

**Check List of documents for obtaining consent to establish (CTE) under  
Water Act, 1974 / Air Act, 1981**

**I. 1<sup>st</sup> Consent to Establish**

1. Online application
2. Proof of deposit of NOC/CTE fee and performance security.
3. C.A. Certificate regarding capital investment cost w.r.t. land, building, plant and machinery of the proposed project.
4. Fard Jamabandi and Intkal of land of the unit, in case unit is located outside approved industrial area/estate.
5. Power of attorney/authority letter to sign the application.
6. Allotment letter of the plot issued from the concerned authority in case of approved industrial area.
7. Manufacturing process and process Flow Chart.
8. Design Scheme of Effluent Treatment Plant/ Sewage treatment Plant, Air Pollution Control Devices / Hazardous Waste Management as applicable, with Hydraulic Design and design calculations based upon the Pollution load and prescribed standards.  
In case of Brick kilns, design and drawing of high draft Zig Zag technology based Kiln and stack.
9. Report of Tehsildar and District Forest Officer regarding Kisam of land through Deputy Commissioner, for areas covered under Aravali Notification, if applicable. In case the land falls in the industrial estate / area and HUDA sectors, the report of Regional Officers will be taken regarding applicability of Aravali Notification (only for District Gurugram and Nuh).
10. Clearance/ permission in case of the projects falling in the revenue estates covered in the Notification no. 191(E) dt. 27.08.2010 issued by Ministry of Environment, and Forest, Government of India regarding protected area of Sultanpur National Park in District Gurgaon.
11. Proof of receipt of application submitted to the Forest Department for clearance / permission /NOC, of Forest Department.
12. Report of Revenue Department / Forest Department & other concerned departments regarding sitting parameters in respect of Stone Crushers, Hot Mix Plants, Screening Plants, Pulverizes, Poultry Farms and License of DFSC in Case of brick Kilns.
13. Change of land use permission/license/NOC certificate from the Town & Country Planning Department or respective Municipal or other Authority or village Panchayat, as the case may be.
14. Lease deed/ Rent Agreement in case land is taken on rent or lease, Collaboration deed in case of construction projects, if applicable (duly registered with revenue authorities).
15. Copy of Environmental Clearance in case of the projects covered under, EIA Notification dated 14.09.2006.
16. Copy of MOA / partnership Deed / Trust Deed, as applicable having

the name and address of Directors/Partners.

17. Declaration by the unit regarding awareness about pollution control related standards and law and undertaking for their compliance, as per Annexure-VII.
18. Site plan of the unit in case it is located outside approved industrial area.
19. 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.

## **II. Renewal/Extension of Consent to Establish**

1. Online application for renewal of CTE with declaration on prescribed Performa (Annexure-VIII).
2. Proof of deposit of NOC/CTE fees (as per schedule available on the web-site of the Board i.e. [www.hspcb.gov.in](http://www.hspcb.gov.in))
3. Copy of 1st CTE & previous renewed CTE (if any).
4. Power of Attorney/authority letter to sign the application.
5. Progress report regarding construction of project and installation of pollution control measures/devices, as per scheme submitted while obtaining 1st CTE.
6. Valid license or proof of submission of application for renewal of license to Town and Country Planning Department or any other concerned authority, in case of Building and construction projects and Township and Area Development projects.

## **III. Consent to Establish for expansion of the existing project**

Apart from the documents required for obtaining 1st CTE and NOC/fee, following additional documents are required to be submitted along with application for CTE for expansion of projects:-

1. Copy of valid CTO under Water Act, 1974/ Air Act, 1981 and Authorization under Hazardous Waste Management Rules (if applicable) for the existing project.
2. Latest inspection report and analysis reports of effluent/ air emissions/ noise (as applicable), conducted by Board officers for the mandatory inspection, if conducted.
3. Copy of fresh analysis reports of effluent/air emissions/ noise, analyzed from Board's lab/recognized lab. (not more than 03 month old)
4. Declaration regarding compliance of prescribed standards for discharge of environmental pollutants in the existing operating project of the unit as per **Annexure -XIII.**