

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 Incinerator

Place a tick (where applicable) in the box provided

- 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).
- Location Map (Drawn to scale 1:12,500).
- Layout Plan or Site Plan of facility/development drawn to scale (including setbacks and dimensions).
 - Type and model of the incinerator
 - Components including the Height of the stack

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) 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 :-
 - Operation of incinerator
 - Composition of material (s) to be burnt
 - Expected volume of material (s) to be burnt
 - Frequency of incineration
 - The temperature for the process
 - Capacity of the incinerator
 - Insulation of the incinerator
 - Waste Management at Site - Method of storing /packing /disposal prior to and after burning
 - The residence time for the incinerator

Informative: Mandatory Environmental Impact Assessment.

The following impacts on the environment that should be considered: Air Quality, Liquid waste, Solid waste

- Emergency Response Plan including a Spill Management Plan
- Closure Plan
- Application Fee of \$2000.00
- Previously submitted to the 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.