



ENVIRONMENTAL MANAGEMENT AUTHORITY

A Guide to Completing the Certificate of Environmental Clearance (CEC) Application Form A

This guide has been developed to assist you, the Applicant, in completing the CEC Application Form A.

It will walk you through various aspects that require specific instructions. It is recommended that you follow the instructions as stipulated to prevent any delays in the acceptance of the Application.

Please note:

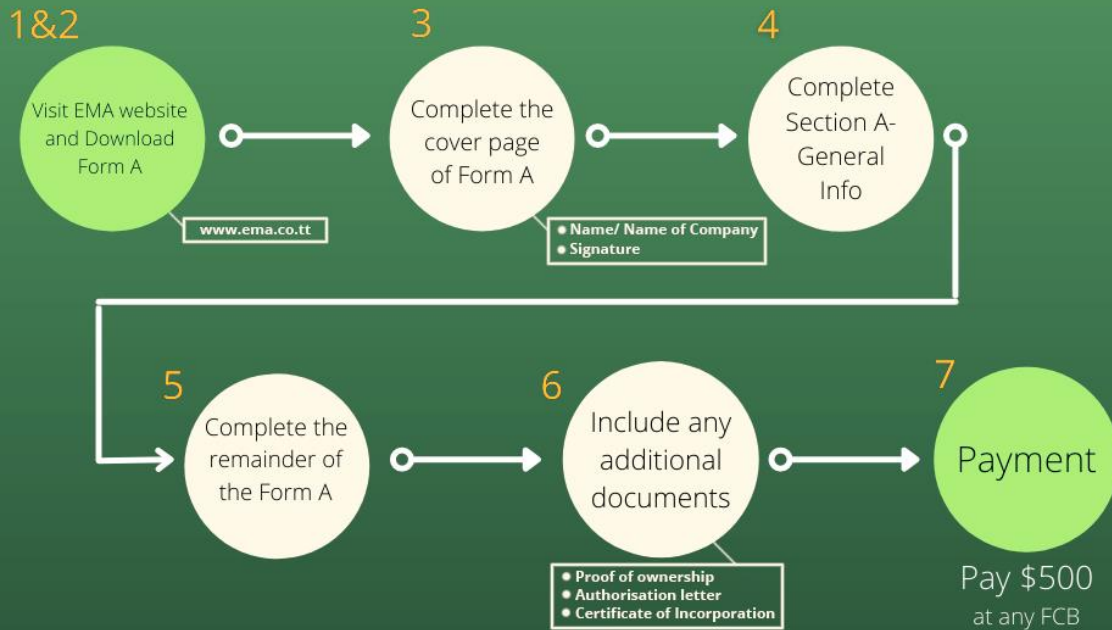
Any modifications to the CEC Application Form will result in your application not being accepted for processing. Further, your Application can be denied should there be any false declaration or fraudulent documents submitted.

LET'S BEGIN!



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Completing the Certificate of Environmental Clearance Application Form A





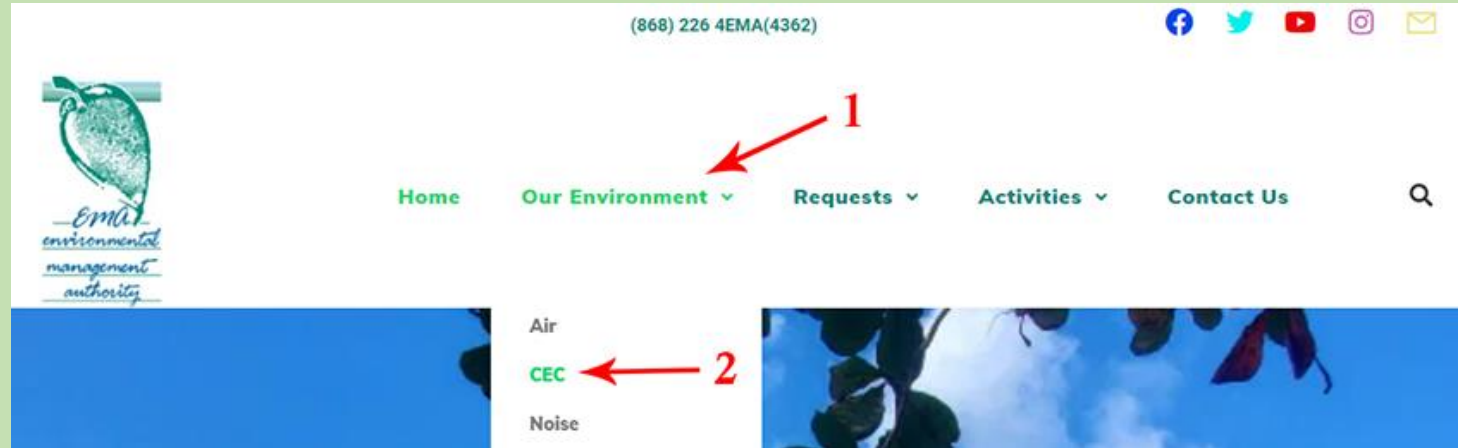
Completing the CEC Application Form A and Covering Pre-screening Form

