade. NB (2 copies of the Layout Plans are to be submitted to JFB for approval prior to the submission of the permit application to NEPA)

Informative - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site and subdivision plans must be certified by a commissioned land surveyor.

- Detailed Design of Project including:-
 - the location and setback of the wastewater treatment and disposal facility on the Layout plan
 - Waste Management Plan and a Closure Plan for Petroleum Storage Facilities
- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter.

Informative

 - If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title and copy of identification for both parties e.g. Driver’s Licence, National ID or Passport.
 - If the registered title is held jointly, either all parties must be reflected as applicant OR there should be a letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver’s Licence, National ID or Passport.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT
The Natural Resources Conservation (Permits and Licences) Regulations, 1996 (amended) 2004
(Pursuant to section 9, NRCA Act 1991)

CHECKLIST –**Water Based Activities**

Application for Environmental Permit

- Completed Permit Application Form & Project Information Form including:-
 - Tax Registration Number
 - Contact information – Telephone, Mobile telephone, Fax, Email
 - For Companies – Company Registration Number; Names of Directors and Company Secretary
- Completed Licence Application Form (if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment).
- Beach Licence Application Form (Licence Under the Beach Control Authority for any use of the Foreshore, Floor of the Sea and the Water Column).
- Location Map (Drawn to Scale 1:12,500).
- Layout Plan or Site Plan of facility/development Drawn to Scale (including dimensions).

Informative - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site and subdivision plans must be certified by a commissioned land surveyor.

- Detailed Design of Project including:-
 - the proposed method of sewage treatment and disposal
 - the location and setback of the sewage treatment facility on the Subdivision or Layout plan
- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease Agreement along with a copy of the title and a consent letter.

Informative

 - If the applicant is not the owner, a letter of authorization from the title holder(s) witnessed by a Justice of the Peace, giving the applicant permission to use the land for the proposed activity, must be submitted along with a copy of the title and a copy of the Identification for both parties e.g. current Driver's Licence, National ID or Passport.
 - If the registered title is held jointly, either all parties must be reflected as applicant or there should be a letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity. The letter or authorization witnessed by a Justice of the Peace must be presented along with a copy of the Identification for all parties e.g. current Driver's Licence, National ID or Passport.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for Permits and Licences on behalf of someone else, must submit a letter (with each application), giving them authority to apply for the Permit/Licence. The letter must also state the extent of their authority in relation to the application and in whose name the Permit/Licence should be issued. The letter must be signed by all the relevant parties who they represent, witnessed by a Justice of the Peace, and presented along with a copy of the Identification for all parties e.g. current Driver's Licence, National ID or Passport.
- Project Brief describing the scope and extent of the project
- Drainage Plan
- Surface Discharge Permission letter - **Applicable** where the proposal is to discharge the final effluent into a surface drainage channel owned by another individual.

Informative: In this case, the Applicant is to submit a "no objection" letter from the owner of the channel.

- 6 Months water quality data (representing wet and dry periods)
- Design Report- Applicable only to Sewage and Waste Water Facilities
- Application Fee of \$2000.00
- Previously submitted to Development Assistance Centre

Informative: Application must be submitted in quadruplicate (4 sets)

Informative – Collection of Environmental Permit

Please be advised that the Permit **MUST** be collected within **THREE (3) MONTHS** of the date of the approval by the Authority. Failure to do so will result in the approval being withdrawn and a reapplication for the Environmental Permit being required

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT
The Natural Resources Conservation (Permits and Licences) Regulations, 1996 (amended) 2004
(Pursuant to section 9, NRCA Act 1991)

CHECKLIST

Application for Environmental Permit –Modification of Wetland

- Completed Permit Application Form & Project Information Form including:-
 - Tax Registration Number
 - Contact information – Telephone, Cellular phone, Fax, Email
 - For Companies – Company Registration Number; Names of Directors and Company Secretary
 - Copy of Identification for the person(s) making the application e.g. Driver’s Licence, National ID or Passport

- Completed Licence Application Form (if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment).

- Beach Licence Application Form (Licence Under the Beach Control Authority for any Use of the Foreshore, Floor of the Sea and the Water Column).

