**Checklist - Section 4B**

**Environmental Application for**

**Leave to Appeal**

**This form is to be filed with the OLT Appeal Form (A1). If you completed Section 4B of the A1 form, you MUST also complete and submit this checklist with the required document(s).**

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist via electronic format on a USB key, or submit the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| A copy of the Appeal Form (A1) and all relevant materials must be served on the Minister of the Environment, Conservation and Parks, the person who issued the instrument that is the subject of the leave application and the Instrument-holder, on or before the day on which the application is filed with the OLT.  The Minister of the Environment, Conservation and Parks is to be served at:  The Minister of the Environment, Conservation and Parks  777 Bay Street, 5th Floor  Toronto, Ontario M7A 2J3  Fax: 416-314-6713  Email: [Minister.MECP@ontario.ca](mailto:minister.mecp@ontario.ca) | |
| 1. **Application** | |
|  | 1. Completed copy of the Appeal Form A1, including section 4B on an environmental application for leave to appeal under the *Environmental Bill of Rights*. |
| 1. **Documents** | |
|  | 1. Copy of the Environmental Registry posting and the instrument that is the subject of the application. |
|  | 1. Copy of all the documents and a statement of all facts and evidence upon which the Applicant relies in support of the application. |
|  | 1. Copy of any comments that were submitted by the Applicant on the original proposal or, if comments were not submitted, a statement describing the Applicant’s interest in the decision to issue the instrument. |
|  | 1. Any facts that the Applicant wants considered in deciding whether the Applicant has an interest in the decision. |
|  | 1. Identification of the portions of the instrument that the Applicant is seeking leave to appeal. |
| 1. **Affidavit** | |
|  | Affidavit of service certifying that the requirements of providing a copy of the Appeal Form and all relevant materials were served on those required. |

**If the Applicant is unable to submit all the required information at the time of filing, the Applicant should state this in the form.**

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| **Please provide any comments, additional information or details regarding the documents listed above** |
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