



**CHECKLIST FOR PERSONS FILING DOCUMENTS –
APPLICATION FOR EXTENSION OF TIME TO FILE APPEAL, APPLICATION OR
NOTICE OF DIRECT PRIVATE PARTY ACTION/COMPLAINT**

THIS DOCUMENT IS NOT A SUBSTITUTE FOR INDIVIDUAL PROFESSIONAL ADVICE. THE ENVIRONMENTAL COMMISSION HAS PREPARED THIS DOCUMENT MERELY AS A GUIDE. IT IS RECOMMENDED THAT YOU SEEK LEGAL ADVICE FOR YOUR PARTICULAR CASE.

The procedure for applications for extension of time to file Notices of Appeal, Notices of Application or Notices of Direct Private Party Action/Complaints are set out in the Environmental Management Act, 2000 and the Environmental Commission Rules of Practice and Procedure, 2001. You should therefore ensure compliance with these in preparing and filing your documents. Failure to do so may result in your documents being struck out and your application being dismissed.

Before filing your application for extension of time to file your Notice of Appeal, Notice of Application or Notice of Direct Private Party Action/Complaint you should verify the following:

1. that the Notice of Application for Extension of Time is dated and signed;
2. that the application is supported by an affidavit;
3. that the affidavit contains the reason(s) for the delay in filing the Appeal, Application or Direct Private Party Action/Complaint;
4. that the draft Notice of Appeal, Notice of Application or Notice of Direct Private Party Action/Complaint is attached and the word “Draft” is marked at the top in Red;
5. that the grounds of the substantive Appeal/Application/Direct Private Party Action/Complaint are set out clearly in the Notice of Application for Extension of Time or the draft Notice of Appeal, Notice of Application or Notice of Direct Private Party Action/Complaint as appropriate;
6. that you have brought the original and at least six (6) copies of the Notice of Application for Extension of Time (i.e. the original and four (4) copies to be retained by the Registry; one (1) for **each** person intended to be served with the Notice; and one (1) for yourself);
7. that you have securely bound all exhibits and accompanying documents to the Notice of Application for Extension of Time.

You are responsible for ensuring that the date and time of the hearing are inserted in the Notice of Application. At the time of filing you will be given this date and time by the Registry Clerk. You must fill in this information on the original and all copies before the Notice of Application is filed.

Before leaving the Registry verify that all of your copies have been stamped as “Filed” and “Sealed” with the Seal of the Environmental Commission.



After you have served the Notice of Application you may wish to file an Affidavit of Service. This formally notifies the Environmental Commission that the other party has been served with the Notice of Application and may expedite the hearing of the matter by allowing the Commission to set the earliest practical date for the Preliminary hearing of the matter. An example of an Affidavit of Service is attached hereto.



REPUBLIC OF TRINIDAD AND TOBAGO

IN THE ENVIRONMENTAL COMMISSION

E.A.A. No. 100 of 2007

Between

ACME WIDGETS COMPANY LIMITED

Applicant

And

THE ENVIRONMENTAL MANAGEMENT AUTHORITY

Respondent

I, **JOHN DOE** of 1, Frederick Street, Port of Spain, legal secretary, **MAKE OATH** and **SAY** as follows:

1. That I did on Thursday the 15th February, 2007 at the Environmental Management Authority, No. 8, Elizabeth Street, St. Clair the registered office of the Environmental Management Authority personally serve Mary Small who accepted service for Jane Smith, Corporate Secretary for the Environmental Management Authority with a true copy of the Notice of Application in this action, which appeared to me to have been regularly issued out of the Registry of the Environmental Commission of Trinidad and Tobago, against the above named Respondent at the suit of the above named Applicant, and which was dated the 15th day of February, 2007 by handing the same to and leaving the same with her at the aforesaid registered office.
2. That at the time of the said service the said Notice and the copy thereof were subscribed and endorsed in the manner and form prescribed by the Environmental Commission Rules of Practice and Procedure, 2001.

Sworn to at)
)
)
 this day of)

Before me,

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 Commissioner of Affidavits



"A"

This is the said Notice of Application dated the 15th day of February, 2007 as referred to in the annexed affidavit of JOHN DOE declared to before me this 15th day of February, 2007

Commissioner of Affidavits

COPY OF NOTICE OF APPLICATION WHICH WAS SERVED ON OTHER PARTY