

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/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
- 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

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.