**331 Issuing, extending, amending and/or supplementing authorisations of organisations for recovery of mixed waste and of persons performing their duties individually**

**On the basis of:**

Waste Management Act- Art. 81

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

The deadline for issue is two months from the receipt of the application or from the rectification of irregularities and/or the provision of additional information.

**Duration of the document/individual administrative act:**

The authorisation is granted for the period specified in the application, but not exceeding five years, and contains the terms laid down by the competent authority.

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Issued authorisation, approval of its amendment, supplementation and/or withdrawal, as well as the refusal to issue, amend or supplement the authorisation may be appealed before the Supreme Administrative Court following the procedure laid down by the Administrative Procedure Code within 14 days of its notification.

**Restrictions and conditionalities:**

Pursuant to §1, item 16 of the AP of the Waste Management Act, “recovery organisation” is a legal entity registered in accordance with the Commercial Code or in accordance with national legislation, which does not allocate profit and which manages and/or independently performs activities connected with the separate collection, recycling and recovery of mixed waste. That condition should be laid down in the articles of association of the applicant company.

Authorisation is refused where the applicant is a related party within the meaning of the Waste Management Act to a person whose authorisation has been revoked or refused before the expiry of one year from the revocation or refusal.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Waste Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

The following documents should be attached to the application for the issuance of an authorisation of a recovery organisation under Form 1, according to Art. 81 of the Waste Management Act:
1. Document on the legal status of a foreign person issued in accordance with the national legislation of the applicant up to three months prior to the application.
2. Preliminary written contracts concluded with persons holding an authorisation, a complex authorisation or a registration document under Art. 35 of the Waste Management Act for collection and transportation of waste, and with municipalities fulfilling the obligations under the Waste Management Act and the relevant ordinance under Art. 13, para. 1 of the Waste Management Act.
3. Preliminary written contracts concluded with persons holding an authorisation, a complex authorisation or a registration document under Art. 35 of the Waste Management Act for recycling and/or recovery of waste, including preparation for recovery, ensuring the fulfilment of the obligations of the members of the recovery organisation under the Waste Management Act and the respective ordinance under Art. 13, para. 1 of the Waste Management Act.
4. Notarised declaration by the applicant that he/she is not a related party within the meaning of the Waste Management Act to a person whose authorisation has been revoked or refused before the expiry of one year of the revocation or refusal.
5. Draft contract between the recovery organisation and its members.
6. Unconditional and irrevocable bank guarantee to ensure the achievement of the objectives of separate collection, reuse, recycling and/or recovery of the respective stream of mixed waste, for the establishment of a system under Art. 15 of the Waste Management Act and covering the population in it.
7. Draft programme under Art. 53 of the Waste Management Act meeting the requirements of the relevant ordinance under Art. 13, para. 1 of the Waste Management Act.
8. Certifications by the mayors of the municipalities with which the organisation has concluded preliminary written contracts, plans for deployment of containers for separate collection of waste indicated by specific parameters (volume, type) and a quantitative account (only for organisations for recovery of packaging waste).
9. Statement of assurance

The following documents should be attached to the application for individual fulfilment of the obligations under Form 2, according to Art. 81 of the Waste Management Act:
1. Document on the legal status of a foreign person issued in accordance with the national legislation of the applicant up to three months prior to the application.
2. Preliminary written contracts concluded with persons holding an authorisation, a complex authorisation or a registration document under Art. 35 of the Waste Management Act for collection and transportation of waste, and with municipalities fulfilling the obligations under the Waste Management Act and the relevant ordinance under Art. 13, para. 1 of the Waste Management Act.
3. Preliminary written contracts concluded with persons holding an authorisation, a complex authorisation or a registration document under Art. 35 of the Waste Management Act for recycling and/or recovery of waste, including preparation for recovery, ensuring the fulfilment of the obligations under the Waste Management Act and the respective ordinance under Art. 13, para. 1 of the Waste Management Act.
4. Unconditional and irrevocable bank guarantee to ensure the achievement of the objectives of separate collection, reuse, recycling and/or recovery of the respective stream of mixed waste, for the establishment of a system under Art. 15 of the Waste Management Act and covering the population in it.
5. Draft programme under Art. 53 of the Waste Management Act meeting the requirements of the relevant ordinance under Art. 13, para. 1 of the Waste Management Act.

