

**B. Procedure for Project Site Clearance  
and EIA Approval for EZ development  
(Final Version)**

## ***B. Project Site Clearance and EIA Approval***

The coexistence of sustainable economic growth and environmental protection is one of the fundamental elements to be achieved in the every corner of the World. In accordance with the Environmental Policy of Bangladesh in particular by the Environmental Conservation Rules, 1997 (ECR'97), the industrial development projects are, in consideration of their site and impact on the environment, classified into the following four categories:

- Green
- Orange-A
- Orange-B
- Red

Industries and projects of each category are described in Schedule-A of ECR'97. According to the Schedule-A of ECR' 97, the development of Industrial Estate is categorized as Red.

### **Definitions of the Environmental-related Documents:**

- **Environmental Impact Assessment (EIA):**  
EIA is the assessment of the environmental consequences (positive and negative) of a Project or Industry prior to the decision to move forward with the proposed action. The contents of the document will include but not be limited to-
  - Description of The Project
  - Baseline Study
  - Identification of Impacts
  - Analysis of Projected Environmental Impacts
  - Environmental Management Plan
  - Emergency Response and Disaster Management Plan
  - Analysis of Alternatives
  - Information Disclosure and Stakeholder Consultation

The validity period of the baseline data of Economic Zones has been considered to be 5 years.

### **B.1 Procedure for the Project Site Clearance and EIA Approval:**

Necessary procedures for Project Site Selection and EIA Approval procedures are summarized as follows;

Step 1 - The EZ developer should apply to BEZA first for getting prequalification certificate. After applying to BEZA, all documents should be verified by BEZA along with the advisory of DoE.

Step 2 - Online Submission of the required documents to the BEZA along with the “**Draft TOR**” for a Site Clearance. The required documents include:

- a. General Information/ Project Profile
- b. Initial Environment Examination (IEE)
- c. Approval of Project Registration from BEZA

- d. Location Map and Layout Plan
- e. Details of the Production Process with Flow Diagram
- f. Land Lease Agreement or Land Ownership Document or Land Allotment Letter
- g. Draft TOR
- h. **ECC** Application Fee + 15% VAT

Step 3 - Forwarding of the required documents to DoE Head Office Online by BEZA

Step 4 - Assessment of the documents followed by a Site Inspection by DoE

Step 5 - Project Site Clearance and Approval of TOR for **Environmental Impact Assessment (EIA) Study** by DoE Head Office

Step 6 - At the same time, conducting **EIA** study by a consultant appointed by the developer. **EIA** Study will contain-

- a. Primary baseline data (i.e. Air Quality, Water Quality, Soil Quality and Sound Level Report) of **EIA** study conducted in corresponding to the assumed affected area from the project.
- b. Comprehensive **Environmental Management Plan (EMP)** which will include the environmental management plan of both the construction stage and operation stage of EZ development.
- c. The site allocation for treatment facilities should be introduced in the **EIA**. Separate **EIA** & **ECC** is needed for these treatment facilities.

Step 7 - Project Site Clearance Certificate shall be issued, if the application is made with specified documents

Step 8 - Submission of Application for **EIA** Approval to BEZA along with the following documents:

- d. **EIA** Report on the basis of approved TOR
- e. Filled up Form-3 (in case of offline submission)
- f. **Non Objection Certificate (NOC)** from relevant government authority
- g. Feasibility Study

Step 9 - Forwarding of the application for **EIA** Approval to DoE with additional documents

Step 10 - Offline submission of the **EIA** report to the relevant field office along with Confirmation of online submission with a copy to DoE head office (total 2 copies).

Step 11 - Approval of the **EIA** by DoE.

Step 12 - Start of the final Construction Stage. Regular monitoring will be required to be conducted by a third-party consultant appointed by the developer during this phase to ensure compliance of construction activity with the approved **EIA**.

Step 13 - Renewal of **EIA** Approval after each one-year period.

## **B.2. Detailed Procedure for Project Site Clearance and EIA Approval**

Key elements related to Project Site Selection and EIA Approval are as shown in the following table.