The CEC Application Form A which has been combined with the Pre-Screening Form (labelled as '**CEC Application Form**') on the EMA's website, must be completed and submitted with all supporting documents to begin the CEC Process. The table below shows the different steps to completing the CEC Application Form.

Step 1:

Obtaining the CEC Application Form

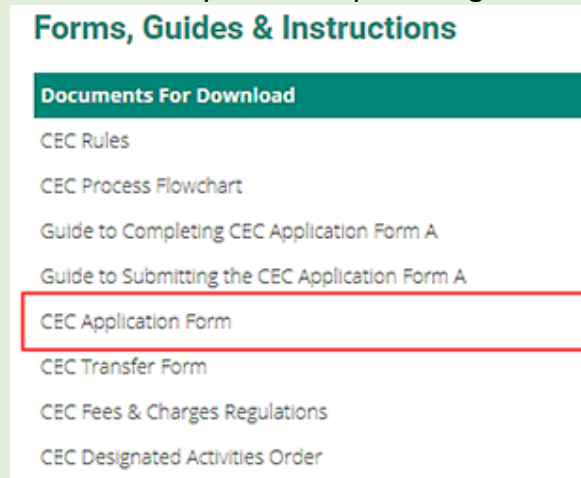
Obtain the **CEC Application Form** from the EMA's website (www.ema.co.tt). Click on 'Our Environment' tab. Select 'CEC'



Step 2:

Download and save forms to your computer

Download and save a copy of the CEC Application Form to your desktop or designated folder



Step 3: Completing the Cover Page of Form A

For individuals: The signature on the CEC Application Form A **MUST** be that of the owner/operator of the proposed development/facility

SCHEDULE
FORM A (Rule 3(1))
THE CERTIFICATE OF ENVIRONMENTAL CLEARANCE RULES 2001
APPLICATION FOR A CERTIFICATE OF ENVIRONMENTAL CLEARANCE

This form must be completed for any proposed activity identified in the Schedule of the Certificate of Environmental Clearance (Designated Activities) Order, 2001. Essential additional information such as plans, maps, diagrams, photographs or text may be included in the application as an appropriately referenced attachment.

To: The Environmental Management Authority,
I/We hereby apply for a Certificate of Environmental Clearance (CEC).

Signed Applicant [Redacted] (PRINT NAME)

Signed Head of Organisation (Company Stamp) [Redacted] (PRINT NAME)

Date

Sign and print the name of the owner/operator of the proposed facility (not agent). Sign and print in block letters.

For Companies: The head of the organisation along with the company stamp **MUST** be affixed

SCHEDULE
FORM A (Rule 3(1))
THE CERTIFICATE OF ENVIRONMENTAL CLEARANCE RULES 2001
APPLICATION FOR A CERTIFICATE OF ENVIRONMENTAL CLEARANCE

This form must be completed for any proposed activity identified in the Schedule of the Certificate of Environmental Clearance (Designated Activities) Order, 2001. Essential additional information such as plans, maps, diagrams, photographs or text may be included in the application as an appropriately referenced attachment.

To: The Environmental Management Authority,
I/We hereby apply for a Certificate of Environmental Clearance (CEC).