- Location Map (Drawn to Scale 1:12,500).

- Site Plan of the wetland to be modified drawn to scale (including dimensions).

Informative - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site and subdivision plans must be certified by a commissioned land surveyor.

- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter.

Informative
 - If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title and copy of identification for both parties e.g. Driver’s Licence, National ID or Passport.
 - If the registered title is held jointly, either all parties must be reflected as applicant **OR** there should be a letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver’s Licence, National ID or Passport.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent. The letter must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver’s Licence, National ID or Passport.

- Project Brief describing the scope and extent of the project
 - o the extent of wetland area to be modified with dimensions,
 - o species population of flora and fauna present
 - o function(s) of wetland (4 copies)

- Drainage Plan

- Surface Discharge Permission letter - **Applicable** where the proposal is to discharge the final effluent into a surface drainage channel owned by another individual.

Informative: In this case, the Applicant is to submit a no objection letter from the owner of this channel.

- Design Report- Applicable only to wastewater treatment and disposal facility or similar facility

- Application Fee of \$2000.00

- Previously submitted to Development Assistance Centre

Informative: Application must be submitted in quadruplicate (4 sets)

Informative: Application must be submitted in quadruplicate (4 sets)

- If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title.
 - If the registered title is held jointly, either all parties must be reflected as applicant OR there should be letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent.
- Closure Plan (4 copies)
 - Application Fee of \$2000.00

THE BEACH CONTROL ACT (THE BEACH CONTROL AUTHORITY LICENSING REGULATIONS, 1956)
(Licence pursuant to the Beach Control Authority (Licensing) Regulations 1956 (Amendment) 1999 for the
any encroachment on the Foreshore and Floor of the Sea and in the water column)

BEACH LICENCE APPLICATIONS CHECKLIST

- Beach Licence Application Form (**must be signed by Applicant and a Justice of the Peace**)(3 copies)
 - Copy of Identification for the person(s) making the application e.g. Driver's Licence, National ID or Passport
- Completed Environmental Permit Application & Project Information Forms (**if the project which falls within any of the prescribed categories**). (4 copies)
- Completed Environmental Licence Application Form (**if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment**). (4 copies)
- Location Map (**Drawn to Scale 1: 12,500**) (3 copies)
- Layout plan of the area including the proposed encroachment/ structure to be licensed (**including Dimensions**) (3 copies)

Informative - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site plans must be certified by a commissioned land surveyor
- Detail Design of Project
 - Profiles and Dimensions) (3 copies)
 - Proposed method of sewage of sewage treatment and disposal, **if applicable**) (2 copies)
- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter.

Informative

 - If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title and copy of identification for both parties e.g. Driver's Licence, National ID or Passport.
 - If the registered title is held jointly, either all parties must be reflected as applicant OR there should be a letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/licence should be issued. The letter must be signed by all the relevant parties who they represent. The letter must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
- Project Brief to include
 - a description of how the work will be undertaken
 - The benthos of the area (resources that will be impacted). (2 copies)
- Application Fee of \$1000.00
- TRN
- Contact information – Tele phone, Cellular phone, Fax, Email
- For Companies – Company Registration Number; Names of Directors and Company Secretary
- Erect the NOTICE OF APPLICATION (**Refer to Form B First Schedule**)

- Provide evidence that signs have been posted, for example, a photograph of the erected sign.
 - Provide evidence that neighbours have been notified by registered mail
- Previously submitted to Development Assistance Centre

Informative – Collection of Beach Licence

Please be advised that the Beach Licence **MUST** be collected within **THREE (3) MONTHS** of the date of the approval by the Authority. Failure to do so will result in the approval being withdrawn and a reapplication for the Beach Licence being required.