*Table B-1: Key Elements for Project Site Clearance and Land Development*

<b>Particulars</b>	<b>Environmental Clearance Procedure (Proposed)</b>
<b>Competent Authority</b>	Prime Minister's Office
<b>Service window Agency</b>	One Stop Service (OSS) BEZA Office, Dhaka
<b>Legal basis (Including applied standard)</b>	Bangladesh Economic Zones Act, 2010 (amendment, 2015) Bangladesh Economic Zones Rules, 2014 Bangladesh Environmental Conservation Act, 1995 (ECA'95; amendment, 2010) Bangladesh Environmental Conservation Rules, 1997 (ECR'97; Draft amendment, 2018) One Stop Service Act, 2018 One Stop Service Rules, 2018
<b>Purpose</b>	A developer of a EZ must complete the environmental procedure and obtain an Environmental Clearance Certificate from Department of Environment (DoE) before the start of operation
<b>Assessment Points</b>	To ensure conformity of the Construction and Operation phase of the project with all the relevant Acts and Rules as well as to raise environmental awareness among the developers and to minimize damage to the environment.
<b>Online Application</b>	Online Application
<b>Required Documents for ECC</b>	<ol style="list-style-type: none"> <li>1. General information/ Project Profile/ Feasibility Study</li> <li>2. Project approval from BEZA</li> <li>3. Initial Environment Examination (IEE)</li> <li>4. Location Map and Layout Plan</li> <li>5. Details of the Production Process with Flow Diagram</li> <li>6. Land Lease Agreement or Land Ownership Document</li> <li>7. Draft TOR</li> <li>8. Feasibility Study</li> <li>9. NOC from relevant government authority*</li> </ol>
<b>Actual Procedures</b>	<ol style="list-style-type: none"> <li>1. For getting prequalification certificate from BEZA, a developer should apply to BEZA. BEZA will verify the documents along with the advisory of DoE on Strategic Environmental Assessment (SEA).</li> <li>2. Upon obtaining project prequalification from BEZA, the developer is required to submit the following documents for Site Clearance to BEZA through online: <ol style="list-style-type: none"> <li>a. General Information/ Project Profile</li> <li>b. Approval of Investment Registration from BEZA</li> <li>c. Initial Environment Examination (IEE)</li> <li>d. Location Map and Layout Plan</li> <li>e. Details of the Production Process with Flow Diagram</li> <li>f. Land Lease Agreement or Land Ownership Document or Land Allotment Letter</li> <li>g. Draft TOR</li> </ol> </li> <li>3. The online application will then be forwarded to the DoE field office for assessment.</li> <li>4. The offline submission of hard copies of the required documents needs be submitted to the Head Office with a copy to the corresponding field office with a copy to DoE Head office (Total 2 Copies).</li> <li>5. The field office will conduct a site visit and report it to the head office of DoE. After an assessment of the documents by Environmental Clearance Committee &amp; inspection of site by DoE, Site Clearance and TOR Approval will be issued by DOE if everything complies with the ECA &amp; ECR.</li> <li>6. Subsequent to the Site Clearance and TOR Approval, the developer is</li> </ol>

