

## Check list of documents for obtaining I<sup>st</sup> 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](http://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

1. Online application for renewal of CTO on prescribed Performa (Annexure-XI).
2. Proof of deposit of required and applicable consent fee (as per schedule available on the web-site [www.hspcb.gov.in](http://www.hspcb.gov.in)).
3. Copy of previous CTO.
4. Power of attorney/authority letter to sign the application.
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. Latest inspection report and analysis reports of effluent/ air emissions/ noise conducted by Board officer (s) for the mandatory inspection, if conducted.
7. Copy of fresh analysis reports of effluent/air emissions/ noise analyzed from Board's lab/recognized lab. (not more than 03 months old)
8. Environment Statement in Form V for the financial year ending on 31<sup>st</sup> March (required in compliance of Rule 14 of EP Rules, 1986).
9. 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 updated safety audit report duly audited with the help of an expert, annually and up to date 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).
10. Permission of the concerned authorities for disposal of the effluent in to sewer/drains etc (in case not submitted earlier).
11. 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 (in case not submitted earlier).
12. Copy of logbook for last 03 months maintained for operation of ETP/STP/APCM for the record of energy and chemical consumption, quantity of effluent at inlet and outlet of ETP/STP supported with readings of magnetic flow meters alongwith quantity of treated effluent recycled/reused in the process, utilized in the premises and discharged, mode of disposal.

**Format of the application for auto renewal of the consent to operate under Water Act, 1974 / Air Act, 1981.**

To

The Member Secretary,  
Haryana State Pollution Control Board,  
C-11, Sector 6, Panchkula.

**Sub: Application for auto-renewal of the consent to operate for the period \_\_\_\_\_ under Water Act, 1974 / Air Act, 1981.**

Sir,

It is submitted that we had been granted the consent to operate under Water Act, 1974 / Air Act, 1981 upto \_\_\_\_\_ by the Board vide letter No. \_\_\_\_\_ dt. \_\_\_\_\_ and No. \_\_\_\_\_ dt. \_\_\_\_\_ respectively. Now we are submitting our application for auto renewal of the consent to operate under Water Act, 1974 / Air Act, 1981 for the period \_\_\_\_\_ to \_\_\_\_\_, along with the prescribed consent fees for the same and with the following declaration and undertaking as per policy of your Board :-

1. That we have valid consent to operate under Water Act, 1974 / Air Act, 1981 upto \_\_\_\_\_ issued by HSPCB vide above referred letters, copies of which are enclosed herewith.
2. That the present details of the manufacturing process and other informations /data of our unit are same as submitted / provided by the Board earlier with original application for obtaining previous Consent to operate referred above and therefore the same may be considered for present application for renewal of consent to operate for further period w.e.f. \_\_\_\_\_ to \_\_\_\_\_.
3. That the capital investment cost on land, building, plant and machinery of our industry/ project without charging depreciation and with upto date additions as on \_\_\_\_\_ is Rs. \_\_\_\_\_ lacs and the consent fees has been deposited according to the said capital investment cost of our unit. We undertake to deposit the balance consent fees if any found due at any stage due to increase in the investment cost on Land, Building, Plant and Machinery of our unit at any later stage.
4. That we are complying with the conditions of previous consent to operate granted to our unit by the Board valid upto \_\_\_\_\_ and also complying with all the standards / norms prescribed under EP Rules, 1986 for discharge of environmental pollutants, by operating our pollution control devices regularly and effectively.
5. That there will be no change in the raw material, process, products, quantity of effluent, source of air emissions, technology of pollution control measures and increase in production or pollution load and will remain same as submitted in the previous application for consent to operate.

6. That we shall keep on operating and maintaining our pollution control measures / devices regularly and effectively and will maintain and keep all the parameters within standards / norms prescribed under EP Rules, 1986.
7. That we are submitting herewith the copy of the latest inspection report and analysis report of effluent/ air emissions/ noise conducted by the Board's officers on \_\_\_\_\_ alongwith copy of fresh analysis reports of effluent/ air emissions/ noise analyzed from Board's laboratory/ recognized laboratory, showing the compliance of prescribed standards.
8. We undertake to comply with all the conditions of renewal of consent to operate to be imposed by the Board if any.
9. That we shall comply with all the relevant provisions of water Act, 1974 and Air Act, 1981.
10. We undertake that auto renewal of consent to operate will not prevent the Board for taking coercive action against us if our unit fails to comply with the prescribed standards or conditions of consent granted during auto renewal of the same.
11. The undertaking has the approval of the Board of Directors/ Partner/Owner of the industry/project and copy of the resolution of the Board/ Power of Attorney is attached herewith.

It is therefore requested that the consent to operate under Water Act, 1974/ Air Act, 1981 may kindly be renewed further for another period w.e.f. \_\_\_\_\_ to \_\_\_\_\_.

Dated: \_\_\_\_\_

Authorized Signatory

Name and Designation  
with phone no., email address  
and seal of the company