**Forms:**

[Application for issuing of an authorisation to a waste recovery organisation](https://iisda.government.bg/adm_services/service_sample_file/38746_155666%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/38746_155666%22%20%5Ct%20%22_blank)

[Application for issuing an authorisation for individual waste recovery](https://iisda.government.bg/adm_services/service_sample_file/38746_155665%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/38746_155665%22%20%5Ct%20%22_blank)

[Application for suspension of an authorisation for recovery of waste](https://iisda.government.bg/adm_services/service_sample_file/38746_155668%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/38746_155668%22%20%5Ct%20%22_blank)

[Application for extension of an authorisation for recovery of waste](https://iisda.government.bg/adm_services/service_sample_file/38746_155669%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/38746_155669%22%20%5Ct%20%22_blank)

[Application for amendment of an authorisation for recovery of waste](https://iisda.government.bg/adm_services/service_sample_file/38746_155667%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/38746_155667%22%20%5Ct%20%22_blank)

[Statement of assurance](https://iisda.government.bg/adm_services/service_sample_file/38746_156671%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/38746_156671%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 600 is paid for the service.**

- Issuance of an authorisation to recovery organisations - BGN 600, according to Decree of the Council of Ministers 136/2019, Art. 12, para. 1, item 4;
- Issuance of an authorisation to persons performing their duties individually - BGN 200, according to Decree of the Council of Ministers 136/2019, Art. 12, para. 1, item 5;
- For extension of an authorisation of a recovery organisation - BGN 300, according to Decree of the Council of Ministers 136/2019, Art. 12, para. 4, item 1;
- For extension of an authorisation of persons performing their duties individually - BGN 100, according to Decree of the Council of Ministers 136/2019, Art. 12, para. 4, item 2

The service may be paid in one of the following methods:

* **At the desk of an administrative service unit via bank card**
* **Via bank transfer**

**336 Issuance of an authorisation for water abstraction from surface water body - dam, by means of constructed facilities**

**On the basis of:**

Act on Waters - Art. 52

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 to 5 months, in accordance with the terms and conditions for issuing authorisations.

**Duration of the document/individual administrative act:**

up to 35 years - for damming and for water abstraction from complex dams for hydropower and irrigation purposes; up to 25 years - for water abstraction for drinking and domestic water supply; up to 20 years - in other cases.

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. (A committee may be appointed to examine submitted objections or proposals, which should come out with a decision within one month). The authorisation or the decision to refuse authorisation is sent within 7 days to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure. The issued authorisation is subject to appeal within 14 days of its notification before the Supreme Administrative Court, in accordance with the Administrative Procedure Code.

**Restrictions and conditionalities:**

The service may be provided to natural persons only if they are registered as farmers.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Initiation of procedures**

For issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water.

The application shall be accompanied by:

 • Certified document for paid fee for issuing the authorisation.
• Current scheme or map of the properties in which the activity will be carried out, certified by the relevant competent authority.
• Document certifying the consent of the owner of the facilities, or a contract with the owner of the facilities for provision of the “water supply” service - when water abstraction is directly related to the use of existing facilities of dams, as well as in cases where water use is ensured through existing hydrotechnical facilities for capturing, bringing and accumulating water.
• Statement of the circumstances under Art. 71, para. 2 of the Environmental Protection Act.
• Justification of the requested water quantity, according to the norms for water consumption determined under Art. 117a, para. 2 of the Act on Waters or §140 of the transitional and final provisions of the Act on Amendment and Supplementation of the Act on Waters (prom. SG, issue 61/2010).
• Draft safeguard zone - when the request is for drinking and domestic water supply.
•A copy or only mention of the number of an existing (effective or provisionally enforceable, as well as with ongoing legal effect) administrative act issued under Chapter Six of the Environmental Protection Act and/or under Art. 31 of the Biological Diversity Act, for approval, respectively coordination of the investment proposal for the implementation of which authorisation for water abstraction and/or use of the water body is requested (including a letter from the competent authority regarding the applicable procedure under Chapter Six of the Environmental Protection Act and/or under Art. 31 of the Biological Diversity Act).
• Documents pursuant to Art. 27, para. 2 of the Ordinance on the use of surface water:
• Property document or contract certifying the owner's consent to the use of the facilities and document for commissioning the site;
• Executive documentation containing drawings of the facilities and a report describing the parameters and technical status of the facilities as well as the compliance of the facilities with the stated purpose;
• In the absence of executive documentation, drawings and diagrams of the constructed facility should be prepared and the report should contain the parameters and technical description of the status of the facility.
• Scheme, including a textual description of the water route from the place of abstraction to the place of consumption, with the technical parameters of the facilities, as well as the connection to existing water supply systems and facilities.
• Information on the installed measuring device.
• Damming draft, according to Art. 25 of the Ordinance on the use of surface water - when the request is for damming of a newly built water body.
• Evidence on the need to transfer water – where the request is for transferring water between river basins.
• Farmer registration certificate (in the cases under Art. 50, para. 3, letter “d”).

**Time limit for examination of the application and written assessment**

Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waters.

If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued.

 **Non-compliance**

Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months.

Where non-compliance is not remedied within the two-month period, the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant.