Particulars	Environmental Clearance Procedure (Proposed)	
	<p>required to submit the completed EIA along with the following documents to BEZA.</p> <ol style="list-style-type: none"> <li>a. EIA Report on the basis of approved TOR</li> <li>b. Filled up Form-3 (in case of offline submission)</li> <li>c. NOC from relevant government authority</li> <li>d. Feasibility Study</li> </ol> <ol style="list-style-type: none"> <li>7. The online application will then be forwarded to the DoE field office for assessment.</li> <li>8. The offline submission of hard copies of the required documents needs to be submitted to the Head Office with a copy to the corresponding field office with a copy to DoE Head office (Total 2 Copies).</li> <li>9. The field office will conduct a site visit and report it to the head office of DoE. Subsequently, the Environmental Clearance Committee will proceed to assess the EIA report and demand the developer to present the particulars of the EIA Report in DoE Headquarters.</li> <li>10. If the EIA report complies with DoE's standard, the developer will be issued an EIA Approval.</li> <li>11. After getting EIA approval, the developer is then allowed to start the final construction of the project. Regular monitoring will be required to be conducted by a third-party consultant appointed by the developer during this phase to ensure compliance of construction activity with the approved EIA.</li> </ol>	
<b>Processing Timeframe</b>	From the day of application- <b>15</b> working days for obtaining a <b>Site Clearance and TOR Approval</b> , <b>30</b> Working Days for an <b>EIA Approval</b>	
<b>Application Fee</b>  *1 Lac= 100,000 **1 Crore=10,000,000	Application Fee + 15% Government imposed VAT (Depends on the estimated total amount of Investment)	
	<b>Investment (BDT)</b>	<b>Application Fee (BDT)</b>
	1 Lac to 5 Lac	1,500
	5 Lac to 10 Lac	3,000
	10 Lac to 50 Lac	5,000
	50 Lac to 1 Crore	10,000
	1 Crore to 5 Crore	20,000
	5 Crore to 20 Crore	40,000
	20 Crore to 50 Crore	80,000
	50 Crore to 100 Crore	120,000
	200 Crore to 500 Crore	300,000
500 Crore to 1000 Crore	400,000	
Over 1000 Crore	500,000	
<b>Payment Method</b>	Online/Offline Payment through "Bangladesh Bank" or through few other Private/Public Bank	
<b>Remarks</b>	<ul style="list-style-type: none"> <li>• If the developer can not manage all the land documents during the Site clearance step, the developer can only apply for ToR approval (If DoE agrees). But the developer has to submit all the documents during submission of EIA report.</li> </ul>	

### **B.3. Flow Diagram of the Procedure**

The flow diagram for Project Site Clearance and EIA Approval is as shown in the following figure.

