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## Operation of Batching Plants

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A complete Environmental Permit application will include:

- **Completed Permit Application Form** (*4 copies*)
  - **Tax Registration Number (TRN)** (*for company or individual making application*)
  - **Company Documents** (*Articles of Incorporation and names of Directors & Company Secretary*)
  - **Copy of ID for person making the application** (*Driver's Licence, National ID or Passport*)
  - **Location Map** (*Google Image with coordinates and landmarks where possible*) (*4 copies*)
  - **Application Fee of \$50,000.00**
  
  - **Project Brief** detailing the following (*4 copies*)
    - Detailed project overview including all products to be manufactured
    - Detailed process flows showing all points of material input, product and byproduct output
    - Details including MSDS (where applicable) for all material to be used stored on site including maximum quantity and how each will be stored
    - Results of structural integrity tests for all storage tanks (*only required if tanks are not new*)
    - Description of the existing location/environment including details of any features, structures or facilities present
    - Details of any works to be undertaken to facilitate the proposed project including how these works will be undertaken
    - Detailed description of all equipment and technology to be used in the operation
    - Details of the source of power and water for the operations
    - Method of sewage treatment and disposal
    - Description of and method of treatment and/or disposal/reuse of any waste to be generated (including both liquid and solid waste)
    - An assessment of the potential impacts and proposed mitigation measures, with special emphasis on fugitive dust, air pollution, and spill prevention and management
    - Proposed days and time for operation
    - Number of employees
  
  - **Plans/Drawings** (must be drawn to scale) (*4 copies*)
    - Detailed Site Layout Plan (*including location of all buildings and associated infrastructure including storage tanks, aggregate storage bins/ areas etc.*)
    - Detailed drawings including floor plans for all buildings
- Informative - Architectural drawings must be certified by a locally registered architect, engineering drawings by a locally registered professional engineer, and subdivision plans by a Commissioned Land Surveyor.*
- **Proof of Ownership**
    - Copy of title(s) 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 an ID for both parties*
- *If the registered title is held jointly, all parties must be reflected as applicants **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 and be presented along with a copy of an ID for all parties*
- *Anyone applying for a Permit and Licence on behalf of someone else, must submit a letter authorizing them 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.*
- *All chemical storage tanks must be contained within an impervious bund with a minimum capacity of 110% of the volume of the tank or 100% of the largest tank plus 10% of the volume of all other tanks where multiple tanks are contained in a single bund*
- *Please provide copies of any other approvals obtained relevant to this project*

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 reapplication for the Environmental Permit being required.