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B. Financial Information

Please state the projected total cost of implementing the project (Attach document to confirm project cost (e.g Signed/Verified BoQ, Construction Contract, etc))	
Amount in Figures	
Amount in Words	

Proof of funds	Mark with <input checked="" type="checkbox"/> where applicable
Line of credit from a financial institution	<input type="checkbox"/>
Letter of sponsorship/financing	<input type="checkbox"/>
Bank statement	<input type="checkbox"/>
Grants	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>

C. Key Technical Personnel for Construction Permit (initial application only)

Key engineering/project personnel that are expected to provide expertise for quality assurance.

No	Name	Responsibility ¹	Certification No.	Certification Body	Expiry Date

D. Permission from other Authorities

Requirement	Issue date	Expiry date	Reference No.
Environmental clearance			
Local Authority (Zoning Approval)			
Wayleave clearance <ul style="list-style-type: none"> i. Road Infringement approval ii. Electricity iii. Water iv. Railway v. (Other Specify) 			
Planning Authority (Engineering and layout drawings approval)			
Change of Land Use Approval (where necessary)			

¹ Indicate respective responsibility e.g Project supervisor, SHEQ, site foreman, etc

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E. Details of the Proposed Petroleum Refinery to be constructed

Name of facility _____

Proposed start date _____ Proposed End date _____

Outline the location of the project *(Detailed project location, including a topographical map of appropriate scale (such as 1:50,000) with GPS coordinates of the key units in coordinates system WGS 84 in Degrees, Minutes and Seconds (00°00'00.0"S 00°00'00.0"E)*

Outline the location of the project *Distances from facilities which are incompatible, residential, sensitive ecological area and distances to other operating retail facilities*


Description	Distance/ Area Size in meters/ m ²
Distance of proposed refinery from projected boundary of major settlement	
Area of proposed land for construction of the refinery	
Size of proposed buffer from surrounding activities/ neighbours	
Distance from the Closest installation to the centre of the roads	
Distance from the Nearest sensitive zone i.e stream/ water body	
Safety distances proposed refinery from railway lines	
Safety distances proposed refinery from electricity lines	

i. Proposed Product Storage schedule

ii. Proposed Refinery Capacity

Description	Units	Quantity
Design Capacity	[Metric Tonnes/year]	
Refinery Process Units	Number	

i. Refinery Process Units to be constructed

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Refinery Process Unit	Each	Design Capacity M ³ /Hr	Product	Yield M ³ /Hr

Schedule of Feedstock storage tanks to be constructed

Tank No.	Total Capacity (M3)	Dead Volume (M3)	Effective Capacity (M3)

Schedule of intermediate products storage tanks to be constructed

Tank No.	Total Capacity (M3)	Dead Volume (M3)	Effective Capacity (M3)

Schedule of finished products storage tanks to be constructed

Tank No.	Total Capacity (M3)	Dead Volume (M3)	Effective Capacity (M3)

Schedule of loading/offloading facilities to be constructed

Type	Units	Capacity (M ³ /Hr)

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ii. Schedule of Required Drawings
The drawings should be printed on A1 paper for clarity.

Drawing Type	Drawing Title	Drawing No.	Date
Site Layout			
Process Plants			
Utilities			
Oil Interceptors			
Pump Area			
Tank Farm			
Gantries			

F. Application for Amendment

Name of facility _____


Construction Permit Number _____

Outline of proposed amendments to permit,

Attach relevant supporting documents (Including a “Cover Letter” justifying the proposed amendment)

G. Application for Renewal

- a) Please fill in “**Form XI**” and “**Part A**” of this “**Checklist**”
- b) Please attach the project progress report showing the milestones achieved and the implementation plan for the remaining works;
- c) Please include a “Cover Letter” stating the justification for the renewal of the permit and the implementation status (as a percentage) which should be aligned to milestones in (b) above

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H. Declaration by Applicant

I (full name in block letters) _____
 declare that the particulars, details and information given in this Application Form are true and correct to the best of my knowledge

Signature **Date**

I. Appendices (Please attach the following to your application where applicable)

	The following valid documents must be attached	Yes	N/A
1.	Proof of payment for Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of ownership of land or lease agreement		
3.	Written approval from Zambia Environmental Management Agency	<input type="checkbox"/>	<input type="checkbox"/>
4.	Two (02) copies of each drawing type which are legible, complete, consistent, properly referenced and duly approved (stamped) by the local authority indicating all safety distances (refer to the guidelines for siting of petroleum infrastructure)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Road access approval from a designated Authority	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proof of projected total cost of implementing the project	<input type="checkbox"/>	<input type="checkbox"/>
7.	Project implementation schedule in form of a Gannt chart	<input type="checkbox"/>	<input type="checkbox"/>
8.	Local Authority (<i>Zoning</i>) Approval	<input type="checkbox"/>	<input type="checkbox"/>
9.	Letter of Appointment of the registered engineer supervising the project	<input type="checkbox"/>	<input type="checkbox"/>
10.	Practicing Certificate for the engineer	<input type="checkbox"/>	<input type="checkbox"/>
11.	Pictures of Public notices billboards (<i>in the event that there had been change of land use</i>)	<input type="checkbox"/>	<input type="checkbox"/>

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Review of the Application

Recommendation Approval Reject Request for information

Reason(s) or Condition(s) for the Recommendation

Reviewed by _____ **Sign** _____ **Date** _____

Checked by _____ **Sign** _____ **Date** _____

Approved by _____ **Sign** _____ **Date** _____