

Check list of documents for obtaining Ist consent to operate (CTO)**I. 1st Consent to Operate**

1. Online consent application.
2. Power of attorney/authority letter to sign the application.
3. Proof or deposit of required and applicable consent fee, as per schedule available on the web-site www.hspcb.gov.in.
4. Collection and testing fee prescribed by the Board as per schedule available on the web-site of the Board, for analysing the samples of effluent/ Air emissions/ Noise level of DG sets, as applicable, for all sources. (Analysis report of air emissions from all sources including diesel engines of capacity more than 0.8MW (800kW) for power plants and generator sets will be required).
5. Copy of balance sheet duly attested by CA or CA certificate w.r.t. capital investment cost of the unit for the preceding year. (Capital investment cost should include the original cost of land, building, plant & machinery without depreciation but with upto date additions. The cost of land and building should be included in the capital investment cost even if it is on lease or rent or mortgage).
6. MOA / partnership Deed / Trust Deed (if changed).
7. Layout plan showing the details of all manufacturing processes, location of stacks/ chimneys, ETP/ STP, APCM, Hazardous Waste storage and treatment facilities, tube wells, Water supply lines, Effluent drains and final outlets for the disposal of the effluent.
8. Permission of the concerned authorities for disposal of the effluent in to sewer/drain etc.
9. Detail of land in case the effluent is discharged on land for percolation or for irrigation along with copy of registered agreement made with the land owners in case the land belong to the persons other then the land of the applicant unit.
10. Detail of ETP/STP, APCM, acoustic enclosure, Hazardous Waste Management Facilities installed in the unit along with their size, specification and capacity.
11. In case of industries/projects/establishments handling Hazardous Chemicals having threshold quantities mentioned in schedule II and III of MSIHC, Rules, 1989 and covered under rule 10 & 13 of these Rules, proof of submission of safety audit report duly audited with the help of an expert, atleast 90 days before commencing the activity and onsite emergency plan alongwith report of the mock drill of the same to Chief Inspector of Factories alongwith copy of the same. (Required as per instructions of MOEF & CC issued vide letter No. 14-7(382)/2010-HSMD dated 09.03.2016).
12. Occupation certificate issued by Town & Country Planning Department, in case of Building & construction projects/area development projects.

II. Renewal of consent to operate