

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 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).

- Completed Beach Licence Application Form (pursuant to 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)(4copies, one of which must be approved by the Jamaica Fire Brigade (JFB).
NB (2 copies of the Layout Plans are to be submitted to JFB for approval prior to the submission of the environmental 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
 - Closure Plan
 - Emergency Response Plan
 - 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) 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/Licence 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 (4 copies) Drainage Plan

- The Number of Tanks
- Type of material or type of tanks
- Size / capacity of tanks
- Age of tanks
- Product(s) to be Stored
- Quantity of product to be stored
- Location of Tanks (Above Or Underground)
- Leak Detection System - Detailed Information
- Layout of the Project (Drawings) /Details of tank profile(cross) and elevations
- An indication if there will be servicing of Vehicles – Information on Grease Traps & Oil Disposal
- The proposed or existing method of wastewater treatment and disposal with design calculations (including sewage)

Application Fee of \$2000.00

Previously submitted to Development Assistance Centre

Structural Integrity Test Results(**FOR EXISTING FACILITY**)

Previously submitted to Development Assistance Centre

Informative – Collection of Environmental Permit/Licence

Please be advised that the Permit/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 Permit/Licence being required.

