



MINISTRY OF WATERWAYS AND ENVIRONMENT

Checklist for ODS Applications

Application for Renewal of Permit to Store Controlled substances

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. Outstanding/late renewal penalty fees, if applicable ii. Business relocation, if applicable and valid business license	☐	☐
2.	Documents to be submitted are as follows: i. Completed Application Renewal form (Form 9) ii. Copy of the valid business license iii. Any other document required by the Department	☐ ☐	☐ ☐
3.	Facility Inspection carried out by ODS Unit (internal)	☐	☐
4.	Fee for renewal application lodgment (\$10.00 + \$35.00 for facility inspections)	☐	☐

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: _____