



# ENVIRONMENTAL MANAGEMENT AUTHORITY

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

This guide has been developed to assist, you, the Applicant, in submitting the completed CEC Application Form A and its supporting documents.

It will walk you through various aspects that require specific instructions. You are advised to follow the instructions as stipulated to prevent any delays in the acceptance of the forms.

### **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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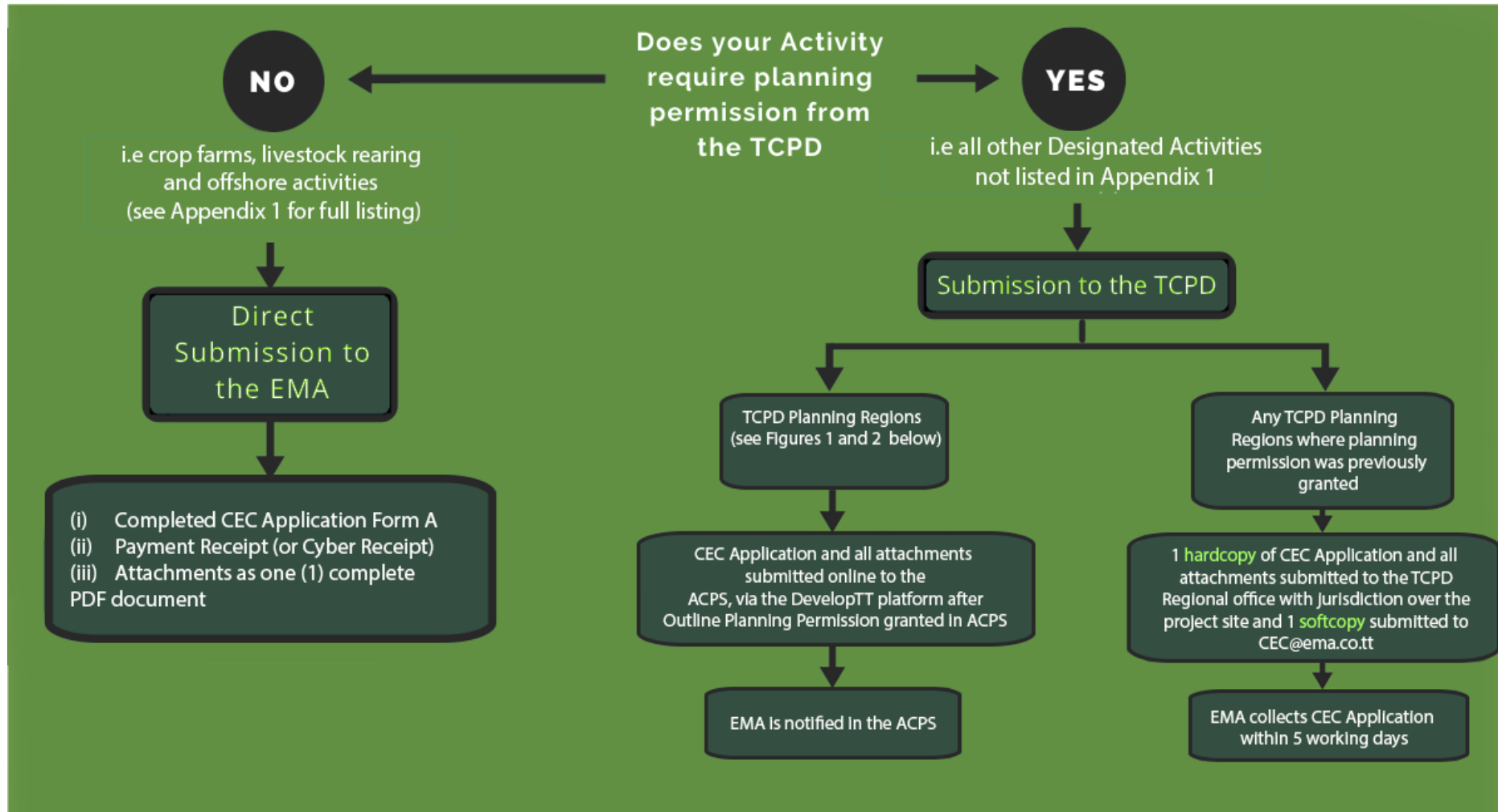


