
Operation of Veterinary Clinics

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 opening hours, service offerings (boarding, surgeries, etc.), number of rooms and staff
 - Name of registered vet(s) on staff
 - Details of any enclosures for temporary or overnight holding of animals
 - Details of standard chemicals held on site and how these are stored
 - 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
 - Method of sewage treatment as disposal
 - Description of and method of treatment and/or disposal of any waste to be generated by the organisms and from the operations (including medical waste)
 - An assessment of the potential impacts and proposed waste management

 - **Plans/Drawings** (must be drawn to scale) (*4 copies*)
 - Detailed Site Layout Plan (*including location of all buildings and associated infrastructure*)
 - Floor plans and elevation for all buildings (*including dimensions in metric*)
- 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.*

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.