 **Communication**

Within 20 days after the expiry of the deadline for examination of the documents and if there are no grounds for refusal, a communication is prepared, which is sent to the mayor of the respective municipality for public announcement and published on the website of the Ministry of Environment and Water.

 **Forms:**

[Application for an authorisation for surface water abstraction (dams)](https://iisda.government.bg/adm_services/service_sample_file/40339_155430%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40339_155430%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

A fee of BGN 500 should be paid for the issuance of an authorisation for water abstraction from a surface water body - dam, through constructed facilities, according to the Tariff of the fees collected within the system of the Ministry of Environment and Water. - Decree of the Council of Ministers No. 136/2019, Art. 8, para. 1, item 2a

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**512 Issuance of an authorisation for water abstraction and use of a surface water body - dam, when water abstraction requires the construction of new systems and facilities**

**On the basis of:**

Act on Waters - Art. 52
Ordinance on the use of surface water - Art. 31

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 to 5 months, in accordance with the terms and conditions for issuing authorisations

**Duration of the document/individual administrative act:**

- up to 35 years - for damming and for water abstraction from complex dams for hydropower and irrigation purposes; up to 25 years - for water abstraction for drinking and domestic water supply; up to 20 years - in other cases.

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. (A committee may be appointed to examine submitted objections or proposals, which should come out with a decision within one month). The authorisation or the decision to refuse authorisation is sent within 7 days to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure.
The issued authorisation is subject to appeal within 14 days of its notification before the Supreme Administrative Court, in accordance with the Administrative Procedure Code.

**Restrictions and conditionalities:**

The service is provided to natural persons who are registered as farmers;

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

To initiate a procedure for issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water. The application shall be accompanied by:

• Certified document for paid fee for issuing the authorisation.
• Current scheme or map of the properties in which the activity will be carried out, certified by the relevant competent authority.
• Document certifying the consent of the owner of the facilities, or a contract with the owner of the facilities for provision of the “water supply” service - when water abstraction is directly related to the use of existing facilities of dams, as well as in cases where water use is ensured through existing hydrotechnical facilities for capturing, bringing and accumulating water.
• Statement of the circumstances under Art. 71, para. 2 of the Environmental Protection Act.
• Preliminary (pre-investment) study or the relevant developed phase of the investment project with scope and content according to Ordinance No. 4 of 2001 on the scope and content of investment projects (prom., SG, issue 51 of 2001);
• Where the construction of a hydrotechnical facility is necessary, the study or investment project shall consider the necessity and feasibility of constructing a facility to ensure the migration of fish and other aquatic organisms (fish ladder).
• Justification of the requested water quantity, according to the norms for water consumption determined under Art. 117a, para. 2 of the Act on Waters or §140 of the transitional and final provisions of the Act on Amendment and Supplementation of the Act on Waters (prom. SG, issue 61/2010).
• Documents certifying the consent of the owners of the properties that will be affected by the damming and the construction of the facilities, pursuant to Art. 23, para. 3 of the Ordinance on the use of surface water.
• Coordinating opinions of the competent authorities related to the impact on the built infrastructure and the possibility for changing the designation of the agricultural land and forestry areas which will be affected.
•A copy or only mention of the number of an existing (effective or provisionally enforceable, as well as with ongoing legal effect) administrative act issued under Chapter Six of the Environmental Protection Act and/or under Art. 31 of the Biological Diversity Act, for approval, respectively coordination of the investment proposal for the implementation of which authorisation for water abstraction and/or use of the water body is requested (including a letter from the competent authority regarding the applicable procedure under Chapter Six of the Environmental Protection Act and/or under Art. 31 of the Biological Diversity Act).
• Scheme, including a textual description of the water route from the place of abstraction to the place of consumption, with the technical parameters of the facilities, as well as the connection to existing water supply systems and facilities.
• Depending on the stated purpose of water abstraction, the documents referred to in Art. 24 and Art. 25, Chapter Two, Section III of the Ordinance on the use of surface water should also be provided:
• for the purposes of drinking and domestic water supply: draft safeguard zone;
• for the purposes of drinking and domestic water supply: draft safeguard zone and written refusal by the water and sewerage operator for connection to water supply networks and facilities due to lack of technical feasibility (no water supply network has been built), indicating also the deadline for lack of conditions of connection;
• for irrigation purposes: documents certifying the size of irrigated areas and request for irrigation of the owners and/or users of the irrigation areas applied for;
• for the purpose of fire-extinguishing: fire safety part;
• for aquaculture purposes: description of the farming technology, type and destination of the aquaculture farm (including fattening, growing, etc.);
• for the purpose of transferring water between river basins: evidence of the need to transfer water;
• for the purpose of damming a newly built water body: damming draft.
• Farmer registration certificate (in the cases under Art. 50, para. 3, letter “d”).
• Justification, calculations and evidence for fulfilling the requirements of Art. 156f, para. 2 of the Act on Waters – only in cases where the constructed facilities amend the physical characteristics of a surface water body.

Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waters. If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued. Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months. Where non-compliance is not remedied within the two-month period, the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant. Within 20 days after the expiry of the deadline for examination of the documents and if there are no grounds for refusal, a communication is prepared, which is sent to the mayor of the respective municipality for public announcement and published on the website of the Ministry of Environment and Water.

**Forms:**

[Application for issuing an authorisation for water abstraction from a surface water body, construction of new systems and facilities](https://iisda.government.bg/adm_services/service_sample_file/40673_155507%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40673_155507%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

For the issuance of an authorisation for water abstraction and use of a surface water body - dam, when water abstraction requires the construction of new systems and facilities, according to the Tariff of the fees collected within the system of the Ministry of Environment and Water (prom. in the State Gazette, issue No. 39/2011), a fee of BGN 500 should be paid. - Decree of the Council of Ministers No. 136/2019, Art. 8, para. 1, item 2a

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**513 Issuance of an authorisation for use of a water body to extract alluvial deposits from surface water bodies.**

**On the basis of:**

Act on Waters - Art. 46
Ordinance on the use of surface water - Art. 35

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 – 5 months

**Duration of the document/individual administrative act:**

Authorisations to use a water body for extraction of alluvial deposits shall be issued for a period not exceeding the duration of the river basin management plan effective at the date of issuance of the authorisation.

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. A committee may be appointed to examine submitted objections or proposals and to decide thereon. In that case, the time limit for decision shall be extended by one month. The authorisation or the decision to refuse authorisation is sent in writing to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure.

**Restrictions and conditionalities:**

The service is provided only to legal entities and sole proprietors

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Documents for provision of the service:
• the application form for issuance of authorisation and the attached documents shall be submitted in duplicate - one copy as an original is provided on paper and the other - as a full digital analogue - on electronic media;
Documents attached to the application:
• certified document for the fee paid for the issuance of the authorisation;
• an up-to-date diagram or map of the properties in which the activity will be carried out, certified by the relevant competent authority;
• technical draft of the extraction containing: longitudinal profile of the requested section(s); transverse profiles; volume of existing alluvial deposits; volume of alluvial deposits requested for extraction; scheme of the support surveying network with main reference point; transport scheme for the removal of extracted material approved by the municipality; place of disposal of the extracted material that must be outside the boundaries of the water body; scheme of the requested area from which alluvial deposits will be extracted; measures to prevent potential collapses and landslides within the dam and along the coastline;
• justifications, calculations and evidence for fulfilling the requirements of Art. 156f, para. 2 of the Act on Waters in cases where the extraction of alluvial deposits changes the physical characteristics of the surface water body.
Requirements for the provision of service:
- current document from the owner or an authorised person, who has been entrusted with the operation of the dam, certifying consent to carry out the activities;
- information about the existence or absence of obligations to the National Revenue Agency, the Customs Agency and the municipalities.
Procedure under which the service is provided:
To initiate a procedure for issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water. Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waters. If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued. Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months. Where non-compliance is not remedied within the two-month period the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant. Within 20 days after the expiry of the deadline for examination of the documents and if there are no grounds for refusal, a communication is prepared, which is sent to the mayor of the respective municipality for public announcement and published on the website of the Ministry of Environment and Water.

**Forms:**

[Application for extraction of alluvial deposits](https://iisda.government.bg/adm_services/service_sample_file/40705_155597%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40705_155597%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

For the issuance of an authorisation for the use of a water body for extraction of alluvial deposits from surface water bodies, according to the Tariff of the fees collected within the system of the Ministry of Environment and Water (prom. in the State Gazette, issue No. 39/2011), a fee of BGN 500 should be paid. - Decree of the Council of Ministers No. 153/2019, Art. 8, para. 1, item 1a

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**722 Issuance of a certificate for travelling exhibitions**

**On the basis of:**

Commission Regulation (EC) No 865/2006 of 4 May 2006 laying down detailed rules concerning the implementation of Regulation (EC) No 338/97 on the protection of species of wild fauna and flora by regulating trade therein - Art. 30
Biological Diversity Act - Art. 80

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

Up to 30 days

**Duration of the document/individual administrative act:**

From 6 months to 1 year

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The act can be appealed within 14 days.

