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## Operation of Crematoria

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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 \$85,000.00**
  
  - **Project Brief** detailing the following (*4 copies*)
    - General project overview
    - Description of the fuel source, consumption rate and storage
    - Details of the process of cremation, body preparation and expected maximum number of bodies be handled daily/weekly
    - Technical details and design specifications of the cremator including incineration temperatures, dwell times, and rationale for selected temperature and dwell times
    - Process flow showing all points of material input (*body and fuel*), waste/by-product generation (*including but not limited ash and air pollutants*)
    - Expected volume, detailed description, method of storage, treatment or disposal of by-products including bone fragments and teeth (ash)
    - Estimated emission rates of all expected air pollutants (*details of method used to determine the emission rates and all relevant calculations must be provided*)
    - Estimated zone of influence/area of impact from identified air emissions
    - Description of the existing location/environment, including details of any structure or facilities present
    - Operating hours of facility
    - An assessment of the potential impacts and proposed mitigation measures, with special emphasis on air pollution and odour generation
  
  - **Operating Manuals**
  
  - **Plans/Drawings** (must be drawn to scale) (*4 copies*)
    - Site Layout Plan (*including setbacks and dimensions*)
    - Detailed Design Drawings of the incinerator (*showing all components*)
- 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.