

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT

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

Permit Application (pursuant to section 9)

Note: Please read the following before completing this form

1. This form should be completed in triplicate in block letters and submitted along with any specified or supplemental information to:

The Natural Resources Conservation Authority
10 Caledonia Avenue
Kingston 5.
2. The completed Form shall be accompanied by -
 - (a) a completed project information form supplied by the Authority;
 - (b) a plan of the area in which enterprise, etc. will be undertaken showing -
 - (i) the location and boundaries of the property;
 - (ii) the location and layout of the proposed enterprise or construction or development; and
 - (iii) any body of surface water, or any potable water supply that may be affected by any discharge;
 - (c) a statement of the status of any required statutory approval and application ;
 - (d) an application for a licence to discharge effluent, etc., where applicable;
 - (e) the prescribed application fee of J\$2,000 which is non-refundable.
3. Please attach certified copies of all statutory approvals and planning permission granted to date and copies of all applications made and not yet determined.
4. This application form must be completed in order to avoid delay in its processing. 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. The permit fee is a minimum of J\$15,000 and becomes payable at the time of issue.
5. If you are in doubt about any provision of this application form please consult with an authorized officer of the Authority before completing it.

A. General

1. Name of applicant: _____
2. Address of applicant: _____

3. Telephone No.: _____ Fax No. _____
4. Please specify name and registration No. of company
If different from applicant _____

5. Address of registered office of company: _____

6. Name and address of premises where enterprise etc. for which approval is sought will be undertaken:

7. Name of Chief Executive Officer:

8. Name of Environmental Manager:

9. Description of category of enterprise, construction or development for which approval is sought (Categories should conform with the Natural Resources (Prescribed Areas) (Prohibition of Categories of Enterprise, Construction and Development) Order, 1996):

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10. Name of local authority in whose area enterprise etc. will be undertaken:

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

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B. Statement by Applicant

I hereby certify that the information contained in this application and the attached Project Information Form is true and complete to the best of my knowledge and belief.

I understand that any misrepresentation contained in the forms shall lead to discontinuation of the processing of the application and the revocation of any permit granted and may also lead to prosecution. I further understand that the permit, if granted, may be suspended or revoked for breach of any of the terms or conditions stipulated therein.

Signature of applicant _____

Name and title (please print or type) _____

Dated this day of , 19 .

FOR OFFICIAL USE ONLY

Project information form completed and attached _____yes _____no

Other information attached: _____

Application Fee _____ enclosed

Comments: _____

Assessment Officer _____ \ \

Date

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 of \$2000.00
- Previously submitted to the Development Assistance Centre
Informative: **Application must be submitted in quadruplicate (4 sets)**