



Checklist: EIA SCREENING APPLICATION

Purpose: An EIA Officer must vet the EIA Screening 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 1 Screening Form. <i>The application form should be filled in correctly, signed and dated by the applicant.</i>			
2	Screening Fee: \$242.22			
3	Locality plan sufficient to identify the land or premises to which the proposal relates			
4	Any other information, plans or drawings needed to describe the proposed development			
5	5 hard copies of the application and accompanying documents			
6	1 electronic copy on a disc in PDF format			
7	1 hard copy to the EIA Administrator			
8	Consent from the Development Approving Authority (E.G. Lands Department, Department of Town and Country Planning, I Taukei Land Trust Board etc.)			
9	Business Registration Certificate			
10	Address of Lodgment-please see office locations below:			

Central /Eastern Division
 Ministry of Environment
 19 MacGregor Road
Suva

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

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

FOR OFFICIAL USE ONLY:

Application Received By : (Name of Officer)

Date Received :

Receipt Number :