



**REPUBLIC OF NAMIBIA**  
Ministry of Environment, Forestry & Tourism

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2026-04-13

Dear Tortoise Environmental Consultants,

This email serves to inform you that your application **APP-007282** has been verified

Taking the following into considerations:

- Location of the project
- Pollution potential
- Scale of operation of the project

Please upload the following documents:

- Scoping Report
- EMP
- Confirmation of screening notice received (through email) in terms of assessment procedures (Section 35 (1)(a)(b) of the Environmental Management Act, No 7 of 2007)
- Preliminary Site Map (Project boundaries) with coordinates (decimal degrees) and a Legend
- CV of Environmental Assessment Practitioner (EAP)

- Declaration for the Submission of Assessment Reports and other Support Documents (upload Declaration Form from [www.eia.meft.gov.na](http://www.eia.meft.gov.na) (downloads)
- List of all persons, organisations and organs of state that were registered in terms of regulation 22 as interested and affected parties in relation to the application
- Proof of written notice to the owners and occupiers of land adjacent to the site where the activity is or is to be undertaken or to any alternative site
- Proof of written notice to the local authority council, regional council and traditional authority, in which the site or alternative site is situated; and consent obtained
- Copies of the minutes of any meetings held by the proponent with interested and affected parties and other role players which record the views of the participants
- Copies of any representations, objections and comments received in connection with the application or the scoping report
- Upload proof of payment (Revenue Stamps)
- Notice board installed at the site of the proposed activity — minimum dimensions 60 cm x 40 cm, clearly visible, accessible, and in a prominent position
- Minutes of all public meetings submitted with all comments, objections, and concerns received recorded and included
- Newspaper advertisement placed once a week for two (2) consecutive weeks, circulated widely in Namibia and contains project description, location, reference number, how to register as I&AP, and closing date for registration
- Attendance registers for all meetings, signed with clear contact details

Please login onto our portal to upload required documents, if any  
<https://eia.met.gov.na>

NB- for the purpose of Section 38 of the Environmental Management Act, 2007 read with Regulation 4(d), kindly forward copies of all

relevant documents i.e (application forms, EIA, Scoping reports, EMP etc) to the office of the Environmental Commissioner

Thank you