**Restrictions and conditionalities:**

A separate application shall be completed for each live animal. In the case of an exhibition of dead specimens, the application shall be accompanied by a list indicating the species of the specimens and what the exhibits are. Specimens should be individually marked.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

The competent authority for issuing certificates under Art. 30, para. 1 of Regulation (EC) No. 865/2006 is the Minister of Environment and Water or an authorised official (Art. 85 in conjunction with Art. 80 of the Biological Diversity Act).
Applicant
The applicant is the candidate for a certificate under Art. 30, para. 1 of Regulation (EC) No. 865/2006 (Art. 80 of the Biological Diversity Act).
Regulatory requirements:
Pursuant to Art. 33 of Regulation (EC) No 865/2006, when a travelling exhibition certificate is issued for a specimen, the following requirements must be met:
(a) the specimen must have been registered by the issuing authorities;
(b) the specimen must be returned to the Member State in which it has been registered before the expiry of the certificate;
(c) the specimen must have an individual and permanent marking in accordance with the requirements of Art. 66 of Regulation (EC) No 865/2006 in the case of live animals or in other cases marked in such a way that the authorities of each Member State where the specimen is imported or exported can confirm that the certificate is related to it.
Where a travelling exhibition certificate has been issued in accordance with Art. 32, § 2 of Regulation (EC) No 865/2006, Art. 32. § 1, letter “a” and “b” of Regulation (EC) No 865/2006 shall not apply. In such cases, the certificate shall contain the following text in box 20: “This certificate is invalid unless it is accompanied by an original travelling exhibition certificate issued by a third party”.

IMPORTANT! A separate application shall be completed for each live animal. In the case of an exhibition of dead specimens, the application shall be accompanied by a list indicating the species of the specimens and what the exhibits are. Specimens should be individually marked.

**Forms you may need to fill in**

Forms you may need to fill in
1. Application
The applicant shall submit a WRITTEN APPLICATION to the Minister of Environment and Water in accordance with Art. 34 of Regulation (EC) No. 865/2006 (Art. 80 of the Biological Diversity Act).

The application shall be accompanied by:
- a valid document indicating that the specimens were legally imported or acquired on the territory of the Republic of Bulgaria or on the territory of the European Union;
- registration card for the specimens pursuant to Art. 90 of the Biological Diversity Act;
- document for paid fee.

**Procedure**

1. Initiation of the procedure
The procedure commences with the submission of an application by the applicant for a certificate under Art. 30, para. 1 of Regulation (EC) No. 865/2006 (Art. 80 of the Biological Diversity Act).
Pursuant to Art. 34 of Regulation (EC) No 865/2006:
(a) When submitting documents for the issue of a travelling exhibition certificate, boxes 3 and 9 - 18 of the application (form 3), the original and all copies must be completed. Member States may request only one form of the application to be completed, and the application may include more than one certificate.
(b) The duly completed form is submitted to the management authorities of the Member State where the specimens are located or, in the cases referred to in Article 32, para. 2 of Regulation (EC) No 865/2006, to the management authorities of the first-destination Member State and should also contain such information and documentation as the authorities deem necessary to determine whether the certificate is to be issued. The absence of such information and documentation should be justified.
(c) Where a certificate application is submitted relating to the specimens for which such a certificate was initially rejected, the applicant should inform the management authorities thereof.
2. Obtaining opinions
Within 5 days of receipt of the application under Art. 80 of the Biological Diversity Act for issue of an authorisation for import, export or re-export of specimens of species according to Annexes A and B of Regulation (EC) No. 338/97, the Minister of Environment and Water or an authorised official requests a statement from the Scientific Advisory Body under Art. 72 of the Biological Diversity Act (Bulgarian Academy of Sciences with its specialised institutes, scientific staff and associated experts). For export of specimens of species under Annex 4 of the Biological Diversity Act which fall within the scope of Annexes A, B and C of Regulation (EC) No 338/97, the statement is required one-time and is valid for the entire hunting season. The Scientific Advisory Body submits an opinion to the Ministry of Environment and Water within 15 days of receipt of the request under Art. 83, para. 1 of the Biological Diversity Act. If necessary, on-the-spot inspection is carried out by an expert from the list under Art. 72, para. 2 of the Biological Diversity Act (Art. 83 and 84 of the Biological Diversity Act).
3. Issuing a certificate
The Minister of Environment and Water or an authorised official shall issue the authorisations and certificates under Art. 80 of the Biological Diversity Act within 5 working days of receiving the statement under Art. 84, para. 1 of the Biological Diversity Act in accordance with the requirements of Regulation (EC) No. 338/97, Regulation (EC) No. 865/2006 and the Biological Diversity Act (Art. 85 of the Biological Diversity Act).
4. Refusal to issue a certificate and appealing against a certificate or a refusal
The Minister of Environment and Water or authorised officials may refuse to issue a certificate.
There is no explicit provision in the Biological Diversity Act governing the appeal against a refusal to issue the authorisations and certificates under Art. 80 of the Biological Diversity Act. According to Art. 120, para. 2 of the Constitution of the Republic of Bulgaria, citizens and legal entities may appeal against all administrative acts affecting them, except those expressly mentioned by law. According to the definition of Art. 21, para. 3 of the Administrative Procedure Code, the declaration of intent to issue a document of importance for the recognition, exercise or extinguishment of rights or obligations, as well as the refusal to issue such a document, is also an individual administrative act. Therefore, the refusal to issue a certificate under Art. 80 of the Biological Diversity Act is such an individual administrative act and as long as there is no explicit provision in the Biological Diversity Act declaring its non-appeal, it is subject to appeal under the procedure provided for in the Administrative Procedure Code.

