

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT  
The Natural Resources Conservation (Permits and Licences) Regulations, 1996 (amended) 2004  
(Pursuant to section 9, NRCA Act 1991)

**CHECKLIST**  
**Application for Environmental Permit**

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- Completed Permit Application Form (4 copies) & Project Information Form (4 copies) **including:-**
  - Tax Registration Number
  - Contact information – Telephone, Cellular phone, Fax, Email
  - For Companies – Company Registration Number; Names of Directors and Company Secretary
- Completed Licence Application Form (if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment). (4 copies)
- Beach Licence Application Form (**Licence Under the Beach Control Authority for any modification to the Foreshore and Floor of the Sea**)
- Location Map (**Drawn to Scale 1:12,500**) (4 copies)
- Layout Plan or Site Plan of facility/development (**including dimensions**) (4 copies)
- Detailed Design of Project **including:-**
  - **the proposed method of sewage treatment and disposal**
  - **the location and setback of the sewage treatment facility on the Subdivision or Layout plan** (4 copies)
- Proof of Ownership
  - A copy of the title or
  - A probated will or,
  - Lease agreement along with a copy of the title and a consent letter.
- If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title.
- If the registered title is held jointly, either all parties must be reflected as applicant OR there should be letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity.
- ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent.
- Project Brief describing the scope and extent of the project (4 copies)
- Drainage Plan (4 copies)
- Design Report- **Applicable only to Sewage and Waste Water Facilities** (4 copies)
- Application Fee of \$2000.00

THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT

The Natural Resources Conservation (Permits and Licences) Regulations, 1996 (Amended 2004)  
(Pursuant to Section 4 and 12, NRCA Act 1991)

**CHECKLIST**

**Application for Environmental Licence to Discharge Sewage Effluent or Trade Effluent**

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- Completed Licence Application Form (4 copies) & Project Information Form (4 copies) **including:-**
  - Tax Registration Number
  - Contact information – Telephone, Cellular phone, Fax, Email
  - For Companies – Company Registration Number; Names of Directors and Company Secretary
- Completed Permit Application Form (**if the project which falls within any of the prescribed categories**). (4 copies)
- Beach Licence Application Form (**Licence Under the Beach Control Authority for any modification to the Foreshore and Floor of the Sea**)
- Location Map (**Drawn to Scale**) (4 copies)
- Layout Plan or Site Plan of facility/development (**including dimensions**) (4 copies)
- Detailed Design of Sewage/Waste Water (Trade Effluent) Facility (**including Discharge Points-Coordinates must be stated**) (4 copies)
- Map indicating the route of the pipeline/drainage channel from the sewage treatment plant to the point of discharge (4 copies).
- Proof of Ownership
  - A copy of the title or
  - A probated will or,
  - Lease agreement along with a copy of the title and a consent letter.
  - If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title must be provided.
  - If the registered title is held jointly, either all parties must be reflected as applicant OR there should be letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity.
  - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent.
- Project Brief describing the scope and extent of the project (4 copies)
- Application Fee of \$2000.00

# THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT

The Natural Resources Conservation (Permits and Licences)  
Regulations, 1996 (amended) 2004  
(Pursuant to section 9)

## CHECKLIST

### Application for Environmental Permit for Petroleum Storage

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- Completed Permit Application Form (4 copies) & Project Information Form (4 copies)  
**including:-**
  - Tax Registration Number
  - Contact information – Telephone, Cellular phone, Fax, Email
  - For Companies – Company Registration Number; Names of Directors and Company Secretary
- Location Map (**Drawn to Scale 1:12,500**) (4 copies)
- Layout Plan or Site Plan of facility/development (**including dimensions**) (4 copies, one of which must be approved by the **Jamaica Fire Brigade. NB** (2 copies of the Layout Plans are to be submitted to JFB for approval prior to the submission of the permit application to NEPA )
- Project Brief describing the scope and extent of the project (4 copies)
  - The Number Of Tanks
  - Material of tanks
  - Product(s) To Be Stored
  - Quantity of product to be stored
  - Location of Tanks (Above Or Underground)
  - Leak Detection System - Detailed Information
  - Layout Of The Project (Drawings) /Details of tank profile(cross) and elevations
  - An indication if there will be servicing Of Vehicles - Information On Grease Traps & Oil Disposal
- Proof of Ownership
  - A copy of the title or
  - A probated will or,
  - Lease agreement along with a copy of the title and a consent letter.