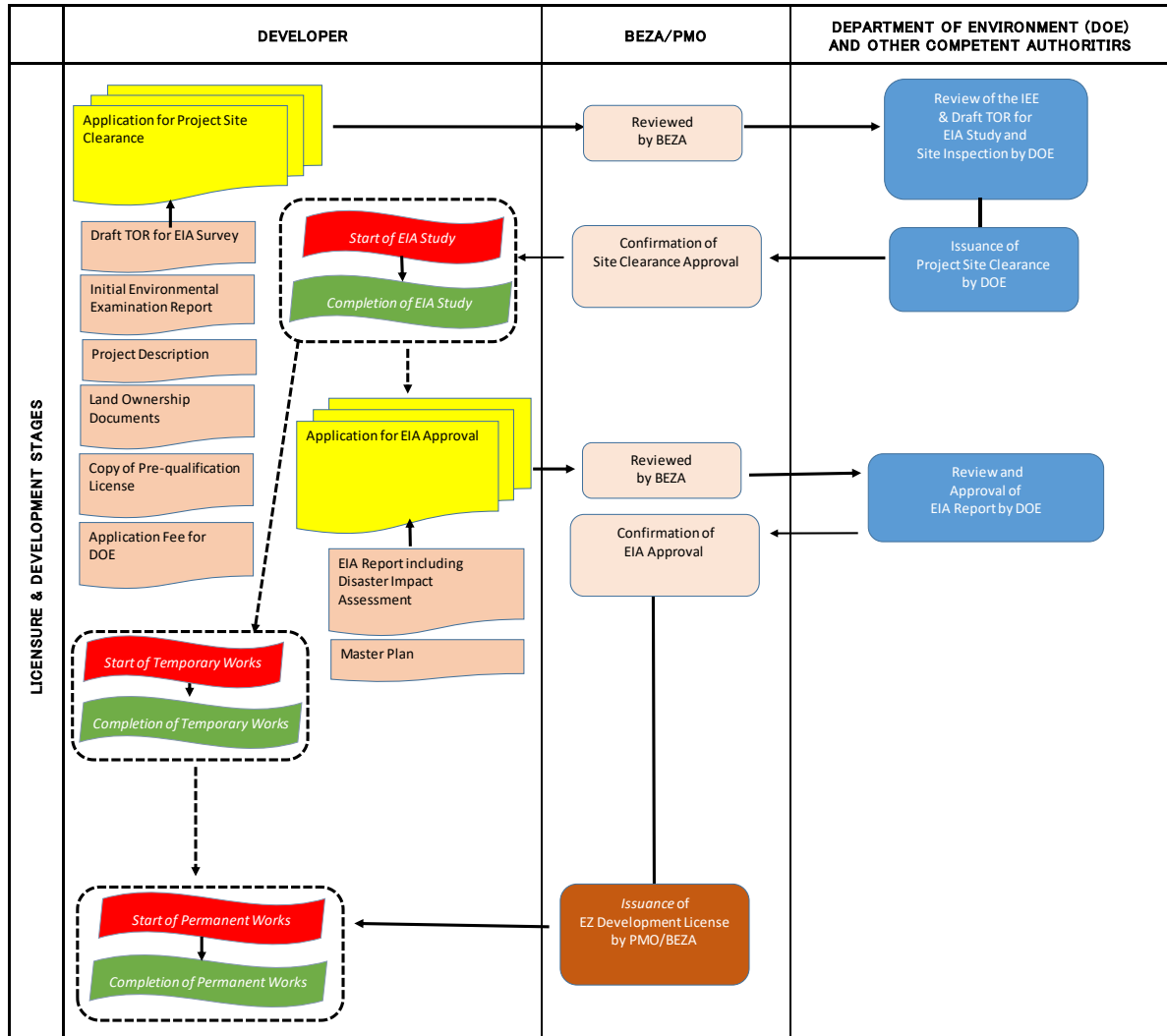


Figure B-1: Flow Diagram for Project Site Clearance and EIA Approval

**List of Forms**

<b>Form No.</b>	<b>Name</b>
FORM ENV-R-1	Application for Site Clearance and Approval of Terms of Reference (TOR)
FORM ENV-R-2	Application Form for EIA Approval
	Site Clearance Certificate Format

**Application for Site Clearance and Approval of Terms of Reference (TOR)**

**(For RED Category Projects)**

**FORM ENV-R-1**

1. Name of Industry/Project :
- a) Address of Industry/Project :
- i. Project District : Drop Down Menu
- ii. Project Thana : Drop Down Menu
- iii. Submitting DoE Office : Auto-Select
- b) Present Address of the Office :
2. Type of Industry :
3. Entrepreneur's Name :
- a) Entrepreneur's Designation :
- b) Phone :
- c) Email :
- d) Mobile :
4. Name of Company :
- a) Total Investment :
- b) Land Area (m<sup>2</sup>/acre/hectare) :
- c) Probable Date for Starting  
Construction (DD/MM/YYYY) :



- d) Probable Date for Completion of Construction (DD/MM/YYYY) :
- e) Probable Date for Trial Operation (DD/MM/YYYY) :
- f) Probable Date for Start of Production (DD/MM/YYYY) :
- 5. Total Manpower :
- 6. Name of Product :
  - a) Quantity to be Produced Everyday :
  - b) Unit :
- 7. Name of Raw Material :
  - a) Quantity to be Used Daily :
  - b) Unit :
- 8. Name of Fuel :
  - a) Quantity of Fuel to be used Daily :
  - b) Unit :
  - c) Source of Fuel :
- 9. Source of Water :
  - a) Amount to be Used Daily (m<sup>3</sup>/day) :
- 10. Probable Quantity of Daily Liquid Waste (m<sup>3</sup>/day) :
  - a) Location of Waste Discharge :
- 11. Probable quantity of Daily Emission of :