**Forms:**

[Application for a travelling exhibition certificate](https://iisda.government.bg/adm_services/service_sample_file/39694_155065%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/39694_155065%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 50 is paid for the service.**

For the issuance of a certificate for a travelling exhibition, including circuses and exhibitions of plants or animals, a fee of BGN 50 is collected, according to Decree of the Council of Ministers 136/2019, Art. 19, item 1

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**
* **At the desk of an administrative service unit in cash**

**3018 Issuing a letter setting out the necessary actions to be taken by the commissioner of a plan/programme for the issue of a decision assessing the need for an environmental assessment or an environmental assessment opinion**

**On the basis of:**

Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment - Art. 4
Environmental Protection Act - Art. 84
Ordinance on the modalities for the environmental assessment of plans and programmes - Art. 8

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

14

**Duration of the document/individual administrative act:**

Indefinite period

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The decision to not consider the service is subject to appeal under the Administrative Procedure Code.

**E-address where the service is provided:**

<https://portal.moew.government.bg/bg>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia. Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

The purpose of the administrative service is to determine the necessary actions that the commissioner of a plan/programme must take for the issue of a decision assessing the need to for an environmental assessment or an environmental assessment opinion.
Environmental assessment is carried out for plans, programmes the implementation of which is likely to have significant environmental impacts and which are in the process of preparation and/or approval by central and territorial bodies of the executive, bodies of local governments and the National Assembly.
The purpose of the environmental assessment is to integrate environmental projections into the overall development process and to introduce the principle of sustainable development.
Environmental assessment of plans and programmes is carried out simultaneously with their preparation, taking into account their objectives, territorial scope and level of detail, so as to identify, describe and assess appropriately the possible impacts of the implementation of the investment proposals that are part of the plans and programmes.
Compatibility assessment under Art. 31 of the Biological Diversity Act is also carried out for plans, programmes and investment proposals or their amendments or extensions falling within the scope of the environmental assessment.

**Application**

The commissioner of the plan/programme (applying for the administrative service) may be a public authority, natural or legal person (Bulgarian or foreign) who, under a special law, normative or administrative act, is entitled to commission the preparation of the plan or the programme, according to §1, item 21 of the Additional Provisions of the Environmental Protection Act.
To request the service, it is necessary to submit a notification in accordance with Annex No. 3 of the Ordinance on the modalities for the environmental assessment of plans and programmes, which should have the following attached:
1. Task for preparation of the plan/programme, amendment of the scope of the plan/programme in accordance with the Spatial Development Act or the respective special regulatory or administrative act and/or information on the objectives and projections of the plan/programme;
2. Electronic medium - 1 pc.

**Issue of letter**

On the basis of the notification submitted under Art.8, para. 1 of the Ordinance on environmental assessments, within 14 days, the competent authority or an authorised official shall determine the applicability of the environmental assessment procedure, giving instructions on its necessity and the actions to be taken.
The competent authority or an authorised official shall confirm that the plan or programme does not require the conduct of an environment assessment if the plan or programme concerns an investment proposal included in Annex 1 or Annex 2 to the Environmental Protection Act, for which only environmental impact assessment is allowed to be carried out under Art. 91, para. 2 of the Environmental Protection Act.
For the confirmation, the commissioner shall provide information that the conditions and measures relevant to the plan of the respective EIA decision/decision assessing the need to carry out the EIA are provided and implemented appropriately.

**Forms:**

[Notification of environmental assessment](https://iisda.government.bg/adm_services/service_sample_file/99777_154494%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/99777_154494%22%20%5Ct%20%22_blank)

**Payment:**

**No charge for the service**

**748 Issue of a decision assessing the need for environmental assessment of plans and programmes**

**On the basis of:**

Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment - Art. 4
Environmental Protection Act - Art. 85

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

30 days

**Duration of the document/individual administrative act:**

5 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The appeal may be lodged within 14 days of the publication of the administrative act (on the information board and the website of the Ministry of Environment and Water) through the Minister of Environment and Water or before the Supreme Administrative Court.

