



# Environmental Management Authority

## CEC Application Guidelines

1. The editable CEC Application Form A with the pre-screening form (cover page) must be completed and the following supporting documents uploaded to begin the CEC Process:
  - ✓ **The signature on the CEC Application Form A MUST be that of the owner/operator of the proposed development/facility in the case of an individual and for a company, that of the Head of the Organization along with the Company Stamp affixed;**
  - ✓ The CEC Application and the pre-screening form (cover page of fillable form) must be downloaded, completed (with name in block letters, signature and date), scanned and uploaded.
  - ✓ Where an electronic signature or company stamp cannot be affixed, the CEC Application Form can be filled out, downloaded, signed, stamped, if required, and uploaded;
  - ✓ **The response to Question 1 of the CEC Application Form A: ‘*The name of the applicant*’ MUST be the name of the owner/operator and not agent/consultant/director etc.**
  - ✓ Payment receipt of \$500.00 from any branch of First Citizen’s Bank, Account #1183848 must be uploaded (please ensure that the receipt states ‘payment for CEC application and Applicant name’).
  - ✓ Certificate of Incorporation (Companies);
  - ✓ Where the Applicant is the property owner: Evidence of certified copies of Proof of Ownership (e.g. deed, license/lease agreement);
  - ✓ Where the Applicant is not the property owner: An authorization letter from property owner(s) giving the required approval to use said lands supported by proof of ownership and a copy of a valid form of Identification from the owner(s);
  - ✓ Letter of authorization required if you are acting on behalf of the Applicant for completing said application. This must be accompanied by a valid copy of identification from the Applicant and person(s) authorised to act on their behalf (i.e. Passport, National Identification Card or Driver’s Permit).



2. The following additional documents may be uploaded and will aid in the processing of the Application:
  - a. Proposed scope of works and estimated schedule;
  - b. Project description;
  - c. Maps, site layout drawings, etc. must be legible and accompanied by a north arrow and a legend.
  
3. **ONLY** completed CEC Applications for the following Designated Activities (DAs) can be submitted directly to the EMA:
  - DAs 1(a); 4; 5(c) and 6.
  - DAs relating to offshore activities, including but not limited to, DAs 24, 25, 26 (a), 26 (b) 27, 28 and 29.

See table below for further guidance.

	<b>ACTIVITY</b>	<b>DEFINITION</b>
<b>1</b>	<b>Poultry, pig, cattle and other animal husbandry and production</b>	(a) The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of a poultry, cattle, pig or other livestock farm in excess of 250 heads of poultry or 25 heads of cattle, 25 heads of pigs or 25 heads of other livestock.
<b>4</b>	<b>Horticultural farming</b>	The establishment, modification, expansion, or decommissioning (inclusive of associated works) of a horticultural farm of a total area of more than 2 hectares or a processing facility, with a production capacity of more than 20 kilograms per day.
<b>5</b>	<b>Timber cultivation or extraction of logs</b>	(a) The establishment of a timber plantation of more than one hectare or the expansion of an existing plantation by more than 2 hectares;



	<b>ACTIVITY</b>	<b>DEFINITION</b>
		(b) Logging or extraction (inclusive of associated works) in a timber plantation or in a forested area of 1 hectare or more during a five-year period.
<b>6</b>	<b>Establishment of a fruit or vegetable farm</b>	The establishment or expansion of a vegetable, crop or fruit farm of an area in excess of 2 hectares during a two-year period.

	<b>ACTIVITY</b>	<b>DEFINITION</b>
<b>24</b>	<b>Exploration for crude oil or natural gas</b>	The conduct of all works related to this activity.
<b>25</b>	<b>Establishment of a facility for primary or secondary production of crude oil, condensate or associated gas</b>	The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of a facility for the extraction or production of crude oil or production of associated gas or condensates.
<b>26</b>	<b>Establishment of a facility for natural gas or condensate production</b>	(a) The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of a facility for natural gas or condensate production;  (b) The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of a natural gas compression, blending or liquefaction facility.
<b>27</b>	<b>Establishment of infrastructure for pipeline systems</b>	The establishment, modification or expansion (inclusive of associated works) of a pipeline or pipeline systems for transmission of produced fluids, crude oil or natural gas.
<b>28</b>	<b>Establishment of infrastructure for crude oil refining</b>	The establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of crude oil refinery.
<b>29</b>	<b>Establishment of infrastructure for the storage of petroleum or liquid petroleum gas or their derivatives</b>	The installation, expansion, decommissioning or abandonment (inclusive of associated works) of a storage facility with a gross capacity of more than 500 barrels.



4. **ONE** completed CEC application and all relevant documents must be sent via email to: [cec@ema.co.tt](mailto:cec@ema.co.tt)
  
5. **CEC Applications for all other onshore Designated Activities must be submitted to the Town and Country Planning Division location closest to the Activity site.**

#### Timeline Summary

Once the CEC Application Form A and supporting documents are deemed acceptable, a unique CEC Reference number will be assigned. An EMA officer will contact you to arrange a site visit within 10 working days of receipt of the acceptable Application (if required). An acknowledgment of the Application and request for further information (if required) will be issued within 10 working days of the EMA's acceptance of the Application.