Guideline

Completing an application form for an Environmental Permit

#### Environmental Protection and Conservation Act [CAP 283]

# Introduction

Our environment is important in Vanuatu and that is why we have laws to protect our environment from the impacts of development. As our population grows and development continues it becomes more and more important to look after our environment.

Part of this protection is the legal requirement for the formal assessment of development projects that may damage the environment – Environmental Impact Assessment (EIA). Under law, all developments that require permits or are part of a schedule must apply for an Environmental Permit.

This guideline is written to assist you completing the application form for your development project as required by the law. The Department of Environmental Protection and Conservation (the Department) will provide further information and support if you have problems with completing any parts of your application.

# The application form

The form is designed to help you fully describe your project and how you will reduce and manage any environmental impacts arising from the project construction or ongoing operation. Once a complete form has been submitted, the Department has 21 business days to make a decision on your project.

## Section 1. Applicant details

Please fill out all parts of this section.

Please give your full name and also the name of your organisation or business. If an organisation or business you must include evidence of this (Vanuatu Financial Services Commission certificate or business licence).

Please give your full contact details including an address and mobile phone number. We must have contact details in order to contact you for any questions and to arrange a site visit.

## Section 2. The project proposal

Departmental officers need to understand the details of your proposed project. Please include as much information, plans and drawings as possible.

*Name of project:* The name of the project is the name used to refer to the project. For example, the name could be a description such as “foreshore development at Samson property Efate” or a formal title such as “Port Vila Casino extension”.

*What is your project?* Please summarise the whole of your project and include diagrams, drawings and layout of the project on the site.

*Where is your project located?* The assessment of your application will generally involve a site inspection by the Department. *S*o that departmental officers can locate your project, please give an accurate location and include a map that clearly shows the project site and points out other features such as the coastline and neighbouring properties.

*Project timing:* Please complete this section as accurately as possible.

*Land status:* Please complete this section accurately and include a copy of the land title(s) if leased land.

*Land area:* Please give this in either hectares or square metres for areas less than 1 ha.

## Section 3. The current environment

Any development should take into account the local environment. To understand what impacts your project will have on the environment, departmental officers need to know what is currently located on and around the project site. Please give as much information as possible and use additional sheets of paper if required.

## Section 4. Environmental, social and custom impacts

Unnecessary damage or alteration to the local environment is discouraged and you will need to demonstrate that you have considered all suitable alternatives and that your project plan minimises environmental damage. You need to complete all the parts of this section.

Please give as much information as possible and use additional sheets of paper if required. It is important that you carefully consider the environmental, social and custom impacts of your project and describe how you will reduce or avoid these impacts during project construction and operation. The Department will need this level of detail to assess your project

## Section 5. Applicant checklist

This short section sets out all the information that MUST be included in your application. If you do not complete the application form and provide this information your application will either be rejected or the department will contact you to supply the required information. No assessment will take place until all the required information is included.

## Section 6. Applicant declaration

This is your declaration that your application is complete and that the description of your project and its impacts on the environment and how you intend to protect the environment is accurate and true.

The details in your application form part of the formal application process and may be incorporated into your Environmental Permit. Any unauthorised change to your project as set out in the application means that you will be operating outside the conditions of your permit and potentially face penalties under the Act. Therefore please ensure the Department is informed of any changes to your project.

# Where can I find more information?

Further information can be found in our general guidelines on EIA.

You may also arrange an appointment with a member of our Environmental Planning and Impact Assessment division or provincial extension officers by contacting us:

**Department of Environmental Protection and Conservation**

Port Vila: Ministry of Climate Change Adaptation, Meteorology & Geo-Hazards, Environment, Energy and Disaster Management compound, Nambatu

PMB 9063, Port Vila

Phone: (678) 5333830 / 25302 / 33430

Espiritu Santo: Sanma Provincial Government Council, Luganville

PMB 239, Sanma