Signed Applicant [Redacted] (PRINT NAME)

Signed Head of Organisation (Company Stamp) [Redacted] (PRINT NAME)

Date

Place company stamp here.

N.B. Where an electronic signature or company stamp cannot be affixed, the CEC Application Form A can be filled out, downloaded, signed, stamped, if required, and uploaded.

Sign and print the name of the head of organisation (e.g. Managing Director)

Step 4: Completing Section A of Form A

Please note:

The CEC Application Form A and the Pre-Screening Form **MUST** be completed in **BLOCK LETTERS**

For individuals –

The response to Question 1 of the CEC Application Form A:
'The name of the applicant' **MUST** be the name of the owner/operator and **NOT** agent/consultant, etc.

CERTIFICATE OF ENVIRONMENTAL CLEARANCE

APPLICATION FORM

A. GENERAL INFORMATION

1. Name of applicant

JOHN SMITH

2. Postal Address

ABC LANE, ~~PORT-OF-SPAIN~~

Electronic mailing address (e-mail address)

jsmith@gmail.com

For Companies:

The response to Question 1 of the CEC Application Form A:
'The name of the applicant' **MUST** be the name of the company and **NOT** the name of the owner/Managing Director/agent, etc.

CERTIFICATE OF ENVIRONMENTAL CLEARANCE

APPLICATION FORM

A. GENERAL INFORMATION

1. Name of applicant

ABC COMPANY LIMITED

2. Postal Address

NO. 123 ABC LANE, ~~PORT-OF-SPAIN~~

Electronic mailing address (e-mail address)

abcoltd@gmail.com



Step 5:

Completing the remainder of the Form A

While all details of the proposed development may still be at a conceptual stage, the CEC Application Form A requires that the Applicant provides a description of the project's inputs, outputs, potential impacts and proposed mitigation measures from site preparation, through construction to its operational or post-construction phase.

Do not leave any questions blank.

If a question is not applicable to the proposed project, please state 'Not applicable' or 'N/A'. If the question is relevant to the project but the information is unknown state 'Uncertain'.

Responding to Question 9 of CEC Form A:

Please indicate all Designated Activities that may be applicable to your proposed project. The CEC (Designated Activities) Order provides a list of all Designated Activities. This document can also be found on the EMA's website.

To find: Click on 'Our Environment', Select 'CEC'. Click on 'CEC Designated Activities Order'.

Forms, Guides & Instructions

Documents For Download

[CEC Rules](#)

[CEC Process Flowchart](#)

[Guide to Completing CEC Application Form A](#)

[Guide to Submitting the CEC Application Form A](#)

[CEC Application Form](#)

[CEC Transfer Form](#)

[CEC Fees & Charges Regulations](#)

[CEC Designated Activities Order](#)

[CEC Designated Activities Amendment](#)

[CEC Designated Activities Order 2007](#)



Step 6:

Additional documents required for completeness of CEC application

In the case of...:	The following is required:
Where the Applicant is the property owner or leasee of the site:	Evidence of certified copies of Proof of Ownership (e.g. deed, license/lease agreement)
Where the Applicant is not the property owner	A signed authorisation letter from the property owner(s) giving the required approval to use said lands supported by proof of ownership and a copy of a valid form of the National Identification (front only) from the owner(s)
Agents acting on behalf of the Applicant (Individual or Company)	A signed authorisation letter required if you are acting on behalf of the Applicant for completing said application. This must be accompanied by a valid copy of identification (as identified above) from the Applicant AND person(s) authorised to act on their behalf
Where the Applicant is a company	Please provide a copy of the Certificate of Incorporation (Companies)

Step 7:

Payment procedure

Application fee:	\$500.00
Payable to:	The Environmental Management Authority
Payable at:	Any First Citizen's Bank. Online payment can also be made. Cyber receipt must include payment information below.
Account Number:	1183848
Information to include on payment receipt:	Please ensure that the receipt states: 1. 'Payment for CEC application' and 2. Applicant's or Company's name e.g. Payment for CEC Application for John Smith or ABC Company Limited

YOU ARE READY TO SUBMIT!

PLEASE PROCEED TO THE GUIDE ON SUBMITTING YOUR CEC APPLICATION AND SUPPORTING DOCUMENTS