**E-address where the service is provided:**

<https://portal.moew.government.bg/bg>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

The purpose of the administrative service is the conduct of an environmental assessment of plans/programmes.
Environmental assessment is carried out for plans, programmes the implementation of which is likely to have significant environmental impacts and which are in the process of preparation and/or approval by central and territorial bodies of the executive, bodies of local governments and the National Assembly.
The purpose of the environmental assessment is to integrate environmental projections into the overall development process and to introduce the principle of sustainable development.
Environmental assessment of plans and programmes is carried out simultaneously with their preparation, taking into account their objectives, territorial scope and level of detail, so as to identify, describe and assess appropriately the possible impacts of the implementation of the investment proposals that are part of the plans and programmes.
Compatibility assessment under Art. 31 of the Biological Diversity Act is also carried out for plans, programmes and investment proposals or their amendments or extensions falling within the scope of the assessments under Art. 81, para. 1.
The need for environmental assessment is evaluated in accordance with Chapter Two of the Environmental Protection Act for:
1. plans and programmes and their amendments under Art. 85, para. 1 of the Environmental Protection Act that define the use of small territories at local level and/or are included in Annex No. 2;
2. minor amendments to plans and programmes under para. 1, item 1 and/or 2;
3. plans and programmes and their amendments outside Annexes No. 1 and 2 outlining the framework for the future development of investment proposals under Annex No. 1 to Art. 92, item 1 and Annex No. 2 to Art. 93, para. 1, items 1 and 2 of the Environmental Protection Act;
4. plans and programmes and their amendments outside Annexes No. 1 and 2 that do not outline the framework for the future development of investment proposals under Annex No. 1 to Art. 92, item 1 and Annex No. 2 to Art. 93, para. 1, items 1 and 2 of the Environmental Protection Act, the implementation of which is expected to have a significant impact on the environment and human health.

**Documents necessary to provide the service**

The commissioner of the plan/programme (applying for the administrative service) may be a public authority, natural or legal person (Bulgarian or foreign) who, under a special law, normative or administrative act, is entitled to commission the preparation of the plan or the programme, according to §1, item 21 of the Additional Provisions of the Environmental Protection Act.
To request the service, it is necessary to submit a request for a decision assessing the need to conduct an environmental assessment of a plan/ programme in accordance with Annex 4 to Art. 8a, para. 1 of the Ordinance on environmental assessments.
The request should be accompanied by
A. Information under Art. 8a, para. 2 of the Ordinance on the modalities for the environmental assessment of plans and programmes:
1. Characteristics of the plan/programme
2. Justification of the specific need for the preparation of the plan/programme:
3. Information on plans and programmes and investment proposals related to the proposed plan/programme:
4. Characteristics of the effects and of the area likely to be affected,
5. Map or other current graphic material concerning the affected territory and adjacent territories, tables, schemes, photographs, etc. - at the discretion of the commissioner, annexes:
6. Normative requirements for monitoring and control during the implementation of the plan or programme, including a proposal for monitoring and control measures with regard to the environment and human health:
7. Information on paid fees and the date of payment.
B. Electronic media - 1 pc.

**Decision**

The environmental assessment of plans and programmes is finalised with a decision of the Minister of Environment and Water. An effective decision is a prerequisite for the subsequent approval of the plan or programme. The authorities responsible for approving and implementing the plan or the programme should comply with the statement or decision and with the conditions, measures and restrictions laid down therein.

**Forms:**

[Request for evaluation of an environmental assessment](https://iisda.government.bg/adm_services/service_sample_file/41239_154338%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41239_154338%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 400 is paid for the service.**

For carrying out the compatibility assessment procedure under the Biological Diversity Act within environmental assessment procedures, only one reduced fee is collected according to Art. 1, para. 5, item 4 of the Tariff of the fees collected within the system of the Ministry of Environment and Water - for issuing a decision assessing the need to carry out an environmental assessment - BGN 400.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**917 Issue of an authorisation for the contained use of genetically modified organisms and import of genetically modified organisms for contained use**

**On the basis of:**

Directive 2009/41/EC of the European Parliament and of the Council of 6 May 2009 on the contained use of genetically modified micro-organisms (Recast) (Text with EEA relevance) - Art. 6
Genetically Modified Organisms Act - Art. 29, 83

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

45 days/up to 75 days extended public consultation for Class 2 GM micro-organisms and for Class 3 and 4 micro-organisms, etc. GMO Class B when the work will be carried out in non-registered premises

**Duration of the document/individual administrative act:**

Depending on the duration of the specific activity.

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The refusal to register the premises is subject to appeal under the Administrative Procedure Code.

