

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT

**The Natural Resources Conservation (Permits and Licences)
Regulations, 1996**

***Application for Licence to Discharge Sewage Effluent or Trade Effluent or
to Construct, Reconstruct or Alter Works for the Discharge Thereof
(pursuant to sections 4 and 12)***

Application No.:

Application Date:

Note: Please Read The Following Before Completing This Form

1. This Form shall be completed in triplicate and in block letters and submitted with any supplemental or specified information to:

National Environment & Planning Agency
10 Caledonia Avenue
Kingston 5
2. The completed form shall be accompanied by any required site location diagram; any engineers drawings, survey plans, facility layout and description of process including flow diagram and any other permit or licence granted by a government department or organization in respect of the application.
3. If this application is for modification of an existing facility, please provide a copy of any existing permit, licence or other approval granted in respect thereof.
4. The attached forms and information requirements shall be answered in full in order to avoid delay in processing the application. Where attached sheets and other technical documents are utilized in lieu of the space provided, indicate appropriate cross-references. Paragraphs that are not applicable to your application should be marked as "N/A".
5. A non-refundable application fee of \$2000 shall be enclosed (certified cheques made payable to the Authority are accepted). Licence fees will become payable at the time of issue of the licence.
6. If you are in doubt about any provision of this application form please consult with an authorized officer of the Authority before completing it.
7. A separate application shall be made for each source and type of discharge and for each construction, reconstruction or alteration of works.

Part A. General

1. Name of applicant _____

2. Address of applicant _____

3. Tel. No. _____ Fax No. _____

4. If different from applicant
please specify name and
registration No. of company: _____

5. Registered office of company: _____

6. Name and location where enterprise, etc. for which approval is sought will be undertaken: _____

7. Name of chief executive officer: _____

8. Name of environmental manager: _____

9. Name of local authority in whose area enterprise, etc. will be undertaken: _____

10. List of attached documents comprising part of application: _____

Type of application: Sewage New _____ Renewal _____
 Trade effluent New _____ Renewal _____
 Modification of existing facility _____
 Construction/reconstruction/alteration of work _____

Part B. Detailed description of Effluent Generating Source

1. Description of plant facilities, outfall location(s), and production figures (projected or otherwise). Please attach engineering drawings, facility layout(s) and description of process, including flow diagrams.

2. Indicate any other permits, approvals or licences granted in respect of date by a Government department or organization including date of issue and expiry of each.

Part C. Process Information

1. List all toxic substances used or manufactured or to be used or manufactured on the location of the enterprise, etc.:

2. All chemicals in use or to be used at the enterprise, etc.:

3. Intermediate and final products derived from enterprise etc. (*including details and conditions of storage*):

4. Volume of water consumption (*in litres per day*):

5. Source of water (*Indicate whether from National Water Commission or Water Resources Authority*):

6. Source of energy and, if other than natural sunlight, quantitative estimate of consumption:

PART D. Waste/ Trade Effluent Information - Treatment and Disposal

1. Nature and composition of the trade effluent (*specify if liquid, sludge or solid and include any current monitoring or sampling result*):

2. What apparatus will be used to measure and record the nature, composition and volume of waste?

3. Maximum volume of trade effluent proposed to be discharged on any one day:

Part E. Pollution Control and Waste Management Information

1. Description of pollution monitoring programme (*if any*) including location of monitoring points, parameters to be analyzed, frequency of sampling and personnel involved:

2a. Description of pollution abatement/monitoring equipment (*if any*), year installed and capacity:

2b. Description of pollution prevention, or abatement technologies applied (*specify soil pipes, ventilating shafts, underground drains, cesspools etc.*):

3. Safety, contingency, and emergency response measures:

4. Describe any proposed or implemented conservation measures including wastewater reuse and recycling:

Part F. Statement by Applicant

I hereby declare that the information contained in this application is true and complete to the best of my knowledge and belief. I further agree to maintain and operate the undertaking in accordance with the Act and any regulations thereunder, the standards and guidelines established by the Natural Resources Conservation Authority and any conditions set out in the licence. I understand that the licence, if granted, is not transferable. I shall promptly notify the Authority upon the sale or legal transfer of the undertaking and will furnish the names and addresses of the purchaser(s) thereof to the Authority.

Signature of applicant or authorized representative

Name and Title (*Please print or type*)

Date _____

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
Environmental Licence Application

- 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