- If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title.
  - If the registered title is held jointly, either all parties must be reflected as applicant OR there should be letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity.
  - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent.
- Closure Plan (4 copies)
  - Application Fee of \$2000.00



THE NATURAL RESOURCES CONSERVATION AUTHORITY ACT

**CHECKLIST<sup>1</sup>**

**Application for the Export of Hazardous Waste**

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- Completed Application Form (Form 4) - *This Form should be completed in block letters and submitted in triplicate*
- A Completed Notification form (Form 2) - *This Form should be completed in block letters and submitted in triplicate*
- A Written Contract between the **exporter/generator** and the **disposer** specifying environmentally sound management of the waste
- Documents indicating that the appropriate insurance coverage, including indemnity for damage to third parties and for environmental damage or an adequate bank guarantee, trust fund, bond, line of credit, escrow account or such other form of security relating to damage to third parties and environmental damage, as the Authority considers appropriate, has been put in place
- An Emergency Response Plan - *This should cover the movement of the waste from the point of generation/storage to the point of exit from Jamaica*
- The Prescribed Application fee of J\$2,500. *This fee is nonrefundable.*
- Specify Name and Registration No. of Company
- Address of Registered Office of Company
- Holder of an export licence from Jamaica Trade and Invest.

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<sup>1</sup> Excerpted from *The Natural Resources (Hazardous Waste) (Control of Transboundary Movement) Regulations, 2002*

THE BEACH CONTROL ACT (THE BEACH CONTROL AUTHORITY LICENSING REGULATIONS, 1956)  
**(Licence pursuant to the Beach Control Authority (Licensing) Regulations 1956 (Amendment) 1999 for the  
Use of the Foreshore and Floor of the Sea and the water column)**  
(in connection with hotels/guest houses/recreational/commercial/industrial use)  
**BEACH LICENCE APPLICATIONS CHECKLIST**

- Beach Licence Application Form (**must be signed by Applicant and a Justice of the Peace**)(3 copies)
- Completed Environmental Permit Application & Project Information Forms (**if the project which falls within any of the prescribed categories**). (4 copies)
- Completed Environmental Licence Application Form (**if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment**). (4 copies)
- Location Map (**Drawn to Scale 1: 12,500**) (3 copies)
- Layout Plan of the area to be licensed (**including dimensions**) (3 copies)  
**Informative** - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site plans must be certified by a commissioned land surveyor
- Detail Design of Project (**including the proposed method of sewage treatment and disposal, if applicable**) (2 copies)
- Proof of Ownership
  - A copy of the title 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), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title must be provided.
  - If the registered title is held jointly, either all parties must be reflected as applicant OR there should be letter or authorization from the other title holder (s) giving the applicant permission to use the land for the proposed activity.
  - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation the application and in whose name the permit/license should be issued. The letter must be signed by all the relevant parties who they represent.
- Project Brief to include the no. of rooms if application is in connection with hotel/resort development (2 copies)
- Application Fee of \$1000.00
- TRN
- Contact information – Tele phone, Cellular phone, Fax, Email
- For Companies – Company Registration Number; Names of Directors and Company Secretary
- Erect the NOTICE OF APPLICATION (**Refer to Form B First Schedule**)
  - Provide evidence that signs have been posted, for example, a photograph of the erected sign.
  - Provide evidence that neighbours have been notified by registered mail
- Previously submitted to Development Assistance Centre



- Indication that **Form B**, NOTIFICATION REQUIREMENTS have been carried out
  - Indication that signs have been posted
  - Indication that neighbours have been notified by registered mail

## **ENVIRONMENTAL PERMIT CHECKLIST**

### **INTRODUCTION OF FAUNA**

1. Scientific name (genus and species)
2. Common name
3. Number of specimens of each species
4. Photographs of the specimen(s) of each species
5. Description of marks, tags, band, numbers or microchip (state number/s), age and sex.
6. Country of origin and country of export
7. Indicate if captive bred, reared in captivity or collected from the wild.
8. Purpose of introduction.
9. Describe the type, size and material of shipping container and arrangement for caring for the animal(s) during transport.
10. Name the Jamaican port through which the import will occur.
11. If CITES species, a copy of CITES permit or certificate from the exporting country is required.
12. Copy of the permit from the Veterinary Services Division, Ministry of Agriculture
13. Proposed date of import.
14. Describe the type, size and construction material for holding facility in Jamaica (diagram should be included).
15. State capacity to provide adequate health and nutritional care for the animals.

