

## APPLICATION FORM: RENEW A SALES PERMIT

### Department of Environmental Protection and Conservation



[www.environment.gov.vu](http://www.environment.gov.vu)

Private Mail Bag 9063

Port Vila, Vanuatu

Phone: (678) 33430

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### How to complete this application form

This application form and any supporting information provided with it are to renew your Sales Permit under the *Ozone Layer Protection Act No. 22 of 2019* (the OLP Act) and the Ozone Layer Protection Regulation (the OLP Regulation).

Sales Permits are valid for one year from the date of issue and may be renewed. If you want to renew your Sales Permit you must apply to the Director of the Department of Environmental Protection and Conservation (the Department) **before** your Sales Permit expires.

**An application to renew your Sales Permit is not an opportunity to amend your Sales Permit. For example, to include additional controlled substances.** Rather, it is an opportunity to effectively extend the life of your existing approval. If you want to change the controlled substances you are selling, you must submit a new 'Application for a Sales Permit'.

**Payment of application fees:** under the OLP Act, applications made by government departments or agencies are exempt from paying application fees. All other applications to renew a Sales Permit require payment of a 10,000 vatu application fee (excluding VAT). This fee is provided for in the OLP Regulations.

Application fees must be paid at the government cashier at the Department of Finance and Treasury. We do not accept payments at our offices. Please take the attached invoice to the government cashier for payment. **A receipt from the government cashier must be attached to this application form** when it is submitted to the Department. Your application will not be processed until you provide us with a copy of the receipt from the government cashier.

**NO CONTROLLED SUBSTANCES MAY BE SOLD BEYOND THE EXPIRY OF YOUR CURRENT SALES PERMIT UNLESS AND UNTIL YOUR SALES PERMIT IS RENEWED BY THE DEPARTMENT OR A NEW SALES PERMIT IS GRANTED.**

## 1. APPLICANT

### Full name of applicant

*The applicant must be the holder of the Sales Permit being renewed.*

### Contact details

Physical address:

Mailing address:

Tel:

Mobile:

Email:

Website:

## 2. SALES PERMIT INFORMATION

This form is to renew an existing Sales Permit. To assess your application, we need know about your current Sales Permit.

### Sales Permit

What is the permit number?

### 3. SUITABILITY

To approve your application the OLP Act requires the Director to be satisfied about several matters. This section addresses these matters.

Suitability question	Y/N	Please provide details
Have you ever been issued a penalty notice under the OLP Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of an offence against the OLP Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been issued a penalty notice or convicted of an offence under another Act where that offence involved controlled substances or manufactured products?  <i>For example, an offence under the Customs Act No. 7 of 2013 or an offence under the Energy Efficiency of Electrical Appliances, Equipment and Lighting Products Act No. 24 of 2016.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have the necessary skills or trained staff to minimise emissions of controlled substances?  <i>If you and/or your staff hold a licence to handle controlled substances or a trainee licence to handle controlled substances, please mention this here. If not, please provide a summary of your relevant qualifications and training and the qualifications and training of your staff that will be handling controlled substances. Use additional sheet(s) if required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have or have access to the necessary equipment to minimise emissions of controlled substances?  <i>Please describe the equipment you will use to minimise the emission of controlled substances into the atmosphere. For example, vacuum pumps, pressure gauges, leak detectors, recovery machines etc. Please indicate whether this is your equipment or not. Use additional sheet(s) if required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## 4. DECLARATION

**If you are the applicant (individual):**

By signing this application, I/we \_\_\_\_\_

1. Declare I am/we are the holder of the Sales Permit the subject of this application.
2. Declare all the information presented herein and attached is true and correct.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you are an authorised representative of the applicant (registered business or company; charitable association; government department or agency etc.):**

By signing this application, I/we \_\_\_\_\_

1. Declare I am/we are the authorised representative(s) of \_\_\_\_\_, the holder of the Sales Permit the subject of this application.
2. Declare all the information presented herein and attached is true and correct.

Representative's signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(Official Stamp where applicable)*

**ANY RENEWAL OF YOUR SALES PERMIT WILL BE PRIMARILY BASED ON THE DESCRIPTION YOU HAVE PROVIDED ON THIS FORM.**

***THIS APPLICATION IS TO RENEW A SALES PERMIT UNDER THE OZONE LAYER PROTECTION ACT ONLY.***

***THE GRANTING OF A PERMIT UNDER THE OZONE LAYER PROTECTION ACT DOES NOT INFER OR ASSUME THE GRANTING OF LICENCES, PERMITS OR OTHER APPROVALS UNDER ANY OTHER VANUATU LEGISLATION.***

## 5. OFFICIAL USE ONLY

Application received by:

Name:

Position:

Date application form received:

**How to pay your Sales Permit renewal application fee**

The Department does not accept payments at the office at Nambatu or Luganville.

Please:

1. Insert your name into this invoice
2. Take this invoice and pay your application fee to the government cashier at the Department of Finance and Treasury
3. **Attach a copy of the receipt provided by the government cashier to your application to renew your Sales Permit.**

**DEPARTMENT OF  
ENVIRONMENTAL PROTECTION  
AND CONSERVATION**

Private Mail Bag 9063  
Port Vila  
**REPUBLIC OF VANUATU**



**BUREAU DE LA PROTECTION DE  
L'ENVIRONNEMENT ET DE LA  
CONSERVATION**

Sac Postage Privé 9063  
Port Vila  
**REPUBLIQUE DE VANUATU**

**DIPATMEN BLONG ENVAEROMEN PROTEKSEN MO KONSEVESEN**

Tel: (678) 25302 / 33430

**CT No. 108434**

**Name of applicant:**

**INVOICE**

<b>Description of Fee</b>	<b>Work Description</b>	<b>Amount (VUV)</b>
Item 643: Ozone Fees	Application to renew a Sales Permit	10,000
	VAT	1,500
	<b>INVOICE TOTAL</b>	<b>11,500</b>