

E1.1

APPLICATION LICENSE FOR THE CONSTRUCTION, REBUILD, ALTERATION, ADDITION OR REPAIR OF THE PRIVATE SEWERAGE SYSTEM (P.S.S)

IN ACCORDANCE WITH THE PROVINCIAL SELF-GOVERNMENT ORGANIZATIONS ACT OF 2022 (37(I)/2022) (ARTICLE 36)

FOF	OFFICIAL USE APPLICA		PPLICATION No.	CATION No.		DATE OF RECEIPT				
1.	PERSONAL INFORMATION OF THE APPLICANT:									
	Applicant(s)									
	Representative (if applicable)									
	Applicant's /Representative's Postal Address									
	confirm the	(The declared postal address will be used exclusively for the purpose of processing this application. In case you wish to change or confirm the postal address to which your sewerage bills are sent, please visit the Customers' Service Centre at Adamantiou Korai Street No 12, 6010 Larnaka or send an email to csd@eoal.org.cy or visit the customer service portal (www.eoal.org.cy).								
	Tel e-mail:									
2.	TYPE OF A	YPE OF APPLICATION: (Place an X in the relevant square)								
	Const	truction	Alteration		Repair		Rebuild		Addition	
3.	TYPE OF PROPERTY: (Place an X in the relevant square)									
	Residence Apartment Building Shop Restaurant									
		Surgery / Cl	inic	Hotel / Touris	st Apts.	Petrol St	ation	Lei	isure Centre	
		Industry		Workshop / Light Industry		Other				
4.	· · · · · · · · · · · · · · · · · · ·									
Stre	eet Name / Nu	umber /Postal C	Code Town	or Village	Locality/C	uarter	Plot Number((s)*	Sheet/Plan/Block	
						_	Registration N	lo *		
5.	INFORMAT	ION OF THE	P.S.S.:					1		
٥.	_	INFORMATION OF THE P.S.S.: a) Number of persons who use the property's sewerage system:								
	b) In case									
	c) Water I) Water Board Customer Number(s) *								
	d) Is there	d) Is there a borehole on the property? YES/NO If YES state where the water discharges								
	e) State if	e) State if any pre-treatment of wastewater takes place before discharging to the public sewerage system								
	(Place	(Place an X in the relevant square)								
		Grease Trap	Organic/ Chemical	Treatment	Sand T	rap	Petrol/Oil Trap		Other Methods	
6.	FURTHER 1	INFORMATIO	N:							
a) Name and address of the contractor who will undertake the construction:										
						Tel				
						Tel.				
							181			
	Name and Surname of the Applicant(s)/* Authorised Representative(s) **					Signature of the Applicant(s)/* Authorised Representative(s)**				

- ** In case of an apartment building or co-ownership the authorised representative undertakes by signing, the responsibility for the expenses required for the issue of the license and construction of the Private Sewerage System.
- The District Local Government Organization of Larnaka informs you that it collects and processes your Personal Data in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679 and of the Law on the Protection of Natural Persons Against the Processing of Personal Data and on the Free Movement of those Data of 2018 (Law 125(I)/2018). The collection of the above Personal Data takes place for the purposes of processing your application and communicating with you regarding your application and is necessary for compliance with the legislation to which the Organization is subject and for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Organization. Your Personal Data are stored only for the time-period that is necessary and the Organization takes all appropriate measures to protect your Personal Data. For further information regarding the processing of your Personal Data, your rights in relation to your Personal Data and how to exercise those rights, please visit the website of the Organization (www.eoal.org.cy).

DOCUMENTS REQUIRED FOR THE ISSUING OF A LICENCE

The following documentation must be submitted with the application:

- 1. The title deed, if the applicant is the owner of the property, or if the applicant is the tenant the relevant tenancy agreement.
 - In a case of co-ownership all the title deeds of the property must be submitted. The application form shall be signed by all the owners or their authorised representatives e.g the Chairman or Secretary of the Property Management Committee.
- 2. In case the applicant is a Legal Person a copy of the Certificate of the Registrar of Companies with the name/s of the Director/s and Secretary must be submitted.
- 3. Two sets of plans in a maximum size of A2 (dimensions 59.4X42cm) and of a minimum scale of 1:100, signed by a person authorised according to the provisions of the Law for Architects and Civil Engineers as follows:-
 - **Ground Floor Plan** showing the location, depth, slope, type, dimensions, method and construction materials of the private sewer, inspection chamber, pumping station (if applicable), the location of a pretreatment plant/grease trap (if any). It should also indicate the location of the existing sewerage installations (drains, septic tank, absorption pit etc.) and those of the building. In case of more than one floor or basement, floor plans/ typical floor plan and a basement plan should also be submitted.
- 4. In case the construction of a pumping station is required, a duplication of the relevant study should be provided (plans, sizing of the pumping station and technical specifications of the pump/s). All documents should be signed by a person authorised according to the provisions of the Law for Civil Engineers and Mechanical Engineers.
- 5. Two topographical plans certified by the Land Registry Department. The plans submitted shall be signed by a person authorised according to the provisions of the Law for Architects and Civil Engineers. The plans should indicate:
 - a. the boundaries of the plot and the outline of the existing or future building/s.
 - b. the location of the public sewer, the inspection chambers and the private sewerage system.

An enlarged plan can be submitted when the site plan is of 1:5000 scale.

- 6. A copy of the building permit (if any) issued by the Relevant Authority.
- 7. A copy of a Water Board invoice indicating the customer number. In case of apartment buildings a statement of all the Water Board customer numbers should be submitted.

We recommend that you obtain from our offices the Technical Specifications leaflet regarding the construction of the P.S.S. as well as the special leaflets for the construction of the pumping station and grease traps if applicable. You can also find all relevant information on our website www.eoal.org.cy

* Space for further information:							