

**Instructions for filling up the online application form**

**(The notes are given only for those items for which explanation is considered desirable)**

Online item description	Explanation
<b><u>General Details: Screen 1/4</u></b>	
Application to be submitted	<p>Choose the name of the District Environmental Engineer (DEE) office in whose jurisdiction the unit falls. Please check the help button provided adjacent to the column for more information.</p> <p>The hard copies of the application should be submitted to the above DEE office only.</p>
Full name of the applicant	<p>Please provide name and address of the applicant. The applicant shall be either the occupier of the unit or a person duly authorized by the Board of Directors in the case of limited companies or authorized by partners/proprietor in the case of partnership/proprietorship concerns.</p> <p>“Occupier” in relation to any factory or premises, means the person who has control over the factory or the premises, and includes, in relation to any substance, the person in possession of the substance.</p> <p>Please enclose a copy of the authorization while submitting the hard copies.</p>
Date of Birth of the applicant	Please provide your own date of birth. This is like a pass word to access your online application in future
Name of the industry	<p>Please provide name of the industry/institution/factory etc., under which the business is carried out.</p> <p>If the applicant has more than one unit in the same name in Tamilnadu, a distinction may be made in the name. Ex. Unit I, Unit II, Power Dn., Chemical Dn., etc.</p>
Office Address	Please provide postal address of the Reg. office/Corporate office/City office, etc., which is located outside the factory. If the office and the factory are located in the same premises please leave it blank
Factory address	Please provide exact postal address of the factory
<b><u>General Details: Screen 2/4</u></b>	
Land ownership	Mention as “O” if it is own land or “L” if it is on lease

Built up area	It includes area allocated for buildings, roads pavements, etc. To convert the built up area from M <sup>2</sup> to hectares, divide it by 10000. (Ex. Built up area 200 M <sup>2</sup> is 0.02 Hec).
Irrigation area	Area allocated for developing crops using the treated effluent both within the premises and outside.
Green belt area	Area allocated for lawns, gardens and trees within the premises.
Solid waste storage/disposal area	Area allocated for temporary storage/permanent disposal of non hazardous and hazardous wastes
Date of commissioning	Please provide date of commissioning. In case, the unit is in existence please furnish proof for date of commissioning. The proposed units, please furnish the probable date of commissioning or indicate as "proposed"
Land use classification	Please provide land use classification as furnished by competent authority. (Ex. General industrial/Commercial/Agricultural/Unclassified). Please enclose a copy of land use certificate obtained from the competent authority (CMDA/DTCP/LPA).
Authority which classified the land use	Please indicate any one of the following authority: CMDA/DTCP/LPA
Gross Fixed Assets (GFA)	The Gross fixed assets (GFA) mean the gross value of land, building, plant & Machineries and all other fixed assets. Existing unit shall substantiate it with a copy of latest balance sheet or auditor certificate. If the unit is on lease land or building or both, land and building component of GFA shall be 20 years lease value. Ex if the monthly lease value is Rs 10000, then the land and building cost is 10000 x 12 x 20, ie Rs 24,00,000.
<b><u>General Details: Screen 3/4</u></b>	
Local body	Mention the name of the local body (ex: Tindivanam Municipality/Coimbatore corporation/Minjur Panchayat Union) under which the industry is located.
Raw Material	Mention the details of 10 major raw materials and their quantity. If more raw materials are used, then provide them as annexure in the same format. Principle use: Please indicate the purpose for which this raw material is used. Ex. Ammonia : To produce urea, NaOH: For degreasing
Fuel	Please furnish the details of fuel used. Under "Point of use" please indicate where it is used: example: boiler/ DG set/ furnace, etc. Please enclose a copy of the specification of each fuel as obtained from the supplier if available, along with the hard copies of the application

Cost of water pollution control measures	Mention the cost of water pollution control measures including the cost of mechanical equipments.
Cost of air pollution control measures	Mention the cost of air pollution control measures including the cost of mechanical equipments.
<b><u>General Details: Screen 4/4</u></b>	
Main Products	<p>Mention the name and the quantity of 10 major products/by products/intermediate products. The unit of production must be same as the unit mentioned in raw material column. (i.e. if the raw materials are given in t/day, then the product unit must also be in t/day).</p> <p>If more products/by products/intermediate products are to be filled, please provide them as annexure in the same format.</p> <p>If the unit proposes to manufacture/store/handle hazardous chemicals, the unit shall provide MSDS for all the chemicals.</p> <p>If the quantity is more than the threshold limit prescribed in the MSI Rules, please furnish any one or combination of the following documents depending upon the legal requirement when submitting the hard copies of application:  Risk assessment report/On site emergency preparedness plan/Off-site emergency preparedness plan</p>
Manufacturing process	Please furnish a brief manufacturing process. Please enclose a detailed description of the manufacturing process and flow chart for each product, sources of effluent generation, sources of emission and noise generation, along with material balance and water balance along with the hard copies of the application
Distance of the unit from sea shore	<p>Please indicate the exact distance from the seashore/backwaters.</p> <p>If the unit is located within 1Km from the seashore/backwaters it has to obtain certificate from Anna University stating whether the unit falls within the CRZ area or not.</p> <p>If the unit falls within the CRZ area and If the unit is not a permitted activity, it cannot establish in that location.  if the unit is a permitted activity, the unit shall obtain CRZ clearance from the concerned authorities.</p>
Details of habitation	Please indicate the details of 5 nearest habitations in the order of the distance from the unit
Sensitive area details	Please provide details of sensitive areas like sanctuaries/temples/courts/heritage structures

