



Checklist: EIA SCREENING 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 Office will vet your EIA Screening 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 to be submitted by Developers	Submitted (Yes/No)	Comments
1	Completed EMA/EIAP 1 Screening Form. <i>The application form should be filled in correctly, signed and dated by the applicant.</i>		
2	Screening Fee: \$250.00 (VIP)		
3	Locality plan sufficient to identify the land or premises to which the proposal relates		
4	Any other information, plans or drawings needed to describe the proposed development		
5	5 hard copies of the application and accompanying documents		
6	1 electronic copy on a disc in PDF format		
7	Consent from the Development Approving Authority (E.G. Lands Department, Department of Town and Country Planning, I Taukei Land Trust Board etc.) *		
8	➤ Business Registration Certificate ➤ Foreign Investment Registration Certificate for Foreign Investors (<i>for foreign investors only</i>)		
9	Evidence as to the ownership of the land that is the subject of the proposal		
10	An indication of whether the owner consents to the development (supporting documents)		
	Address of Lodgment: Central/Eastern Division Department of Environment Level 1 & 2, Bali Tower 318 Toorak Road Suva	Western Division Department of Environment Level 1, Peekays Building 61 Vitogo Parade Lautoka	Northern Division Department of Environment Local Timber Building Nasekula Road Labasa

*Requirement is not compulsory

FOR OFFICIAL USE ONLY:

Name and Signature of Receiving Officer :

Date Received :

Receipt Number :