



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: _____