



## DEPARTMENT OF ENVIRONMENT

### Checklist for ODS Applications

#### Application for Renewal of Permit to Store Controlled substances

No.	Requirements	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	<input type="checkbox"/>	<input type="checkbox"/>
2.	Documents to be submitted are as follows: i. Completed Application Renewal form (Form 9)  ii. Copy of the valid business license  iii. Record-keeping documents (Servicing) from 1 <sup>st</sup> January till 31 <sup>st</sup> December for the previous year  iv. Quarterly Sales and Purchase records for bulk refrigerants and refrigerant-based equipment	<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.	Facility Inspection carried out by ODS Unit (internal)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Fee for renewal application lodgment (\$9.72 + \$34.01 for facility inspections)	<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 permit or earlier, as per the advice from the Department).

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***For official purposes only***

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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