



**National Environment
and Planning Agency**

**GUIDELINES FOR PUBLIC INTERFACE RELATING TO
DEVELOPMENT APPLICATIONS**

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By

National Environment and Planning Agency

Introduction

This document has been prepared to inform the public on the various ways they will interface with the applicant and the Town and Country Planning Authority (TCPA), Natural Resources Conservation Authority (NRCA) and the National Environment and Planning Agency (NEPA) during the review and assessment of development applications. Development Applications refer to applications for permits and licences pursuant to sections 9 and 12 of the Natural Resources Conservation Authority Act; planning applications referred to the Town and Country Planning Authority pursuant to section 12 of the Town and Country Planning Act and beach licence applications pursuant to section 11 of the Beach Control Act (BCA).

Public involvement in the development process is a worldwide trend and is in keeping with Principle 7 of the United Nations Environment Programme (UNEP) decision published as Goals and Principles of Environmental Impact Assessment (Decision 14/25 of the Governing Council of UNEP, of 17, June, 1987). In other jurisdictions, for example, in the UK, the level of public involvement is determined by the nature of the development, major developments, when a development is not in accordance with development plan and any other development. Notice is given to public for all applications via:-

- Advertisements in paper
- Site notice
- Neighbour notification.

The Authorities having recognized the significance of public involvement in the development review process and the role that it can play in public awareness and public regulation between civil society and the regulator has developed the following guidelines to manage the process.

Whereas these guidelines relate to specific methods by which the Authorities and the applicant will interface with public on development applications, the Authorities in their sole discretion may require an applicant to interact with the public using any other methods or any combinations of methods e.g. surveys, focus groups etc. All notices and documents relating to applications for which public interface is required may be accessed at the Head Office of NEPA at 10 Caledonia Avenue, Kingston 5 and the Agency's website (<http://www.nepa.gov.jm/>).

The public interface as outlined in the document will be integrated into the 90-day timeline for applications which do not require an EIA.

The document is organized into three (3) sections detailing the specific guidelines regarding the 3 methods in which the public will interface with the Agency and the applicant while the application is being processed. The form and method of interaction will be based on the discretion of the Authorities. Unless otherwise stated all timelines stated in the document are calculated based on calendar days exclusive of public holidays. The sections are arranged as follows:

Section 1: General Guidelines for Conducting Public Consultation (Non-EIA Applications)

Section 2: Public Consultation Guidelines for Environmental Impact Assessment (EIA)

Section 3: Guidelines for Conducting Public Sensitization

Each guideline document covers the following areas:

- Introduction
- Purpose
- Requirements
- Public Advisory
- Responsibility of Applicant
- Conduct of the Meeting
- Appendices

Where a development has several types of development applications pursuant to the TCP Act, the NRCA Act and/or the Beach Control Act for which different types of interface with the public are required under this document, the Authority may waive the requirement for consultation via media notice, site notice and public meeting for non-EIA projects.

Informative: If you require any clarification regarding any aspect of these guidelines, please consult with the Manager, Applications Secretariat Branch, National Environment and Planning Agency at applications@nepa.gov.jm or 754-7540 ext. 2307.