Date: March 3, 2004  
Prepared by: Biodiversity Branch

## **ENVIRONMENTAL LICENCE CHECKLIST**

### **RENEWAL OF LICENCE**

1. Outline the status of operation, reporting on issues such as
  - Compliance history of the plant;
  - Breaches and action(s) taken – detail audit, submit TOR for audit detail compliance plan which should identify actions to be implemented and the relevant timelines.
2. Submit proper layout and/or site plan (whenever possible).
3. For Companies – Company Registration Number; Names of Directors and Company Secretary

Date: September 16, 2004

# SUBDIVISION APPLICATION

## Under the Local Improvements Act (1914)

### Instructions

#### General

**PLEASE NOTE: ALL APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTS, FORMS AND CONTAIN THE FOLLOWING INFORMATION. APPLICATIONS NOT MEETING THE REQUIREMENTS WILL BE RETURNED.**

1. Six copies of this form should be filled out and lodged with the Local Authority, which are the KSAC and the Parish Councils.
2. Submit plans as follows:

	Requirement
a) 9 lots and under	- 15 copies
b) 10 lots and over	- 18 copies
3. In addition a digital copy of plans will also be accepted. Any digital plans submitted will be for the processing of this application only. Copyrights will not be infringed.
4. All layout plans should be accurately drawn to scale showing dimensions (in metric) and shape of lots, areas and lot numbers. The width of all existing and proposed roads and access ways, and their grades and profiles, access to existing public road ways from the subdivision, all existing building e.g. adjoining owners, where appropriate area(s) for solid waste storage facilities and detailed access to this/these area(s), telecommunications network including cellular towers on subject and or/ adjoining property etc., also particulars of any outstanding natural and cultural features, e.g. Cliffs, ponds, wells, sinkholes, spring and heritage sites should be shown.
5. Provide a location plan at the scale of 1: 12,500 for rural areas and 1: 1,250 or 1: 2,500, 1:5,000 for urban areas. A description of the location and access to the site or co-ordinates of the site may also be provided.
6. Existing and proposed drainage details are to be accurately shown on all subdivision plans.
7. Detailed plans for river or gully training works should be submitted where applicable.
8. Subdivision plans should be drawn to one of the following scales: 1/500, 1/1000, 1/2000, 1/4000
9. All applications for non-agricultural subdivisions being 10 lots and over must be accompanied by a site investigation report and soil percolation test report. Applicants are advised to consult with the Ministry of Health, Environmental Health Unit (EHU) and Mines and Geology Division (MG) for guidelines in preparing above reports.
10. Contour lines are to be shown for sub-divisions over 15% gradient
11. Where necessary additional information should be stated on plain paper and attached.
12. Completed Project Information Forms (PIF) must be submitted to NEPA for all applications 10 lots and over.
13. All subdivision plans to be dated and signed by a Commissioned Land Surveyor.
14. Drainage plans for all applications 10 lots and over must be dated and signed by a Registered Engineer.
15. Documents and information submitted must be indicated by ticking ( ) the appropriate boxes on the checklist on pages 2-4
16. If the property is affected by the Restrictive Covenant Act this should be specified.

# Subdivision Checklist

## Six copies of the application forms Are To Be Completed

(To be filled out by the applicant and checked by the Local Authority)

### 1. Proof of Ownership -The following documents must be submitted to confirm ownership

Certified copy of Original Registered Title or

In the absence of registered title the following certified copies of documents in combination are acceptable:

Common Law Title or

Probated Will & Surveyors report/diagram or

Letter from Attorney or Government Agency for Land Settlement

**Authorization letter from owner, if the owner is not an applicant. Authorized letter must be stamped by Justice of the Peace (JP)**

### 2. Assessment Documents -The following documents must be submitted to allow for an assessment

Up-to-date Property Tax receipt

Valuation Report or Certificate (not more than a year)