**Gaseous Substance**

- a) Unit :
- b) Mode of Emission of gaseous substance :
12. Design & Time schedule of proposed Effluent Treatment Plant : Attachment
- a) Fund allocated for ETP :
- b) Area (m<sup>2</sup>/acre/hectare) for ETP :
13. Production Process with Process Flow Diagram : Attachment
14. Location map of Industrial unit or project : Attachment
15. Layout plan (with location of Effluent Treatment Plant) : Attachment
16. Feasibility Report : Attachment
17. Initial Environment Examination (IEE) : Attachment
18. Draft Terms of Reference (TOR) : Attachment

## Application Form for EIA Approval

(For RED Category Projects)

FORM ENV-R-2

**A) General Information:**

**I. Brief Description of the Industry or Project :**

**1. Name of Industry/Project :**

**(i) Current Address of Industry/Project :**

**(ii) Project District :**

Drop Down Menu

**(iii) Project Thana :**

Drop Down Menu

**(iv) Submitting DoE Office :**

Auto-Select

**(v) Present Address of the Office :**

**2. Name of Company :**

**3. Estimated Amount of Investment :**

**4. Total Land Area :**

**(i) Occupied by the Project (m<sup>2</sup>/acre) :**

**(ii) Empty Space (m<sup>2</sup>/acre) :**

**(iii) Land for Tree Plantation (m<sup>2</sup>/acre) :**

**5. Total Manpower :**

**6. Fee Category :**

Industry  Brick

**(i) Fee :**

Drop Down Menu

- (ii) Bank Challan : Attachment
- (iii) VAT Paper : Attachment
- 7. Probable Date for Starting Construction (DD/MM/YYYY) :
- 8. Probable Date for Completion of Construction (DD/MM/YYYY) :
- 9. Probable Date for Start of Test Production (DD/MM/YYYY) :
- 10. Probable Date for Start of Production (DD/MM/YYYY) :
- 11. Name of Product :
- (i) Quantity to be Produced Daily :
- (ii) Unit :
- 12. Name of Raw Material :
- (i) Quantity to be Used Daily :
- (ii) Unit :
- 13. Name of Fuel :
- (i) Quantity of Fuel to be Used Daily :
- (ii) Unit :
- (iii) Source of Fuel :
- 14. Source of Water :
- (i) Amount to be Used Daily (m<sup>3</sup>/day) :
- 15. Probable Quantity of Daily Liquid Waste (m<sup>3</sup>/day) :
- (i) Location of Waste Discharge :
- 16. Probable quantity of Daily Emission of :

**Gaseous Substance**

(i) Unit :

(ii) Mode of Emission of gaseous substance :

**17. Information of Investor:**

(i) Entrepreneur's Name :

(ii) Entrepreneur's Designation :

(iii) Mobile :

(iv) Cell Phone :

(v) Email :

(vi) Organization Structure :

Attachment

**A) Contents of Environmental Impact Assessment:**

Name of content	Included	N/A	Remarks if N/A is Checked
1) Executive Summary	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2) Description of the Project</b>			
(i) Basic Information of the Project	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Site Description	<input type="checkbox"/>	<input type="checkbox"/>	
(a) Topography of the Site & Surrounding Area	<input type="checkbox"/>	<input type="checkbox"/>	
(b) GIS Map of Location	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Details of Associated Facilities (e.g. Jetty, ETP, Office Buildings etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Mode of Fuel Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
(v) Details of Project Activity (e.g. Site Preparation, Road Construction, Drainage	<input type="checkbox"/>	<input type="checkbox"/>	

etc.)			
(vi) Details of Process Flow with Flow Diagram	<input type="checkbox"/>	<input type="checkbox"/>	
(vii) Details Description of the Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
(viii)Others	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3) Policy and Legal Framework</b>			
(i) Brief Description of National Policies	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Brief Description of Applicable National Acts and Rules	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Brief Description of Applicable International Regulations	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Applied Standards	<input type="checkbox"/>	<input type="checkbox"/>	
(v) Others	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4) Baseline Data</b>			
(i) Primary Baseline Data of EIA prepared by Corresponding Zone Developer	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Primary Baseline Data of the Area (Optional)	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) List of Surrounding Industries and their Distance from the Proposed Industry	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Others	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5) Identification of Impacts</b>			
(i) Identification of Each Impact During Construction Stage	<input type="checkbox"/>	<input type="checkbox"/>	
(a) Impact on Air Environment	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Impact on Water Environment	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Impact on Acoustic Environment	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Sanitation Hazard & Drinking water	<input type="checkbox"/>	<input type="checkbox"/>	
(e) Overland Drainage and Impact on Surface Water	<input type="checkbox"/>	<input type="checkbox"/>	

