



**DEPARTMENT OF ENVIRONMENT**

**Checklist for ODS Applications**

**Application for License to Handle 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 license. ii. What restrictions may apply in terms of complying with the application requirements?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Documents to be submitted are as follows: i. Completed Application form (Form 1)  ii. 1 x recent passport-sized photo  iii. Trade Certificate (handling of CFC/HCFC or RAC)  iv. Work Reference (3 years of appropriate trade experience)  v. Copy of GPR Certificate  vi. Copy of the Birth Certificate  vii. Copy of the TIN letter	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Fee for application lodgment (\$97.15)	<input type="checkbox"/>	<input type="checkbox"/>

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 license or earlier, as per the advice from the Department).

***For official purposes only***

Application received by: \_\_\_\_\_

Name of Receiving Officer: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_