THE BEACH CONTROL ACT (THE BEACH CONTROL AUTHORITY LICENSING REGULATIONS, 1956)
(Licence pursuant to the Beach Control Authority (Licensing) Regulations 1956 (Amendment) 1999 for the
use of the Foreshore and Floor of the Sea and in the water column)

BEACH LICENCE APPLICATIONS CHECKLIST
PORT AND HARBOUR DEVELOPMENT

- Beach Licence Application Form (**must be signed by Applicant and a Justice of the Peace**)(3 copies)
- Completed Environmental Permit Application & Project Information Forms (**if the project which falls within any of the prescribed categories**). (4 copies)
- Completed Environmental Licence Application Form (**if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment**). (4 copies)
- Location Map (**Drawn to Scale 1: 12,500**) (3 copies)
- Layout plan of the area including the proposed encroachment/ structure to be licensed (**including Dimensions**) (3 copies)
Informative - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site plans must be certified by a commissioned land surveyor
- Detail Design of Project
 - Profiles and Dimensions) (3 copies)
 - Proposed method of sewage of sewage treatment and disposal, **if applicable**) (2 copies)
- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter.**Informative**
 - If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title must be provided.
 - If the registered title is held jointly, either all parties must be reflected as applicant OR there should be letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent.
- Project Brief to include
 - a description of how the work will be undertaken
 - The benthos of the area (resources that will be impacted). (2 copies)
 - An estimated timeline for the construction phase(s)
- Application Fee of \$1000.00
- TRN
- Contact information – Tele phone, Cellular phone, Fax, Email
- For Companies – Company Registration Number; Names of Directors and Company Secretary
- Erect the NOTICE OF APPLICATION (**Refer to Form B First Schedule**)
 - Provide evidence that signs have been posted, for example, a photograph of the erected sign.
 - Provide evidence that neighbours have been notified by registered mail
- Previously submitted to Development Assistance Centre

Informative – Collection of Beach Licence

Please be advised that the Beach Licence **MUST** be collected within **THREE (3) MONTHS** of the date of the approval by the Authority. Failure to do so will result in the approval being withdrawn and a reapplication for the Beach Licence being required.

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT

CHECKLIST¹

Application for the Export of Hazardous Waste

- Completed Application Form (Form 4) - *This Form should be completed in block letters and submitted in triplicate*
- A Completed Notification form (Form 2) - *This Form should be completed in block letters and submitted in triplicate*
- A Written Contract between the **exporter/generator** and the **disposer** specifying environmentally sound management of the waste
- Documents indicating that the appropriate insurance coverage, including indemnity for damage to third parties and for environmental damage or an adequate bank guarantee, trust fund, bond, line of credit, escrow account or such other form of security relating to damage to third parties and environmental damage, as the Authority considers appropriate, has been put in place
- An Emergency Response Plan - *This should cover the movement of the waste from the point of generation/storage to the point of exit from Jamaica*
- The Prescribed Application fee of J\$2,500. *This fee is nonrefundable.*
- Specify Name and Registration No. of Company
- Address of Registered Office of Company
- Holder of an export licence from Jamaica Trade and Invest.

¹ Excerpted from *The Natural Resources (Hazardous Waste) (Control of Transboundary Movement) Regulations, 2002*

CONTROL ACT (THE BEACH CONTROL AUTHORITY LICENSING REGULATIONS, 1956)
(Licence pursuant to the Beach Control Authority (Licensing) Regulations 1956 (Amendment) 1999 for the Use
of the Foreshore and Floor of the Sea and the water column)

BEACH LICENCE APPLICATIONS CHECKLIST

- Beach Licence Application Form (**must be signed by Applicant and a Justice of the Peace**)(3 copies)
 - Copy of Identification for the person(s) making the application e.g. Driver's Licence, National ID or Passport
- Completed Environmental Permit Application & Project Information Forms (**if the project which falls within any of the prescribed categories**). (4 copies)
- Completed Environmental Licence Application Form (**if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment**). (4 copies)
- Location Map (**Drawn to Scale 1: 12,500**) (3 copies)
- Layout Plan of the area to be licensed (**including dimensions**) (3 copies)
Informative - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site plans must be certified by a commissioned land surveyor
- Detail Design of Project (**including the proposed method of sewage treatment and disposal, if applicable**) (2 copies)
- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter.**Informative**
 - If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title and copy of identification for both parties e.g. Driver's Licence, National ID or Passport.
 - If the registered title is held jointly, either all parties must be reflected as applicant OR there should be a letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/licence should be issued. The letter must be signed by all the relevant parties who they represent. The letter must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
- Project Brief to include the no. of rooms if application is in connection with hotel/resort development (2 copies)
- Application Fee of \$1000.00
- TRN
- Contact information – Tele phone, Cellular phone, Fax, Email
- For Companies – Company Registration Number; Names of Directors and Company Secretary
- Erect the NOTICE OF APPLICATION (**Refer to Form B First Schedule**)
 - Provide evidence that signs have been posted, for example, a photograph of the erected sign.
 - Provide evidence that neighbours have been notified by registered mail
- Previously submitted to Development Assistance Centre

