

Property Information

Civic Number	Street Name
If no street address available, please provide a detailed description of property location:	
Community	
Figure or map clearly showing property boundary must be attached (colour figure or map preferred)	
Attached	<input type="checkbox"/>
Past Site Operation(s)/Business(es)/Owner(s) and tank information (if applicable and where known)	
Is the requestor aware of any past environmental work at the site? If yes, please provide details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the property owned by the Government of Newfoundland and Labrador? If yes, please provide details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Requestor Information

First Name	Last Name
Company Name (if applicable)	Telephone Number
Email Address	
Is the requestor the property owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no , does the requestor have the property owner's consent to make the request?	
Yes <input type="checkbox"/>	No ² <input type="checkbox"/>
(proof of consent must be attached ¹)	

Payment Information

Please select the land use of the property:			
Agricultural	<input type="checkbox"/>	Residential/Parkland	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	Industrial	<input type="checkbox"/>
<p>Has the property environmental search fee been paid direct to the NL Exchequer?</p> <p style="text-align: right;">Yes <input type="checkbox"/> (copy of receipt from Central Cashier's office must be attached)</p> <p style="text-align: right;">No <input type="checkbox"/> (copy of cheque mailed to Department must be attached)</p>			

1. Proof of consent must be a letter with the printed name and signature of the property owner granting permission to the Department to conduct a file search and release information to you.
2. If consent from the property owner is not obtained, responsive records will require review and redaction in accordance with Access to Information and Protection of Privacy legislation. This may affect the timeline outlined in the service standard.

Property Environmental Search Fee Structure

Property Land Use	Residential	Commercial	Industrial
Fee	\$50.00 + HST	\$75.00 + HST	\$100.00 + HST

Notes:

1. Definitions of each land use as per Atlantic Risk-Based Corrective Action (RBCA) User Guidance (Version 4), July 2021.
2. Agricultural land use, when encountered, is to follow commercial fee structure.
3. Undeveloped land is to follow residential fee structure.
4. Only one property per request.
5. Fee is non-refundable, and is charged whether or not information is found during the search.

Payment can be made to the Department (by cheque) or through the Central Cashier's Office by calling (709) 729-3042. Please quote account name **MPA-Impacted Sites**.

The Central Cashier's Office accepts payment in person by cash, debit, Mastercard, or VISA. Payment can also be made to the Central Cashier's Office by telephone (up to \$150), or by mail (money order or cheque). Please make cheque payable to **NL Exchequer**. Please contact the Central Cashier's Office for more information.

For payment to the Department, please mail cheque to:

Attn: Property Environmental Search Coordinator
 Pollution Prevention Division
 Department of Environment and Climate Change
 4th Floor West Block, Confederation Building
 PO Box 8700, St. John's, NL A1B 4J6