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# GUIDE TO SUBMITTING COMPLETED CEC APPLICATIONS





# ENVIRONMENTAL MANAGEMENT AUTHORITY

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

### SUBMISSION OF CEC APPLICATION

#### How to submit your CEC Application

Depending on the type of project, you will be required to submit your CEC Application as follows:

1. CEC Applications for the following Designated Activities (DAs) **DO NOT** require Planning Permission from the Town and Country Planning Division (TCPD) and can be submitted directly to the EMA:
  - a. DAs 1 (a), 4, 5 (a), 5 (b) and 6;
  - b. DAs relating to **offshore** activities ONLY, including but not limited to, DAs 24, 25, 26 (a), 26 (b) 27, 28 and 29.

Please see Appendix 1 for the activity description of each Designated Activity listed above.

**One (1) softcopy** of the following must be submitted to [CEC@ema.co.tt](mailto:CEC@ema.co.tt) but as separate attachments:

- (i) Completed CEC Application Form A;
- (ii) Payment Receipt (or Cyber Receipt);
- (iii) Attachments as one (1) complete PDF document.

2. All other CEC Applications require Planning Permission from the TCPD and should be submitted to the TCPD as follows:

- a. For project sites which fall within the TCPD planning regions (Figures 1 & 2 below) and do not have Planning Permission, the Planning Permission application must be done via the TCPD **Automated Construction Permitting System (ACPS)** using the DevelopTT platform for the region that is ACPS active (refer to: <https://tcpd.gov.tt> for further information);

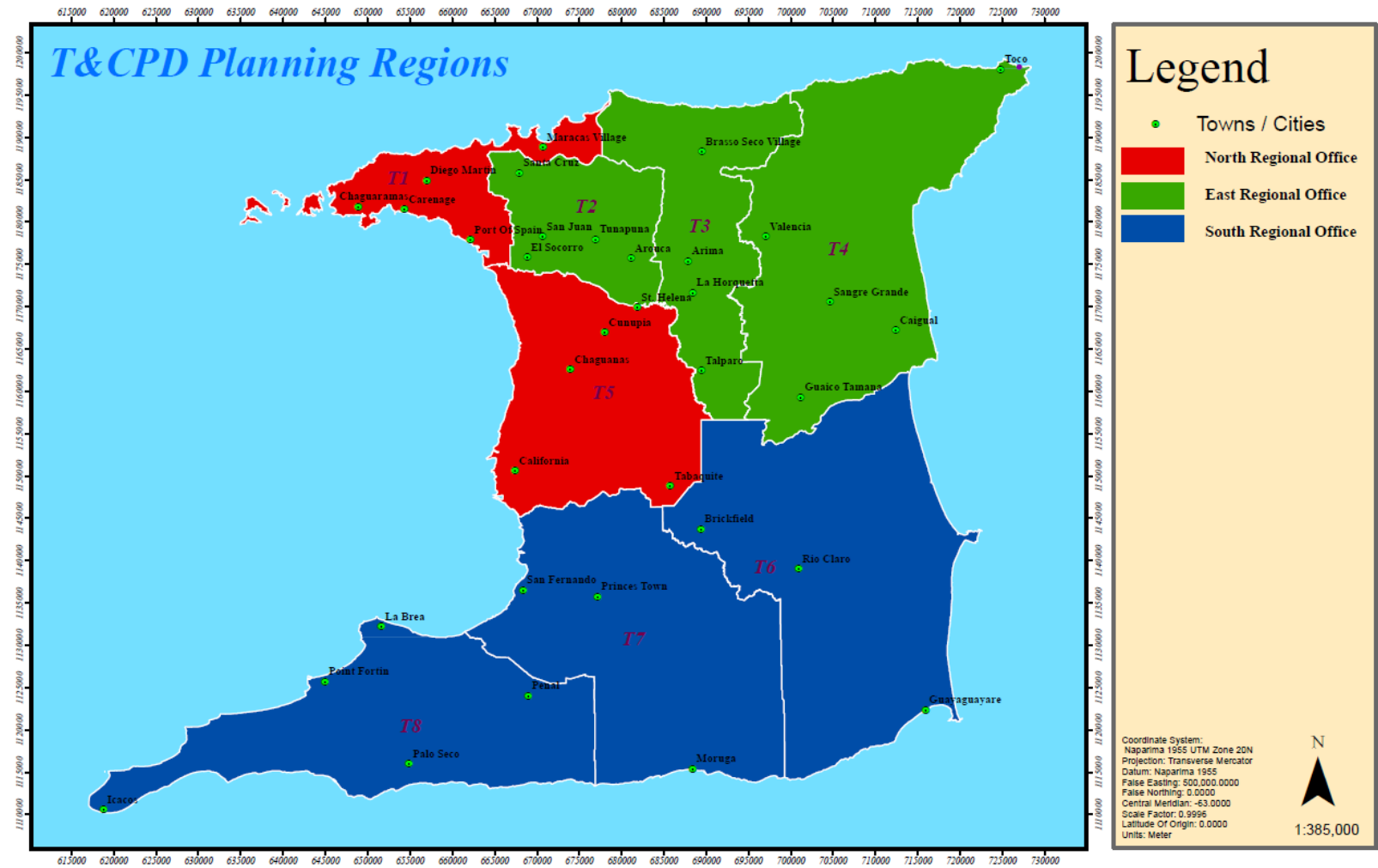
- b. For Applications which cannot be submitted through the ACPS system [i.e. sites which fall within any planning region not currently active via the ACPS or where Planning Permission (Outline or Final) was previously granted] CEC Applications must be submitted using the following guidelines:
- (i) **One (1) hard copy** of CEC Application must be submitted to the TCPD Regional Office which has jurisdiction over the proposed site;
  - (ii) **One (1) soft copy** of the completed CEC Application Form A, payment receipt and relevant attachments must also be submitted to the EMA. The soft copy must then be submitted via [CEC@ema.co.tt](mailto:CEC@ema.co.tt) as in item 1 above.