Informative – Collection of Beach Licence

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THE BEACH CONTROL ACT (THE BEACH CONTROL AUTHORITY LICENSING REGULATIONS, 1956)
(Licence pursuant to the Beach Control Authority (Licensing) Regulations 1956 (Amendment) 1999 for the any Dredging and or Reclamation on the Foreshore and Floor of the Sea and in the water column)

BEACH LICENCE APPLICATIONS CHECKLIST

- Beach Licence Application Form (**must be signed by Applicant and a Justice of the Peace**)(3 copies)
 - Copy of Identification for the person(s) making the application e.g. Driver's Licence, National ID or Passport
- Completed Environmental Permit Application & Project Information Forms (**if the project which falls within any of the prescribed categories**). (4 copies)
- Completed Environmental Licence Application Form (**if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment**). (4 copies)
- Location Map (**Drawn to Scale 1: 12,500**) (3 copies)
- Layout Plan of the area to be dredged and the area of working footprint (**including Dimensions**) (3 copies)

Informative - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site plans must be certified by a commissioned land surveyor
- Detail Design of Project
 - Profiles and Dimensions) (3 copies)
- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter.

Informative

 - If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title and copy of identification for both parties e.g. Driver's Licence, National ID or Passport.
 - If the registered title is held jointly, either all parties must be reflected as applicant OR there should be a letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation to the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent. The letter must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
- Project Brief to include
 - a description of how the work will be undertaken
 - Quantity of material to be dredged and or reclaimed
 - Source of material to be used for reclamation
 - If material is to be imported; you are required to
 1. State the area and country of origin so that an assessment of the risk of invasive species may be conducted.
 2. Submit all requisite licences and permits, including proof of permission to export from the country of origin.
 3. Submit certification that the material carries no pollutants and/or biological contaminants.
 4. State the quality, grade and colour of the sand to be imported

- Type of equipment to be used
 - The benthos of the area to be dredged and or reclaimed (resources that will be impacted)
 - The methodology and mitigation measures that will be used to carry dredging works and or reclamation
 - The quantity of material to be disposed of
 - The area/location where the dredged spoil or excess will be disposed of.
 - Quantity of seagrass and or coral to be removed
 - The area/location where the seagrass and or coral will be relocated.
- Application Fee of \$1000.00
 - TRN
 - Contact information – Tele phone, Cellular phone, Fax, Email
 - For Companies – Company Registration Number; Names of Directors and Company Secretary
 - Erect the NOTICE OF APPLICATION (**Refer to Form B First Schedule**)
 - Provide evidence that signs have been posted, for example, a photograph of the erected sign.
 - Provide evidence that neighbours have been notified by registered mail
 - Previously submitted to Development Assistance Centre

Informative – Collection of Beach Licence

Please be advised that the Beach Licence **MUST** be collected within **THREE (3) MONTHS** of the date of the approval by the Authority. Failure to do so will result in the approval being withdrawn and a reapplication for the Beach Licence being required.

ENVIRONMENTAL PERMIT CHECKLIST

INTRODUCTION OF FAUNA

1. Scientific name (genus and species)
2. Common name
3. Number of specimens of each species
4. Photographs of the specimen(s) of each species
5. Description of marks, tags, band, numbers or microchip (state number/s), age and sex.
6. Country of origin and country of export
7. Indicate if captive bred, reared in captivity or collected from the wild.
8. Purpose of introduction.
9. Describe the type, size and material of shipping container and arrangement for caring for the animal(s) during transport.
10. Name the Jamaican port through which the import will occur.
11. If CITES species, a copy of CITES permit or certificate from the exporting country is required.
12. Copy of the permit from the Veterinary Services Division, Ministry of Agriculture
13. Proposed date of import.
14. Describe the type, size and construction material for holding facility in Jamaica (diagram should be included).
15. State capacity to provide adequate health and nutritional care for the animals.

