



## Checklist: EIA PROCESSING APPLICATION

**Purpose:** An EIA Officer must vet the EIA Processing Application at the counter to ensure that the application form and all of the requirements below is fulfilled before the fee is received and the application can be received for processing.

No.	Requirements	Submitted (Yes/No)	Date of Submission	Comments
1	Completed EMA/EIAP 2 EIA Processing Application Form. <i>The application form should be filled in completely and correctly, signed and dated by the applicant.</i>			
2	Processing Fee: <i>charged according to the value of development</i>			
3	Locality plan sufficient to identify the land or premises to which the proposal relates			
4	Details of any changes from the original proposal, as described in the screening application (if any)			
5	Proposed Terms of Reference *			
6	6 hard copies of the application and accompanying documents			
8	1 electronic copy on a disc in PDF format			

Address of Lodgment-Office locations are listed below:

**Central /Eastern Division**  
Department of Environment  
19 MacGregor Road  
Suva

**Western Division**  
Department of Environment  
Level 1, Rogorogovuda House  
Tavewa Avenue  
**Lautoka**

**Northern Division**  
Department of Environment  
Local Timber Building; Ground Floor  
Nasekula Road  
**Labasa**

### FOR OFFICIAL USE ONLY:

Application Received By : ..... (Name of Officer)  
Date Received : .....  
Receipt Number : .....

\* Requirements are not compulsory