Layout plans

Estimated cost of infrastructure works for the entire subdivision

### 3. Registration -The following must be submitted to complete the registration process

Documents submitted at 1 & 2 (above) and the following

Processing fees

### 4. Information - the following are requirements by NEPA for Subdivision 10 lots and over

Environment Permit Application for 10 lots and over

Environment Licence Application for 10 lots and over

**5. Design Plans**-The following documents will provide detailed information on the proposed development

**LOCATION PLAN/DIAGRAM**

- Shows where the subdivision is located in relation to surrounding areas.
- To be done at a scale of:  
**Urban Areas** – 1:5,000, 1:2,500 or 1: 1,250  
**Rural Areas** – 1: 12,500, where map scale is not available 1:50, 000 including other maps & written details

**Layout Plan** (accurately drawn to scale)

- Area of land (to scale) showing boundaries of lot inclusive of roads and open space.
- Dimensions
- Schedule of lot numbers and areas
- Particulars of any outstanding features such as cliffs, ponds, cellular towers etc.
- Scheduling outlining the proposed use of each lot including the remaining lot where applicable. The non- residential uses should be clearly demarcated on the plan
- Location, type (s) & use (s) of existing structure ( s)
- Field note for the outer boundaries
- Meridian to which plan is drawn
- Proposed phasing, if any clearly demarcated on the plan
- Name, signature, occupation, address of owner & agent
- Contour lines for gradient 15% and over
- Orientation of layout (North Sign)
- Identification of mined out areas and quarries should be made where these occur on the proposed site or on the adjoining property.

**INFRASTRUCTURE/ SERVICES**

- Name of existing roads
- Name of proposed roads
- Grade of all road & access

**INFRASTRUCTURE/ SERVICES continue.**

**Roads layout continue.**

- Longitudinal & cross section of new roads
- Width of all existing roads and Access ways
- Width of all proposed roads and Access ways

**Drainage**

- Comprehensive drainage plan showing drainage pattern (natural), storm water flow and features including adjoining properties.
- All proposed drainage features such as culverts etc.;
- Proposed surface water drainage detail accurately drawn to scale;
- Existing surface water drainage detail accurately drawn to scale;
- Details for the safe disposal of run off along the proposed road to point of final off site disposal
- Details of river and gully training works

**Utilities**

**Water**

- Water mains layout Distribution System plan. For subdivision 20 lots & over
- Water certificate (KSAC requirement) to be lodged with the application

**Electricity**

- Electrical Distribution system plan for subdivisions 20 lots and over

**Sewage**

- Sewage Main Layout (for central sewage schemes)
- Type of treatment proposal

**Fire**

- Fire Approval (KSAC requirement) to be lodged with the application
- Existing hydrants

**Solid Waste Disposal**

- Description of Service required (i.e.house to house or skip collection)

**Telecommunications**

- Telecommunications network. This would include cellular tower, transmission towers/masts etc.

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**6. Report and Plans** - *The following documents will provide detailed information on the engineering component of the proposed development*

- Water supply**
    - Maximum & Minimum Service Pressure
    - Pipe Diameters
    - Design & justification of design;
    - Reservoir station;
    - Outer pumping needs
  
  - Waste Water Treatment**
    - Population data and flow estimates
    - Soil properties
    - Justification of proposed design
    - Process diagram of treatment
    - Design calculations and dimensions
    - Plans for final effluent disposal
    - Plans and maintenance procedures for handling of grease, grit, sludge and screening
    - Provisions for maintenance programme
    - Recovery, reuse and recycling of wastewater
  
  - Solid Waste Management Plan**
    - For subdivision 20 lots and over
  
  - Soil percolation test report**
    - A soil percolation test report must be submitted where subdivision is for (10) lots and over.
  
  - PIF (Project Information Form) to be submitted to NEPA for the development
  
  - Application for Permit & Licence (to be submitted to NEPA)
  
  - Landscape Plan**
    - Type of trees (width, length etc.)
    - Street furniture
  
  - Hazard impact assessment if applicable**
  
  - Planning Report**
    - Sub-division in excess of 100 lots and or in excess of 22.25 hectares (50 acres). Indicating the rationale for the proposal, provision of social and physical infrastructure, location of nearest settlement, slope analysis etc.
-