Date: March 3, 2004
Prepared by: Biodiversity Branch

ENVIRONMENTAL LICENCE CHECKLIST

RENEWAL OF LICENCE

1. Outline the status of operation, reporting on issues such as
 - Compliance history of the plant;
 - Breaches and action(s) taken – detail audit, submit TOR for audit detail compliance plan which should identify actions to be implemented and the relevant timelines.
2. Submit proper layout and/or site plan (whenever possible).
3. For Companies – Company Registration Number; Names of Directors and Company Secretary

Date: September 16, 2004

SUBDIVISION APPLICATION

Under the Local Improvements Act (1914)

Instructions

General

PLEASE NOTE: ALL APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTS, FORMS AND CONTAIN THE FOLLOWING INFORMATION. APPLICATIONS NOT MEETING THE REQUIREMENTS WILL BE RETURNED.

1. Six copies of this form should be filled out and lodged with the Local Authority, which are the KSAC and the Parish Councils.
2. Submit plans as follows:

	Requirement
a) 9 lots and under	- 15 copies
b) 10 lots and over	- 18 copies
3. In addition a digital copy of plans will also be accepted. Any digital plans submitted will be for the processing of this application only. Copyrights will not be infringed.
4. All layout plans should be accurately drawn to scale showing dimensions (in metric) and shape of lots, areas and lot numbers. The width of all existing and proposed roads and access ways, and their grades and profiles, access to existing public road ways from the subdivision, all existing building e.g. adjoining owners, where appropriate area(s) for solid waste storage facilities and detailed access to this/these area(s), telecommunications network including cellular towers on subject and or/ adjoining property etc., also particulars of any outstanding natural and cultural features, e.g. Cliffs, ponds, wells, sinkholes, spring and heritage sites should be shown.
5. Provide a location plan at the scale of 1: 12,500 for rural areas and 1: 1,250 or 1: 2,500, 1:5,000 for urban areas. A description of the location and access to the site or co-ordinates of the site may also be provided.
6. Existing and proposed drainage details are to be accurately shown on all subdivision plans.
7. Detailed plans for river or gully training works should be submitted where applicable.
8. Subdivision plans should be drawn to one of the following scales: 1/500, 1/1000, 1/2000, 1/4000
9. All applications for non-agricultural subdivisions being 10 lots and over must be accompanied by a site investigation report and soil percolation test report. Applicants are advised to consult with the Ministry of Health, Environmental Health Unit (EHU) and Mines and Geology Division (MG) for guidelines in preparing above reports.
10. Contour lines are to be shown for sub-divisions over 15% gradient
11. Where necessary additional information should be stated on plain paper and attached.
12. Completed Project Information Forms (PIF) must be submitted to NEPA for all applications 10 lots and over.
13. All subdivision plans to be dated and signed by a Commissioned Land Surveyor.
14. Drainage plans for all applications 10 lots and over must be dated and signed by a Registered Engineer.
15. Documents and information submitted must be indicated by ticking () the appropriate boxes on the checklist on pages 2-4
16. If the property is affected by the Restrictive Covenant Act this should be specified.

Subdivision Checklist

Six copies of the application forms Are To Be Completed

(To be filled out by the applicant and checked by the Local Authority)

1. Proof of Ownership -The following documents must be submitted to confirm ownership

Certified copy of Original Registered Title or

In the absence of registered title the following certified copies of documents in combination are acceptable:

Common Law Title or

Probated Will & Surveyors report/diagram or

Letter from Attorney or Government Agency for Land Settlement

Authorization letter from owner, if the owner is not an applicant. Authorized letter must be stamped by Justice of the Peace (JP)

2. Assessment Documents -The following documents must be submitted to allow for an assessment

Up-to-date Property Tax receipt

Valuation Report or Certificate (not more than a year)

