

Process for Attaining a Certificate of Environmental Clearance (CEC)

- 1. Complete Application Forms A & B (www.depp.gov.bs)**
 - a. Form A- Applications for Preliminary Review of Proposed Project.
 - b. Form B- Application for the Certificate of Environmental Clearance (**Triplicate**).
 - c. Pay nonrefundable \$100 Fee.

- 2. Submit Application Form to the Department of Environmental Planning & Protection (DEPP)**
 - a. Original Signatures/Seals are required on at least one of the forms.
 - b. DEPP will issue a letter of acknowledgement and advise on form completeness.
 - c. DEPP will advise if a site visit is required.
 - d. After a Site Visit, DEPP will request submission of TOR for the Environmental document and request information on the Environmental Consultant.
 - e. After information is provided and satisfactorily reviewed in C & D the Applicant can begin development of the environmental document for submission.

- 3. Environmental Document submitted**
 - a. 2 Hard copies of the Document and 1 digital copy are required for submission.
 - b. Once the document is submitted, DEPP will acknowledge receipt.
 - c. Once an acknowledgement letter is issued, the Applicant must place a notice in the Newspaper notifying the public that the environmental document has been submitted to the DEPP.
 - d. In the Notice the Applicant **MUST** advise that the environmental document is available on the Project Website.
 - e. In the Notice a date no less than 14 days from the date of publication of the notice can be identified for the Public Consultation.

- 4. Public Consultation**
 - a. Public Consultation cannot occur less than 14 days from the date the notice is published in the newspaper.
 - b. During the consultation process the Applicant must document all issues raised and responded to. After the consultation meeting, a date of no less than 14 days will be identified for the public to provide additional comments or inquiries regarding the project.
 - c. After the completion of the Public Consultation Phase, the Applicant must provide a comprehensive Public Consultation Report which identifies every question or inquiry presented by the Public regarding the project and the report submitted to the DEPP for review.
 - d. After review of the Public consultation report the DEPP may require an amendment to the environmental document or a modification to the proposed project deliverables.

- 5. Environmental Management Document**
 - a. After the completion of the Public Consultation and final review of the initial environmental documents, an Environmental Management Plan TOR will be requested by the Department. On approval of the TOR the document is to be generated.
 - b. Upon submission of the document the Applicant must post the EMP to the project's website. The Public will have no less than 14 days to review and provide comment on the document.

- 6. Award of a CEC**
 - a. After satisfactory review of all documentation and the Public's comments addressed, the Department may issue a Certificate of Environmental Compliance (CEC) and assign, where applicable, an Environmental Bond in keeping with the Regulations.