

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

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).
 - Beach Licence Application Form (Licence Under the Beach Control Authority for any use of the foreshore, floor of the sea and 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) 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.
- Design Report- Applicable only to wastewater treatment and disposal facility or similar facility
- Application Fee
- 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.