Layout plans

Estimated cost of infrastructure works for the entire subdivision

3. Registration -The following must be submitted to complete the registration process

Documents submitted at 1 & 2 (above) and the following

Processing fees

4. Information - the following are requirements by NEPA for Subdivision 10 lots and over

Environment Permit Application for 10 lots and over

Environment Licence Application for 10 lots and over

5. Design Plans-The following documents will provide detailed information on the proposed development

LOCATION PLAN/DIAGRAM

- Shows where the subdivision is located in relation to surrounding areas.
- To be done at a scale of:
Urban Areas – 1:5,000, 1:2,500 or 1: 1,250
Rural Areas – 1: 12,500, where map scale is not available 1:50, 000 including other maps & written details

Layout Plan (accurately drawn to scale)

- Area of land (to scale) showing boundaries of lot inclusive of roads and open space.
- Dimensions
- Schedule of lot numbers and areas
- Particulars of any outstanding features such as cliffs, ponds, cellular towers etc.
- Scheduling outlining the proposed use of each lot including the remaining lot where applicable. The non- residential uses should be clearly demarcated on the plan
- Location, type (s) & use (s) of existing structure (s)
- Field note for the outer boundaries
- Meridian to which plan is drawn
- Proposed phasing, if any clearly demarcated on the plan
- Name, signature, occupation, address of owner & agent
- Contour lines for gradient 15% and over
- Orientation of layout (North Sign)
- Identification of mined out areas and quarries should be made where these occur on the proposed site or on the adjoining property.

INFRASTRUCTURE/ SERVICES

- Name of existing roads
- Name of proposed roads
- Grade of all road & access

INFRASTRUCTURE/ SERVICES continue.

Roads layout continue.

- Longitudinal & cross section of new roads
- Width of all existing roads and Access ways
- Width of all proposed roads and Access ways

Drainage

- Comprehensive drainage plan showing drainage pattern (natural), storm water flow and features including adjoining properties.
- All proposed drainage features such as culverts etc.;
- Proposed surface water drainage detail accurately drawn to scale;
- Existing surface water drainage detail accurately drawn to scale;
- Details for the safe disposal of run off along the proposed road to point of final off site disposal
- Details of river and gully training works

Utilities

Water

- Water mains layout Distribution System plan. For subdivision 20 lots & over
- Water certificate (KSAC requirement) to be lodged with the application

Electricity

- Electrical Distribution system plan for subdivisions 20 lots and over

Sewage

- Sewage Main Layout (for central sewage schemes)
- Type of treatment proposal

Fire

- Fire Approval (KSAC requirement) to be lodged with the application
- Existing hydrants

Solid Waste Disposal

- Description of Service required (i.e.house to house or skip collection)

Telecommunications

- Telecommunications network. This would include cellular tower, transmission towers/masts etc.

6. Report and Plans - *The following documents will provide detailed information on the engineering component of the proposed development*

- Water supply**
 - Maximum & Minimum Service Pressure
 - Pipe Diameters
 - Design & justification of design;
 - Reservoir station;
 - Outer pumping needs

 - Waste Water Treatment**
 - Population data and flow estimates
 - Soil properties
 - Justification of proposed design
 - Process diagram of treatment
 - Design calculations and dimensions
 - Plans for final effluent disposal
 - Plans and maintenance procedures for handling of grease, grit, sludge and screening
 - Provisions for maintenance programme
 - Recovery, reuse and recycling of wastewater

 - Solid Waste Management Plan**
 - For subdivision 20 lots and over

 - Soil percolation test report**
 - A soil percolation test report must be submitted where subdivision is for (10) lots and over.

 - PIF (Project Information Form) to be submitted to NEPA for the development

 - Application for Permit & Licence (to be submitted to NEPA)

 - Landscape Plan**
 - Type of trees (width, length etc.)
 - Street furniture

 - Hazard impact assessment if applicable**

 - Planning Report**
 - Sub-division in excess of 100 lots and or in excess of 22.25 hectares (50 acres). Indicating the rationale for the proposal, provision of social and physical infrastructure, location of nearest settlement, slope analysis etc.
-

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT
The Natural Resources Conservation (Permits and Licences) Regulations, 1996 (amended) 2004
(Pursuant to section 9, NRCA Act 1991)

