



## DEPARTMENT OF ENVIRONMENT

### Checklist for ODS Applications

#### Application for Renewal of License to Handle Controlled substances

No.	Requirements (supporting documentation)	Tick or NA	
		Applicant	Official Use
1.	Contact the Department of Environment [Ozone Depleting Substances (ODS) Unit] prior to preparation of information (this could include a telephone discussion or meeting with the Unit).  i. Outstanding/late renewal penalty fees, if applicable ii. Refrigerant (HCFC/HFC/HC) Record sheets	<input type="checkbox"/>	<input type="checkbox"/>
2.	Documents to be submitted are as follows: i. Completed Renewal Application form (Form 9) ii. 1 x recent passport-sized photo, if necessary	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3.	Fee for renewal application lodgment (\$12)	<input type="checkbox"/>	<input type="checkbox"/>

I, \_\_\_\_\_, hereby certify that I have paid the necessary application fees and that I have received/ not received the payment receipt (in the instance of not receiving a receipt, I agree to collect the receipt with the processed license or earlier, as per the advice from the Department).

**For official purposes only**

Application received by:

Name of Receiving Officer: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_