**PLEASE NOTE:**

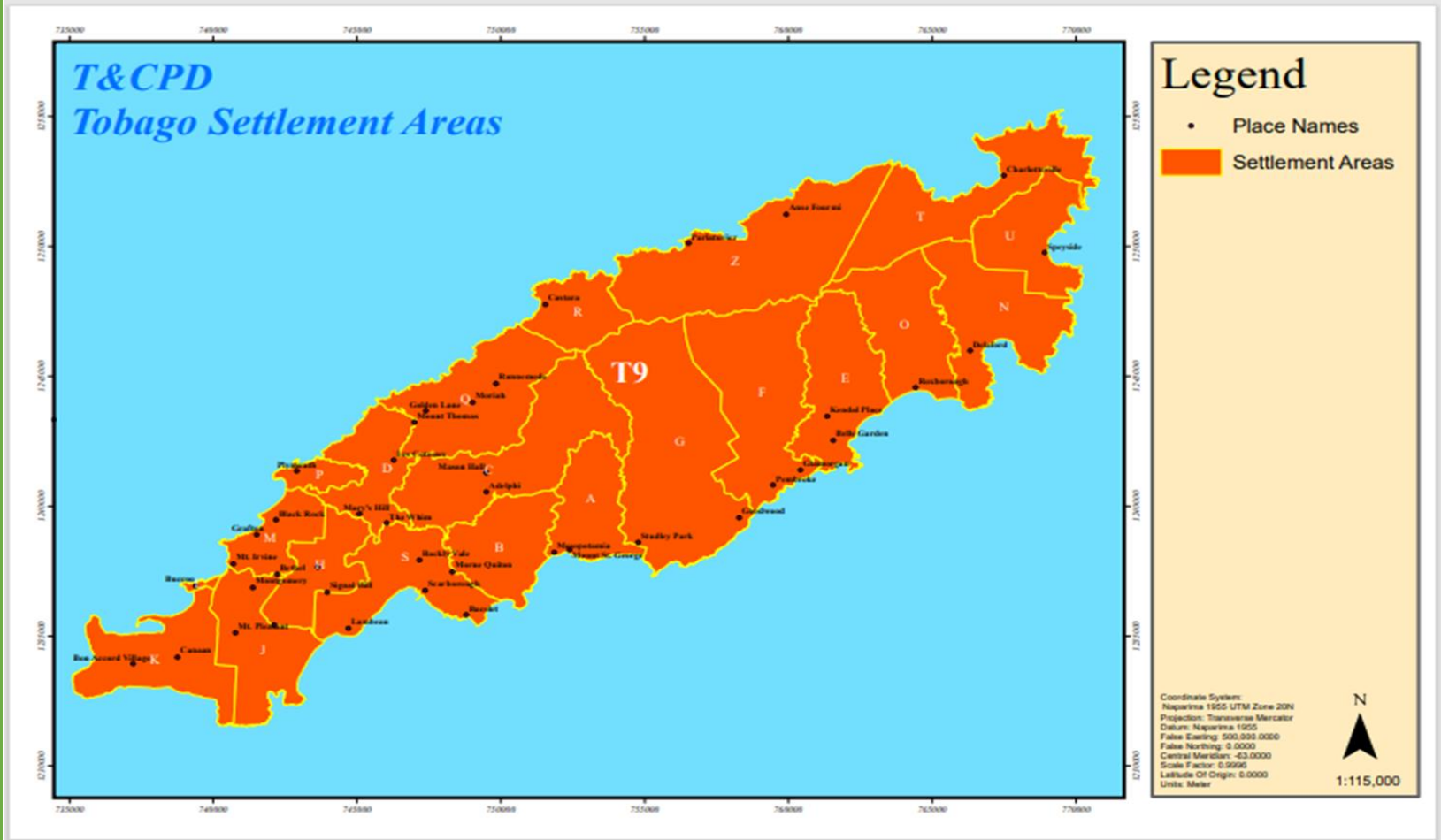
- (1) Where a CEC Application has been submitted as hard copy to the TCPD, this is received by the EMA within five (5) working days of submission;
- (2) After a CEC Application is received, it is administratively checked and either returned to the Applicant if there are deficiencies, or assigned a CEC reference number and accepted for processing (see Section 3).

