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## Manufacturing of Paper, Pulp & Wood

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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** (drawn to scale 1:12,500) (*4 copies*)
- **Application Fee of \$50,000.00**
  
- **Project Brief** detailing the following (*4 copies*)
  - General project overview
  - Description and source of all raw material and details of any pre-treatment required
  - Details of technology/equipment to be used (list of machines, power source or generation facility, etc.)
  - Process flow showing all points of raw material pre-treatment, material input, product output and waste/by-product generation
  - Description and details of raw material and finished product storage
  - Proposed source and expected volume of water to be used in the process
  - Method of treatment or disposal and expected volume of waste/by-products including solid waste and wastewater
  - Method of sewage treatment and/or disposal
  - An assessment of the potential impacts and proposed mitigation measures, with special emphasis on waste management, noise and odour generation
  - Description of the existing location/environment, including details of any structure or facilities present
  - Operating hours of the facility
  - Number of employees
  
- **Plans/Drawings** (must be drawn to scale) (*4 copies*)
  - Site Layout Plan (*including setbacks and dimensions*)
  - Detailed Architectural Plans (*including all floor plans and elevations*)
  - Drainage Plan

*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.