



## Checklist: EIA PROCESSING APPLICATION

*Applicants must submit completed applications to include requirements in the checklist below. Take note that providing false and misleading information is an offence under the Environment Management Act 2005.*

*An EIA Officer will vet your EIA processing Application at the counter to ensure that the application form and all of the requirements below is fulfilled before the application can be received for processing. Incomplete applications will not be received.*

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 in PDF format			

*Address of Lodgment-Office locations are listed below:*

**Central /Eastern Division**  
 Department of Environment  
 Level 1 & 2, Bali Tower  
 318 Toorak Rd  
**Suva**

**Western Division**  
 Department of Environment  
 Level 1 Palas Building  
 Nakavu  
**Nadi**

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

### FOR OFFICIAL USE ONLY:

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

*\* Requirements are not compulsory*