Checklist: EIA PROCESSING APPLICATION

Applicants must submit completed applications to include requirements in the checklist below. Take note that providing false and misleading information is an offence under the Environment Management Act 2005.

An EIA Officer will vet your EIA processing Application at the counter to ensure that the application form and all of the requirements below is fulfilled before the application can be received for processing. Incomplete applications will not be received.

No.	Requirements	Submitted (Yes/No)	Date of Submission	Comments
1	Completed EMA/EIAP 2 EIA Processing Application Form. ***The application form should be filled in completely and correctly, signed and dated by the applicant.***			
2	Processing Fee: *charged according to the value of development*			
3	Locality plan sufficient to identify the land or premises to which the proposal relates			
4	Details of any changes from the original proposal, as described in the screening application (if any)			
5	Proposed Terms of Reference *			
6	6 hard copies of the application and accompanying documents			
8	1 electronic copy in PDF format			

Address of Lodgment-Office locations are listed below:

Central /Eastern Division
Department of Environment
Level 1 & 2, Bali Tower
318 Toorak Rd
Suva

Western Division
Department of Environment
Level 1 Jagdish Gosai Complex
Namaka
Nadi

Northern Division
Department of Environment
Local Timber Building
Nasekula Road
Labasa

FOR OFFICIAL USE ONLY:

Application Received By : …….. (Name of Officer)
Date Received : ……...
Receipt Number : ……

***** *Requirements are not compulsory*