

APPLICATION FORM: LICENCE TO HANDLE CONTROLLED SUBSTANCES

Department of Environmental Protection and Conservation



www.environment.gov.vu

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How to complete this application form

This application form and any supporting information provided with it are for a Licence to Handle Controlled Substances under the *Ozone Layer Protection Act No. 22 of 2019* (the OLP Act) and the Ozone Layer Protection Regulation (the OLP Regulation). Refrigeration and air conditioning technicians require a Licence to Handle Controlled Substances or a Trainee Licence to Handle Controlled Substances.

The OLP Act and OLP Regulation give effect to Vanuatu's obligations under the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer and regulate controlled substances and manufactured products.

Controlled substances are gases listed in the Montreal Protocol and the Schedule of the OLP Act. You can find a copy of the schedule on our website: www.environment.gov.vu.

Manufactured products are any of the following products that contain or are designed to use a controlled substance: dry-cleaning machines; fire extinguishers; automobile and truck air conditioning units; marine transportation and refrigeration; and domestic, commercial and industrial refrigerators, freezers, chillers, dehumidifiers, water coolers, ice machines, display cabinets, cold storage systems, air conditioning and heat pump units and any other refrigeration and air conditioning or heat pump equipment.

If you undertake any of the following activities (or other activities that involve a risk of a controlled substances being emitted into the atmosphere), you must apply for a Licence to Handle Controlled Substances or a Trainee Licence to Handle Controlled Substances:

1. **Recover** a controlled substance. That is, collect and store controlled substances from manufactured products, machinery, equipment and containment vessels during servicing or prior to disposal.
2. **Recycle** a controlled substance. That is, re-use a recovered controlled substance following a basic cleaning process such as filtering and drying.
3. **Reclaim** a controlled substance. That is, re-process and upgrade a recovered controlled substance through such mechanisms as filtering, drying, distillation and chemical treatment in order to restore the controlled substance to a specified standard of performance which often involves processing 'off-site' at a central facility.
4. **Install, service, recharge, repair or decommission a manufactured product.**

Only individual persons may hold a Licence to Handle Controlled Substances or Trainee Licence to Handle Controlled Substances and the granting of a licence depends on your qualifications and experience. This form is designed to help you show us that you have the qualifications and experience to safely and responsibly handle controlled substances. If you cannot respond to the questions in this application form, you may not be eligible to hold a Licence to Handle Controlled Substances.

Your application will not be considered unless you return this form, completed and signed; include all relevant attachments; and pay the application fee. **Please attach a passport size photo to your application.**

Payment of application fees: applications for a Licence to Handle Controlled Substances 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. An invoice for the application fee is included at the end of this application form.

YOU MUST NOT HANDLE CONTROLLED SUBSTANCES UNLESS AND UNTIL YOU HAVE BEEN GRANTED A LICENCE TO HANDLE CONTROLLED SUBSTANCES OR TRAINEE LICENCE TO HANDLE CONTROLLED SUBSTANCES BY THE DEPARTMENT

1. APPLICANT

Full name of applicant

Date of birth

Contact details

Physical address:

Mailing address:

Tel:

Mobile:

Email:

Current employer

Registered business* or company.

Please specify the name of the registered business or company.

** The name of a registered business could be the name of an individual.*

Charitable association

Please specify the name of charitable association.

Government department or agency

Please specify the name of the department or agency.

Other organisation

Please specify the name and nature of the organisation.

Current employer's contact details

If you are self-employed and have provided your contact details above, you do not need to repeat them here.

Physical address:

Tel:

Mobile:

Email:

2. EXPERIENCE AND QUALIFICATIONS

A Licence to Handle Controlled Substances may be granted only on one of three grounds:

1. You hold at least a Certificate IV in refrigeration and air conditioning from a registered provider approved to deliver the accredited course to which the certificate relates; OR
2. You hold at least a Certificate III in refrigeration and air conditioning from an overseas registered provider or accredited institution recognised by the Vanuatu Qualifications Authority; OR
3. You have at least five years' experience in the refrigeration and air conditioning industry and have completed the Good Practices in Refrigeration course (or equivalent qualification recognised by the Director).

To assess your application, we need to understand the ground you are using as the basis for your application and you need to provide proof that you satisfy this ground.

Do you hold a Certificate III, Certificate IV or higher qualification in refrigeration and air conditioning?

Yes

Please attach a copy of your qualification.

No

If yes, please answer the following questions:

What is the name of your qualification?

What is the name of the institution that awarded your qualification?

Where was the institution located?

In Vanuatu

Overseas

Please specify the country and city:

If no, please answer the following questions:

Have you completed the Good Practices in Refrigeration course, or another equivalent course approved by the Director?

Yes.

Please specify the year you completed the course:

Please attach a copy of your statement of obtainment or certificate of participation.

No. If no, you are not eligible to apply for a Licence to Handle Controlled Substances.

How long have you worked in the refrigeration and air conditioning sector?

Please provide your employment history for the past five years. Please describe the work you undertook and provide the names and contact details of your employers.

When describing your employment history: please **attach at least one reference** from your current or previous employer; include as much information as possible; and use additional sheets of paper if required. Insufficient or unclear information will delay your application.

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	If yes, 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 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.</i> <i>Please indicate whether this is your equipment or not.</i> <i>Use additional sheet(s) if required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4. DECLARATION

By signing this application, I _____

1. Declare I am seeking a Licence to Handle Controlled Substances.
2. Declare all the information presented herein and attached is true and correct.

Applicant's signature: _____

Date: _____

ANY LICENCE TO HANDLE CONTROLLED SUBSTANCES GRANTED WILL BE PRIMARILY BASED ON THE DESCRIPTION YOU HAVE PROVIDED ON THIS FORM.

THIS APPLICATION IS FOR A LICENCE TO HANDLE CONTROLLED SUBSTANCES UNDER THE OZONE LAYER PROTECTION ACT ONLY.

THE GRANTING OF A LICENCE 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 Licence to Handle Controlled Substances application fee

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

Please:

1. Insert your name into the invoice for the licence you are applying for
2. Take the relevant 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** for a Licence to Handle Controlled Substances

**DEPARTMENT OF
ENVIRONMENTAL PROTECTION
AND CONSERVATION**

Private Mail Bag9063
Port Vila
REPUBLIC OF VANUATU



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

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Port Vila
REPUBLIQUE DE VANUATU

DIPATMEN BLONG ENVAEROMEN PROTEKSEN MO KONSEVESEN

Tel: (678) 25302 / 33430

CT No. 108434

Name of applicant:

INVOICE

Description of Fee	Work Description	Amount (VUV)
Item 643: Ozone Fees	Application for a Licence to Handle Controlled Substances	10,000
	VAT	1,500
	INVOICE TOTAL	11,500