(f) Accidents or Occupational Health Hazards	<input type="checkbox"/>	<input type="checkbox"/>	
(g) Impact due to Rise in Vehicular Traffic	<input type="checkbox"/>	<input type="checkbox"/>	
(h) Other Impacts	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Identification of Impacts During Operation Phase	<input type="checkbox"/>	<input type="checkbox"/>	
(a) Impact on Air Environment (with Air Dispersion Modelling)	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Impact due to Liquid Discharge (with Thermal Plume Modelling in case of thermal Discharge)	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Impact due to Solid Waste	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Impact due to Hazardous Waste	<input type="checkbox"/>	<input type="checkbox"/>	
(e) Noise and Vibration Impacts (With Noise Modelling)	<input type="checkbox"/>	<input type="checkbox"/>	
(f) Socio-economic Impact	<input type="checkbox"/>	<input type="checkbox"/>	
(g) Accidents or Occupational Health Hazards	<input type="checkbox"/>	<input type="checkbox"/>	
(h) Other Impacts	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Beneficial Impacts and Enhancement	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6) Environmental Management Plan (EMP)</b>			
(i) Management Plan During Construction	<input type="checkbox"/>	<input type="checkbox"/>	
(a) Atmospheric Emission/Dust Management	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Management of Liquid Waste	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Management of Solid Wastes	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Domestic Sewage Management	<input type="checkbox"/>	<input type="checkbox"/>	
(e) Noise & Vibration Level Management	<input type="checkbox"/>	<input type="checkbox"/>	

(f) Monitoring Plan during construction	<input type="checkbox"/>	<input type="checkbox"/>	
(g) Management of Drainage Activity	<input type="checkbox"/>	<input type="checkbox"/>	
(h) Workers' Safety	<input type="checkbox"/>	<input type="checkbox"/>	
(i) Others	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Management Plan During Operation	<input type="checkbox"/>	<input type="checkbox"/>	
(a) Atmospheric Emission Management	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Management of Solid Wastes	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Water & wastewater Management	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Domestic Sewage Management	<input type="checkbox"/>	<input type="checkbox"/>	
(e) Hazardous Waste Management	<input type="checkbox"/>	<input type="checkbox"/>	
(f) Noise and Vibration Level Management	<input type="checkbox"/>	<input type="checkbox"/>	
(g) Greening Program	<input type="checkbox"/>	<input type="checkbox"/>	
(h) Monitoring Plan During Operation (Including Cost)	<input type="checkbox"/>	<input type="checkbox"/>	
(i) Workers' Safety	<input type="checkbox"/>	<input type="checkbox"/>	
(j) Emergency Response Plan	<input type="checkbox"/>	<input type="checkbox"/>	
(k) Disaster management Plan	<input type="checkbox"/>	<input type="checkbox"/>	
(l) Fire Prevention and Extinction Plan	<input type="checkbox"/>	<input type="checkbox"/>	
(m) Others	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Management Plan at the end of Industries Life	<input type="checkbox"/>	<input type="checkbox"/>	
(a) Decommissioning Plan	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7) Stakeholder Consultation</b>			
(i) Information Disclosure	<input type="checkbox"/>	<input type="checkbox"/>	



<b>8) Analysis of Alternatives</b>			
(i) Consideration of Alternative Method of Production	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Site Alternative	<input type="checkbox"/>	<input type="checkbox"/>	

**B) Environmental Impact Assessment (EIA):**

**Attachment**