ENVIRONMENTAL PERMIT APPLICATION CHECKLIST
For a Sewage/Wastewater Treatment Facility

- Completed Permit Application Form & Project Information Form including:-
 - Tax Registration Number
 - Contact information – Telephone number, Cellular phone number, Fax, Email
 - For Companies – Company Registration Number,, Names of Directors and Company Secretary
 - Copy of Identification for the person(s) making the application e.g. current Driver's Licence, National ID or Passport.
- Completed Licence Application Form (if there will be a discharge of trade or sewage and/ or poisonous or harmful substances into the environment).
- Beach Licence Application Form (Licence Under the Beach Control Authority for any use of the foreshore, floor of the sea and the water column).
- Location Map (Drawn to scale 1:12,500).
- Layout Plan or Site Plan of facility/development Drawn to Scale (including dimensions in metric).

Informative - architectural drawings must be certified by a Registered Architect, engineering drawings must be certified by a Professional Engineer and Site and Subdivision Plans must be certified by a Commissioned Land Surveyor.

- Detailed design of Project including:-

- Design Report (4 copies)
- Design Provide design calculations (4 copies)
- Detail Drawings(4 copies)

May consult the Development and Investment Manual - Volume 3 - Section 4 – Minimum Requirements for Waste Water Treatment Systems and Excreta Management in Jamaica - **Chapter 3.11 & 13**

- The proposed method of sewage/wastewater treatment and disposal, or similar facility
- The location and setback of the sewage/wastewater treatment and disposal facility on the Layout Plan
- A Gantt Chart illustrating the project schedule/ construction schedule for sewage/wastewater treatment and disposal facility, or similar facility
- A Sludge / Septage Management Plan for sewage/wastewater treatment and disposal facility, or similar facility
- Cross-sectional layout of each of the components of sewage/wastewater treatment facility.
- Operation and Maintenance Manual (2 copies). - In accordance with Guidelines stipulated in Development and Investment Manual - Volume 3 - Section 4 – Minimum Requirements for Waste Water Treatment Systems and Excreta Management in Jamaica - **Chapter 3.12** -
- Remediation Plan (2 copies). (if site is contaminated)
- Compliance Plan (2 copies). (if applicable)
- Contingency Plan
- Closure Plan

- Proof of ownership
 - A copy of the title or
 - A probated will or,
 - A Lease Agreement, along with a copy of the title and a consent letter.

Informative

- If the applicant is not the owner, a letter of authorization from the title holder(s) witnessed by a Justice of the Peace, giving the applicant permission to use the land for the proposed activity, must be submitted along with a copy of the title and a copy of the Identification for both parties, e.g. current Driver's Licence, National ID or Passport.
- If the registered title is held jointly, either all parties must be reflected as the applicant or there should be a letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace and must be accompanied by a copy of the Identification for each of the parties, e.g. current Driver's Licence, National ID or Passport.
- ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for Permits and Licences on behalf of someone else must submit a letter (with each application), giving them authority to apply for the Permit/Licence. The letter must also state the extent of their authority in relation to the application and in whose name the Permit/License should be issued. The letter must be signed by all the relevant parties who they represent and witnessed by a Justice of the Peace, and must be presented along with a copy of the Identification for each of the parties e.g. current Driver's Licence, National ID or Passport.

- Project Brief describing the scope and extent of the project
 - Proposed level of treatment e.g . tertiary, secondary, primary
 - Describe the proposed system
 - Give an estimate of the throughput
 - Provide information on hydrology e.g., depth to ground water, sensitive resources
 - Obtain letter from National Water Commission (NWC) regarding approval of the design (if the plant will be taken over by the NWC)
 - Indicate the final destination of the effluent/discharge
 - Indicate the location and the *GPS co-ordinates* of the final outfall point (on map)
 - Provide a map of the receiving drain up to the point where it enters into a major gully, stream or drain)

- Drainage Plan (if applicable)
- Surface Discharge Permission letter - applicable where the proposal is to discharge the final effluent into a surface drainage (drain or gully) channel owned by another individual.

Informative: In this case, the applicant is to submit a "no objection" letter from the owner of the channel.

- Application Fee of \$2000.00
- Application previously submitted to the Development Assistance Centre