



MINISTRY OF WATERWAYS AND ENVIRONMENT

Checklist for ODS Applications

Application for Permit to Store 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 permit (evidence of RAC service provision in the course of business) ii. What restrictions may apply in terms of complying with the application requirements for permit to store controlled substances or contracting businesses?	☐	☐
2.	Documents to be submitted are as follows: i. Completed Application form (Form 3) ii. Copy of the valid business license iii. Copy of Business Registration Certificate from Registrar of Companies iv. Copy of the license of the technician working under the company v. Any other document required by the Department	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
3.	Facility Inspection carried out by ODS Unit (internal)	☐	☐
4.	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 permit or earlier, as per the advice from the Department).

For official purposes only

Application received by: _____

Name of Officer: _____

Signature _____

Date _____

Comments: _____