**Air Act details: Screen 1/1**

Emission details	<p>Please indicate the name of the air pollution sources under “sources of air emission”. (Ex. Reactor, boiler, shot blasting, coal yard, compressor, etc.)</p> <p>Please indicate the type of emission ie point/fugitive/noise under “Source” (Ex. Boiler is from point source, coal yard is fugitive source, compressor is noise source).</p> <p>Under “Control measures” please indicate the special control measures like bag filters, water sprinklers, acoustic enclosures etc. If the unit has provided only stack to the source then indicate “Nil” in this col. The diameter of the stack at the top, height of stack from ground level must be in meters. Please restrict to major 20 sources (all three types put together) and provide the remaining as annexure in the same format. Please furnish a detailed technical proposal with drawings for the emission control measures and noise control measures. Please attach detailed design, plan and cross sectional drawings of the emission control devices and noise control devices.</p>
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**Water Act details: Screen 1/3**

Water consumption details	<p>Mention the source of water (Ex. Ground water, surface water (ex lake, river, canal), Metro Water, TWAD Board, PWD, Local body, SIPCOT, SIDCO, Private etc). If the unit is located/proposed in a critical/semi critical area as classified by PWD and if the source of water is ground water, please enclose a copy of ground water clearance. In case of other sources, furnish the copy of the approval for water draw/supply.</p>
For Domestic purpose	<p>Mention the quantity of water consumed for domestic purposes (drinking, toilet, canteen, hostel, etc.)</p>
For boiler feed and cooling	<p>Mention the quantity of water consumed for boiler feed, industrial cooling purposes, spraying in mine pits</p>
For process resulting in easily bio degradable waste	<p>Mention the quantity of water consumed for the process wherein the water gets polluted and the pollutants are easily bio-degradable (Effluent having COD to BOD ratio less than 2)</p>
For process resulting in not easily bio degradable waste	<p>Here mention the quantity of water consumed for the process wherein the water gets polluted and the pollutants are not easily bio-degradable and are toxic (Effluent having COD to BOD ratio more than 2 or containing heavy metals/toxic organics)</p>
Details of	<p>1. Mention the maximum daily quantity of sewage/ trade</p>

sewage /effluent generation and disposal	<p>effluent generated or proposed to be generated (in case of proposed unit) in KLD, method of disposal (ex: On land or green belt development or into Solar Evaporation pan or reused in the process) and area of land earmarked for disposal if applicable</p> <ol style="list-style-type: none"> <li>a. If the unit intends to discharge on land for irrigation/gardening, the unit shall earmark adequate area within the premises based on the hydraulic loading rate of 35 KL/Hect/day.</li> <li>b. If the unit intends to discharge through SEP, the unit shall provide SEP area calculated based on 4.5 mm/day evaporation rate.</li> <li>c. If the unit intends to discharge into sea or marine coastal area, the exact point of disposal shall be decided based on the oceanography study conducted by a competent authority.</li> <li>d. If the unit intends to discharge into sewers, the unit shall obtain necessary permission from the authority who is in-charge of the operation of the sewer.</li> <li>e. If the unit intends to discharge into CETP, or in the ETP of sister concern please furnish a consent letter from the CETP/sister concern</li> <li>f. If the unit intends to recycle the treated effluent/sewage, a detailed technical feasibility report shall be submitted.</li> <li>g) if the unit intends to recycle the treated effluent/sewage in other units/places, a consent letter from the end user along with the technical feasibility report shall be submitted.</li> </ol>
<b><u>Water Act details: Screen 2/3</u></b>	
Type of ETP	Please furnish whether the unit has provided/proposed to provide individual STP/ETP or whether it is a member of Common Effluent Treatment Plant (CETP). If a member of CETP, the name of CETP may be furnished
Details of sewage/ETP	Please furnish the name of treatment units (Ex. Equalisation tank, Flash Mixer, Aeration tank, Mechanical evaporator, etc.), their dimension in m (Ex. 2x2x3), and the number of units. Please enclose a detailed report incorporating design, plan, cross sectional drawings, dimensions and mechanical components when submitting the hard copies of the application.
<b><u>Water Act details: Screen 3/3</u></b>	
Details of Non Hazardous solid	Please furnish the name of the non hazardous solid waste (paper, plastic, ash etc.) quantity of the waste generated (in case of existing industry) and proposed to be

waste	generated (in case of proposed industry), how it is disposed (in case of existing industry) or proposed to be disposed (in case of proposed industry), and area earmarked for storage/disposal.
Details of hazardous solid waste	Please furnish the category, name and quantity of hazardous waste generated in case of existing industry and proposed to be generated in case of proposed industry, method of disposal, area earmarked for storage/disposal. Please refer to the Hazardous Waste (Management, Handling & Trans boundary movement) Rules, 2008 in the Ministry of Environment and Forests web site ( <a href="http://www.envfor.nic.in">www.envfor.nic.in</a> ). Please note that the unit generating hazardous waste must file a separate application to obtain authorization under the HW (M, H & TBM) Rules, 2008. The application forms can be had from the District Office.
Details of water sources in the vicinity	Please indicate the significant water sources like rivers, lakes, canals, etc. located within 5 km radius of the unit. Please note that setting up of certain type of industries are banned up to 1 Km from certain water bodies and up to 5 Km from certain rivers. Please see "GO-213 & 127" (please check <a href="http://www.tnpcb.gov.in">www.tnpcb.gov.in</a> ). If the unit is to be located just outside these banned areas (ex. 1.5 Km from a specified water source, 5.5 Km from a specified river), it has to be supported by certificate indicating the actual distance from the water source with lat-long details obtained from a reputed educational institution.

Note: When you try to save a screen if there is a error indicating "mismatch of data" it indicates that you would have entered a data type not compatible to the col. Ex number in the date column, text in the numeric col, etc. In such case please go through all the entries in the column to identify the mistake.