



Department of Environmental Affairs
MINISTRY OF ENVIRONMENT AND TOURISM

HOW TO APPLY ONLINE FOR AN **ENVIRONMENTAL CLEARANCE CERTIFICATE (ECC)**



IMPROVING:

EFFICIENCY

**PUBLIC
ENGAGEMENT**

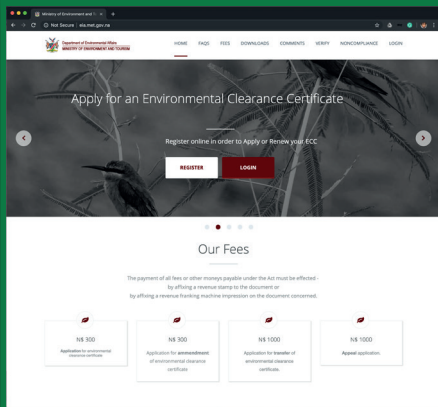
MONITORING

TRANSPARENCY

ACCESSIBILITY

ACCOUNTABILITY

PROCEDURE TO FOLLOW WHEN APPLYING ONLINE FOR AN ENVIRONMENTAL CLEARANCE CERTIFICATE (ECC)



1. The Proponent registers the project with the Office of the Environmental Commissioner (have Background Identification Document ready and CV of the Environmental Assessment Practitioner ready) via this link www.eia.met.gov.na
(NB: Project title must be short, detailed and capture important contents of the project).

2. The Office of the Environmental Commissioner (OEC) will then screen your submission and advise you in terms of Section 33 whether an environmental impact assessment is required or not.

3. If an environmental impact assessment is required, the proponent is expected to:

- Submit your application including Revenue Stamps and BID or draft Scoping report to the relevant

Competent Authority charged with the responsibility of granting authorization in respect of a listed activity, who will then forward the application to the OEC.

- Commence with the environmental impact assessment in terms of Regulation 15, in consultation with all relevant authorities.
- Finally, upload all required documents (copy of application form as proof of payment, Assessment Report, EMP, Proof of Public Consultation, etc) on the portal and **submit hard copies to the OEC.**

4. The OEC will acknowledge receipt of the documents submitted online and these will be allocated to a reviewer who will review the report and all relevant documentation.

5. To maintain transparency, the principle of environmental management in terms of Section 3 (2) (c) of the Act shall apply, every assessment report will be subjected to public scrutiny for 14 days. Therefore, when advertised, the application number must be included on advertisement to allow Interested and Affected Parties to access the assessment report through the ministerial online system.

6. Lastly, a decision will be taken by the Environmental Commissioner and you will be informed in terms of Section 37 of the EMA, and projects issued with an environmental clearance certificate will be published on the portal.



HOW TO USE THE ONLINE ECC PORTAL

Register and obtain your Environmental Clearance Certificate (ECC) Online system. (The system will manage all your ECC needs (updates, renewals, etc).

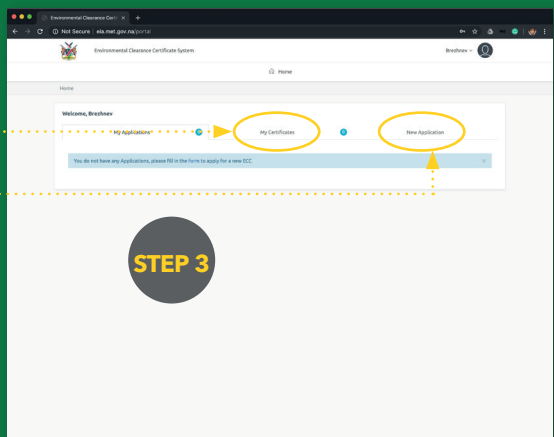
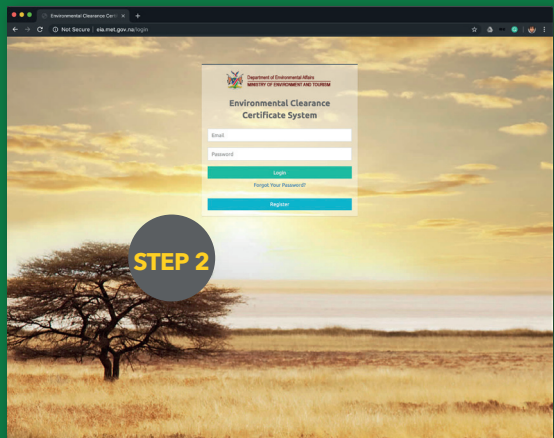
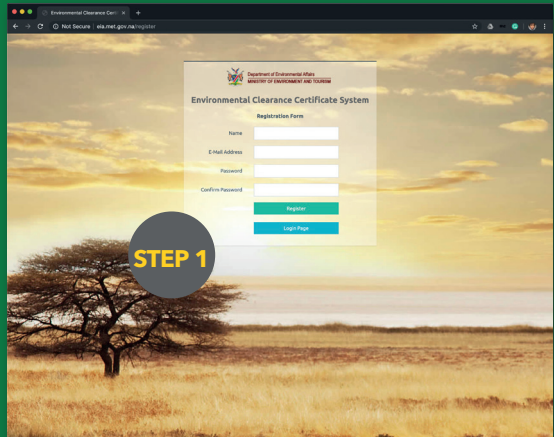
FOLLOW THE SIMPLE STEPS:

STEP 1 Register your company, institution profile (*fill in your name, email address and password*)

STEP 2 Login (*email address and password*)

STEP 3 manage your ECC

- *Submit notification for your new application* ◀
- *Manage renewals, amendments and transfer of your environmental clearance* ◀



STEP 4 Submit key details relating to your application for environmental clearance

Part A: details of applicant and **Part B:** Scope of the Environmental Clearance Certificate, including requested attachments

STEP 5 Receive feedback from the Office of the Environmental Commissioner on type of assessment required (if any)

STEP 6 Complete your application by uploading required documents (scoping report, EIA and or environmental management plan as well as proof of payment)

STEP 7 Address any additional public comments and concerns within the 14 day period

STEP 8 Await decision of the Environmental Commissioner on your application

The screenshot shows the 'Application for Environmental Clearance Certificate' form. It includes fields for 'Business Registration Details' (Name, Business Registration or ID Number, Postal Address, Street Address, Contact Person, Position, Phone, Fax, Mobile, Email) and 'Project Details' (Project Title, What is the ECC for?, Activities, Region, Latitude, Longitude, Location, Risk Rating, Project Investment). A large yellow circle with 'STEP 4' is overlaid on the right side of the form.

The screenshot shows the 'Project Details' section of the form. It includes fields for 'Project Title', 'Project Description', and 'Project Investment'. A large yellow circle with 'STEP 5' is overlaid on the right side of the form.

The screenshot shows the 'Project Details' section of the form. It includes fields for 'Project Title', 'Project Description', and 'Project Investment'. A large yellow circle with 'STEP 6' is overlaid on the right side of the form.



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