Process for Attaining a Certificate of Environmental Clearance (CEC)

1. Complete Application Forms A & B (www.depp.gov.bs)

a) Form A – Application for Preliminary Review of Proposed Project.
   - This form is to be completed in the initial stage only, and for projects that meet the requirements specified in the Environmental Planning and Protection (Amendment) Act, 2024, Section 11(4).

b) Form B – Application for the Certificate of Environmental Clearance
   - If Form B is required after initial review of Form A, the DEPP will advise.
   - Pay a non-refundable processing fee.

2. Submit Application Form to the Department of Environmental Planning & Protection (DEPP)

a) Submit forms with supporting documents
   - Valid Government-issued identification
   - Proof of land ownership (Conveyance, Title Deed, Commonage Land Approval, Etc.)
   - GPS Coordinates
   - Proof of Payment (if applicable)
   - Architectural Plans
   - Letter of Authorization for third-party processors or agents (if applicable).
   - Business License and Incorporation Certificate if the applicant is a registered company (if applicable).

b) After review and approval of Form A, the DEPP will issue a Letter of No Objection, stating that the proposed project is not subject to the CEC regulations as per the Environmental Planning & Protection Amendment Act, 2024.
   a. After review of Form B, the DEPP will either;
      - Advise whether a site visit is required; or
      - Request additional environmental documents
        - If the same is requested, a list of approved environmental consultants in The Bahamas will be provided.
        - If a public consultation is required, please follow the process specified in the Environmental Impact Regulations, 2020, Sections 8 & 9.
      - The DEPP will issue a Certificate of Environmental Clearance upon completion of the review of all requested documents and any associated project-related activities.

3. Environmental Document Submission

a) Applicants must advise the DEPP on the engagement of an approved Environmental Consultant.

b) A Terms of Reference (TOR) for the necessary Environmental document will be requested by the Department. Upon approval of the TOR, the document is to be drafted for submission.
c) Two (2) hard copies of the environmental documents and one (1) digital copy are required for submission.
d) Once the document is submitted, DEPP will acknowledge receipt.

4. Public Consultation

a) For projects requiring a Public Consultation, the Applicant must, at the DEPP's direction, place a notice in the newspaper and media outlets notifying the public that the environmental document has been submitted to the DEPP.
    i. In the notice, the Applicant MUST advise that the environmental document is available on the project website; and
    ii. Identify a date for the Public Consultation that is no less than fourteen (14) business days from the date of publication of the notice.
b) During the consultation process, the Applicant must document all issues raised and respond to relevant concerns. After the public consultation meeting, the public shall have twenty-one (21) business days from the date of the consultation to provide additional comments, concerns, or inquiries regarding the project.
c) After completion of the Public Consultation Phase, the Applicant must provide a comprehensive Public Consultation Report which identifies every question or inquiry presented by the public regarding the project. The report must then be submitted to the DEPP for review. Amendments or modifications to the proposed project deliverables may be required.
d) After review, the Public Consultation Report and any amendments or modifications to the proposed project deliverables will be approved for posting to the project's website.
e) If an Environmental Management Plan (EMP) has not been received and reviewed by the Department, it will be requested upon approval of the Public Consultation Report.

5. Award of a CEC

a) Upon satisfactory review of the environmental documents, the applicant will be issued a Certificate of Environmental Clearance.