**Figure 1:**  
TCPD Planning  
Regions-Trinidad

Source: TCPD



**Figure 2:**  
 TCPD Settlement  
 Areas-Tobago  
 Source: TCPD



## APPENDIX 1

### CEC APPLICATIONS WHICH CAN BE SUBMITTED DIRECTLY TO THE EMA

ACTIVITY	DEFINITION
<b>1</b>	<b>Poultry, pig, cattle and other animal husbandry and production</b>
	(a) The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of a poultry, cattle, pig or other livestock farm in excess of 250 heads of poultry or 25 heads of cattle, 25 heads of pigs or 25 heads of other livestock.
<b>4</b>	<b>Horticultural farming</b>
	The establishment, modification, expansion, or decommissioning (inclusive of associated works) of a horticultural farm of a total area of more than 2 hectares or a processing facility, with a production capacity of more than 20 kilograms per day.
<b>5</b>	<b>Timber cultivation or extraction of logs</b>
	(a) The establishment of a timber plantation of more than one hectare or the expansion of an existing plantation by more than 2 hectares;
	(b) Logging or extraction (inclusive of associated works) in a timber plantation or in a forested area of 1 hectare or more during a five-year period.
<b>6</b>	<b>Establishment of a fruit or vegetable farm</b>
	The establishment or expansion of a vegetable, crop or fruit farm of an area in excess of 2 hectares during a two-year period.

**Note:** Applications for these Designated Activities can only be submitted directly to the EMA where the project site is **offshore**.

ACTIVITY		DEFINITION
24	<b>Exploration for crude oil or natural gas</b>	The conduct of all works related to this activity.
25	<b>Establishment of a facility for primary or secondary production of crude oil, condensate or associated gas</b>	The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of a facility for the extraction or production of crude oil or production of associated gas or condensates.
26	<b>Establishment of a facility for natural gas or condensate production</b>	(a) The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of a facility for natural gas or condensate production;  (b) The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of a natural gas compression, blending or liquefaction facility.
27	<b>Establishment of infrastructure for pipeline systems</b>	The establishment, modification or expansion (inclusive of associated works) of a pipeline or pipeline systems for transmission of produced fluids, crude oil or natural gas.
28	<b>Establishment of infrastructure for crude oil refining</b>	The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of crude oil refinery.
29	<b>Establishment of infrastructure for the storage of petroleum or liquid petroleum gas or their derivatives</b>	The installation, expansion, decommissioning or abandonment (inclusive of associated works) of a storage facility with a gross capacity of more than 500 barrels.