
Recycling Facility Checklist

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 materials/products to be stored, treated and/or disposed of
 - Description of and method of treatment and/or disposal of the waste
 - Detailed process flows showing all points of material input and output, including by-products
 - Details of waste, storage and expected maximum quantity of each product to be stored, disposed of
 - Details of the fate of the end products (e.g raw material, export etc)
 - 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 to be used in the operation
 - Details of pest control/management
 - Description of facility 'wash down' procedures
 - Details of the source of power and water for the operations
 - Method of sewage treatment and disposal
 - Number of employees

 - **Plans/Drawings** (must be drawn to scale) (*4 copies*)
 - Detailed Site Layout Plan (*including location of all buildings and associated infrastructure*)
 - Detailed drawings including floor plans for all buildings showing locations for material storage and equipment storage
- 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.