



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)

FOR OFFICIAL USE	APPLICATION No.	DATE OF RECEIPT
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1. PERSONAL INFORMATION OF THE APPLICANT:

Applicant(s) ID Card No./Company Reg. No.

Representative (if applicable).....

Applicant's /Representative's Postal Address

(The declared postal address will be used exclusively for the purpose of processing this application. If you wish to change or confirm the postal address to which your sewerage bills are sent, please visit the Customers' Service Centre at 12 Adamantiou Korai Street, 6010 Larnaka, or send an email to csd@eoal.org.cy or visit the customer service portal (www.eoal.org.cy).

Tel. Mob. No Fax e-mail:

2. TYPE OF APPLICATION: (Place an **X** in the relevant square)

☐ Construction
 ☐ Alteration
 ☐ Repair
 ☐ Rebuild
 ☐ Addition

3. TYPE OF PROPERTY: (Place an **X** in the relevant square)

☐ Residence	☐ Apartment Building	☐ Shop	☐ Restaurant
☐ Surgery / Clinic	☐ Hotel / Tourist Apts.	☐ Petrol Station	☐ Leisure Centre
☐ Industry	☐ Workshop / Light Industry	☐ Other	

4. DECEIPTION OF THE PROPERTY:

Street Name / Number /Postal Code	Town or Village	Locality/Quarter	Plot Number(s)*	Sheet/Plan/Section
.....				
.....			Registration No *	
				

5. INFORMATION ON THE P.S.S.:

a) Number of persons who use the property's sewerage system:

b) In the case of an apartment building: No. of Apartments No. of shops ☐ No. of offices ☐

c) Water Board Customer Number(s) *

d) Is there a borehole on the property? YES/NO If YES state where the water discharges.....

e) State if any pre-treatment of wastewater takes place before discharging to the public sewerage system

(Place an **X** in the relevant square)

☐ Grease Trap
 ☐ Organic/ Chemical Treatment
 ☐ Sand Trap
 ☐ Other Methods

6. FURTHER INFORMATION:

a) Name and address of the contractor who will undertake the construction: Tel.

b) Name and address of the project engineer: Tel.

.....
Name and Surname of the Applicant(s)/*
Authorised Representative(s) **

.....
Signature of the Applicant(s)/*
Authorised Representative(s)**

* Use the next page if the space is not enough

- **** In the case of an apartment building or co-ownership, the authorized representative assumes, by signing, responsibility for the expenses required to issue the license and construct 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. Furthermore, you are informed that you have the right to access, rectify, or erase your personal data, the right to restrict or object to the processing, as well as the right to data portability, subject to the provisions of Regulation (EU) 2016/679. For further information regarding the processing of your Personal Data, your rights in relation to your Personal Data and how to exercise those rights, you may review the Personal Data Protection Policy of EOAL, which is posted on the website of the Organization (www.eoal.org.cy).

PARTICULARS AND DOCUMENTS REQUIRED FOR THE ISSUANCE 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 the 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. Where the applicant is a Legal Entity, 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, on a maximum sheet size of A2 (dime (dimensions 59.4X42cm) and of a minimum scale of 1:100, signed by a person registered with ETEK (Scientific and Technical Chamber of Cyprus), 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 pre- treatment plant/grease trap (if any). It must also indicate the location of the existing sewerage installations (drains, septic tank, absorption pit etc.) and those of the building. In the case of upper floors/basement, floor plans of the upper floors/basement plans must also be submitted.
4. In the case that the construction of a pumping station is required, duplicate copies of the relevant study must be provided (plans, sizing of the pumping station and technical specifications of the pump(s)). All documents must be stamped and signed by a person registered with ETEK.
5. Two topographical plans certified by the Land Registry Department, and signed by a person registered with ETEK. The plans must 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.
 - c. the location of the private sewage disposal 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, regarding the existing building or the building to be constructed on the premises.
7. A copy of the building permit (if any) issued by the Relevant Authority, regarding the existing building or the building to be constructed on the premises. A copy of a Water Board invoice indicating the customer number. In the case of apartment buildings, a statement listing all Water Board customer numbers must 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:

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