



DEPARTMENT OF ENVIRONMENT

Checklist for ODS Applications

Application for License to Handle Controlled substances [RAC]

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. Discuss your plans to see which activities require a license. ii. What restrictions may apply in terms of complying with the application requirements?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Documents to be submitted are as follows: i. Completed Application form (Form 1) ii. 1 x recent passport-sized photo iii. Trade Certificate (handling of CFC/HCFC or RAC) iv. Work Reference (3 years of appropriate trade experience) v. Copy of GPR Certificate vi. Copy of the Birth Certificate vii. Copy of the TIN letter	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Fee for application lodgment (\$100)	<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: _____