

## Tamil Nadu Pollution Control Board

### Online Application for Consent

#### Procedure to be followed for applying online for consent under the water and Air Acts

***Please follow the procedures listed below scrupulously to avoid delay and confusion:***

Please go through the details provided in "[Instructions for filling-up the Online Application Forms](#)" file thoroughly. We recommend taking a print out of the same so as to refer it while filling the online application. We also recommend going through other help files before filling the form.

Applicants may seek the help of CSCs (Community Service Centers) operated on behalf of the Govt of Tamil Nadu for filling the online application. They may also contact the nearest TNPCB office for help.

#### **Step I:**

The format contains 8 entry screens. 4 screens for entering the details which are common to both Water and Air Act application forms; 1 screen for entering the details which are pertaining to the Air Act application form and 3 screens for entering the details which are pertaining to the Water Act application form.

As filling all the screens at one stretch may not be possible, provision is given to save your application at any point and reopen it with the application number and the date of birth.

The first time applicant shall use the "sign up" option provided in the opening page. This will allow the applicant to fill the screen I of the general details. On saving this page the applicant will be provided with an application number. There after the applicant shall use this application number and his date of birth for all further actions as listed below:

1. Filling other entry forms and modification of any data;
2. Printing the filled in application forms – Form I & Form II
3. Submitting the application for correction;
4. Submitting the application for consent;
5. Checking the Correction Note and Return Note from the DEE;
6. Checking the application status.

Please try to fill all the relevant columns. After filling all the entry screens to your complete satisfaction, you have to submit the application for correction. Use "Submission for Correction" option to submit the application for correction. **Please note that you can submit the application for correction only once. Hence, use this option only after you have completely filled in all eight entry screens.**

Within one week of the “Submission for Correction”, concerned TNPCB officer will go through your online application for the following reasons:

1. To check the completeness of the application and logical correctness of the information provided;
2. To identify the various mandatory documents the applicant needs to submit along with the application in the form of hard copies;
3. To identify the amount of consent fee to be paid by the applicant.

After going through your application a “Correction Note” will be sent to you indicating the following:

1. Correction Note No.
2. Corrections to be made in the application;
3. Documents to be submitted along with the application;
4. Amount of consent fee to be paid along with the application

A link called “Please check the Correction Note...” will appear as soon as the correction note is sent by TNPCB. Use this link to view the correction note.

### **Step II**

Now, correct the application as indicated in the Note and collect/prepare all the documents indicated in the Note. Take a DD in favour “The DEE, TNPCB” for the amount indicated in the Note. Please make sure that you take the DD only after collecting all the documents as indicated in the Note. (You may require long time to collect certain documents like Ground water clearance, EIA report, etc.) ***Please note that the application will not be accepted without all the mandatory documents.***

### **Step III**

After carrying out all the corrections in the entry screens, collecting all the documents and taking DD as indicated in the Note from TNPCB, the unit shall submit the application for consent. The unit can use “Submission for Consent” option for submitting the online application for consent. **Please note that you can submit the application for consent only once and you will have no access to correct your application after submitting the application for consent.**

### **Step IV**

After submitting the application for consent, the applicant shall take print out of Form I and Form II and sign them in the appropriate place. To take print out of Form I & Form II, use “Generate Form I & Form II” option. The applicant or his authorized representative shall submit the signed hard copies of Form I and Form II along with all the mandatory documents and consent fee in person to the concerned district office either on the following or next Monday or on any other day with prior appointment of the DEE.

At the time of submitting the application in person, concerned officer will verify the correctness and completeness of the application and enclosures. If every thing is fine, your application will be received and proper acknowledgement will be issued. Before accepting the application, any corrections in the online application can be done jointly by the applicant and the DEE office. If any such correction is made, the same has to be carried out in the printed hard copies and signed by the applicant or his authorized representative. **If the application is accepted by DEE office, then further modification of the data in the application can not be done at all.**

If the application and enclosures are not complete, the application will not be received, instead a Return Note will be given indicating the reason for not accepting the application. **Please insist for the above note incase of non-acceptance of application and do not accept oral instructions. You can view the Return Note by clicking the “Return Note” option.**

Please complete the application as indicated in the Note and resubmit the application in person. Application will be again verified and will be accepted if OK. If not, Note will be given again indicating the reason for non-acceptance. Please follow this procedure till you submit the application.

***Please note that the date of receipt of hard copies of the application is considered as date of receipt of application for all legal purposes.***

#### **StepV**

Immediately after accepting the application a tentative date of inspection of the site/unit will be intimated. After inspection the application will be processed. **Please note that mere acceptance of the application in complete shape does not mean that consent will be issued to the unit.** It is the first step of the consent process and the application will go through different steps before deciding the issue of consent to the unit.

The applicant can check the status of the application by clicking on the “Check the application status” option.

***Wish you all the best***

Tamil Nadu Pollution Control Board