



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?	☐	☐
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 viii. Any other document required by the Department	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
3.	Fee for application lodgment (\$100)	☐	☐

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: _____