
Office/Commercial Development

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 \$85,000.00**

 - **Project Brief** detailing the following (4 copies)
 - Detailed project overview including number and type of units, number of parking spaces, and the number and height of buildings
 - Details of each unit/building, including area, number of bathrooms, etc.
 - Details of the ancillary facilities including petroleum and water storage, and open spaces/landscape areas
 - Method of sewage treatment and/or disposal (*letter of approval required from the National Water Commission if the development is proposed to be connected the central sewerage network*)
 - Description of the existing location/environment, including the lay of the land, details of any features, structures or facilities present
 - Details of any proposed vegetation clearance including area of impact
 - Detailed methodology for undertaking all works associated with the development including pre-construction, construction and post construction activities
 - An assessment of the potential impacts and proposed mitigation measures, with special emphasis on fugitive dust and noise pollution
 - Proposed timeline and schedule for implementation of the various aspects of the project

 - **Plans/Drawings** (must be drawn to scale) (4 copies)
 - Detailed Site Layout Plan (*including setbacks and dimensions*)
 - Detailed Architectural Plans (*including all floor plans and elevations and relevant sections*)
 - 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.*
- *Information presented in the Project Brief must correspond to the information presented in the supporting plans/ drawings.*

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.