

## CHECKLIST FOR WASTE DISPOSAL AND WASTE RECYCLING PERMIT APPLICATION

Tick (v)

1. Must be made in writing to the Waste and Pollution Control (WPC) Administrator
2. Must be made by the owner of the facility or, if it is a body corporate, by an authorized person and witness by an authorized person (Company Manager/Ministry of Environment Staff)
3. Must be submitted in triplicate (one original and two photocopies) on the Form EMA/WDR 2 and/or Form EMA/WDR 6
4. Must include all relevant particulars required by the Form EMA/WDR 2 and/or Form EMA/WDR 6
5. Must specify the category or categories of permit applied for
6. Must include a description of the business conducted by the facility, with a site plan of the premises to which the permit will relate
7. Must include details of any previous or other application for a permit under the Act
8. Must contain or have attached any other information or document that the WPC Administrator indicates is needed to enable the WPC Administrator to decide whether to issue a permit to the facility in the category applied for and what conditions to attach, if any. Please consult WPC officers.
9. Must be accompanied by the appropriate fee of **\$102.22 VIP**, the payment has to be made at the Bank (bank details are on page 2)
10. Must apply for all sites in one single application in respect of the facility.

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11. Must fulfil the EIA requirement in respect of the facility.



**Bank Details:**

Bank type: Westpac  
Account Name: Environment Trust  
Account  
Account #: 9802022948  
Narration: WPC application fee  
'insert company name'

Send Complete Form EMA/WDR 2 and/or Form  
EMA/WDR 6 in triplicate to:

**Central Division**

Waste and Pollution Control Administrator  
Department of Environment  
Levels 1 & 2, Bali Tower Bali  
P.O Box 2109  
Government Building  
318 Toorak Road, Suva.  
Phone: (679) 3311 699 Fax: (679) 3312879

**Northern Division**

Waste and Pollution Control Administrator  
Ministry of Environment  
Ground Floor, Local Timber Building  
Nasekula Street  
P.O Box 485  
Labasa  
Phone: (679) 8818 017 Fax: (679) 8818016

**Western Division**

Waste and Pollution Control Administrator  
Department of Environment  
61 Vitogo Parade  
Peekay Building  
Level 1  
Lautoka  
Phone: (679) 6724140