**Restrictions and conditionalities:**

 n/a

**E-address where the service is provided:**

<http://www.moew.government.bg>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Contained use of GMOs shall be carried out by persons authorised by the Minister of Environment and Water in registered premises under the GMO Act. Authorisations shall be granted for each separate case of contained use of GMOs and for each individual class of use of GMOs, subject to a favourable statement of the Advisory Committee on GMO. The requested class 2 use may commence immediately after the application is submitted when it will be carried out in premises authorised for class 2 or higher use of GMM and all the conditions have been met.

The applicant may request written authorisation from the Minister of Environment and Water, which shall be issued within 45 days of submitting the application. The requested class 2 use may commence 45 days after the application is submitted or earlier with the written consent of the Minister for Environment and Water when it is to be carried out in premises for which no authorisation for class 2 or higher class of use of GMM has been granted. Class 3 and 4 contained use of GMM and class B use of GMO other than GMM may not commence until authorisation by the Minister of Environment and Water is received. Regional Inspectorates of Environment and Water (RIEW) shall carry out an initial inspection of the premises to assess the adequacy of the precautions. On the basis of the inspection, the RIEW shall prepare a protocol and, if necessary, propose specific changes to the precautions.

The Advisory Committee on GMO shall verify the reliability and completeness of the information contained in the application submitted, the accuracy of the risk assessment carried out and of the specified class of contained use, of waste management and emergency response measures. The Committee shall prepare a statement and submit it to the Minister of Environment and Water up to:

1. thirty days from the submission of an application for Class 2;

2. thirty days from the submission of an application for Classes 3, 4 or B, where the work will be carried out in premises already authorised for Class 3, 4 or B use of GMO and all the conditions therein have been met;

3. sixty days from the submission of an application for Classes 3, 4 or B, where the work will be carried out in premises which does not have an authorisation for Class 3, 4 or B use of GMO.

After preparing the statement on applications for Class 3, 4 or B use, the Minister of Environment and Water shall organise a public consultation which shall take place no later than thirty (forty-five) days. No later than 30 days prior to the date of the consultation, the subject of the public consultation and the place where the necessary information is made available to concerned persons shall be announced in a central daily newspaper, through local mass media, by placing announcements in the respective mayoralties in the area where the premises for the contained use of GMOs in risk Classes 3, 4 or B are located, as well as on the website of the Ministry of Environment and Water. The announcement shall also state the date and place where the public consultation will take place. Any person may submit an opinion on the subject of the consultation in writing or in electronic form. The applicant or their representatives and the members of the Committee shall also be invited to participate in the public consultation. A protocol attached to the authorisation documents shall be kept during the public consultation.

The Minister of Environment and Water shall issue an order to enter the premises in the register of premises for contained use of GMOs or shall make a reasoned refusal within a time limit of:

1. forty-five days from the submission of the application for Class 2;

2. forty-five days from the submission of an application for Classes 3, 4 or B, where the work will be carried out in premises already authorised for Class 3, 4 or B use of GMO and all the conditions therein have been met;

3. sixty days from the submission of an application for Classes 3, 4 or B, where the work will be carried out in premises which does not have an authorisation for Class 3, 4 or B use of GMO, with the time limit not running for the duration of the public consultation.

**Forms:**

[Application for contained use of GMO](https://iisda.government.bg/adm_services/service_sample_file/41865_154608%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41865_154608%22%20%5Ct%20%22_blank)

[Information on the manager of the project for use of GMO](https://iisda.government.bg/adm_services/service_sample_file/41865_154609%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41865_154609%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 600 is paid for the service.**

For the authorisation of the contained use of genetically modified organisms and the import of genetically modified organisms for the purpose of contained use according to the Tariff of the fees collected within the system of Ministry of Environment and Water (prom. in the State Gazette, issue No. 39 of 20 May 2011), fees shall be paid as follows:

- For the first authorisation for Class 2 genetically modified micro-organisms (GMMs) - BGN 600, according to Decree of the Council of Ministers No. 136/2019, Art. 23, item 1;
- For the next authorisation for Class 2 GMMs - BGN 300, according to Decree of the Council of Ministers No. 136/2019, Art. 23, item 2;
- For the first authorisation for Class 3 GMMs - BGN 1,000, according to Decree of the Council of Ministers No. 136/2019, Art. 23, item 3;
- For the next authorisation for Class 3 GMMs - BGN 500, according to Decree of the Council of Ministers No. 136/2019, Art. 23, item 4;
- For the first authorisation for Class 4 GMMs and Class B genetically modified plants and animals - BGN 1,600, according to Decree of the Council of Ministers No. 136/2019, Art. 23, item 5;
- For the next authorisation of Class 4 GMMs and Class B genetically modified plants and animals - BGN 800, according to Decree of the Council of Ministers No. 136/2019, Art. 23, item 6.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

### 918 Issue of certificates for the transit of genetically modified organisms through the territory of the Republic of Bulgaria

**On the basis of:**

Genetically Modified Organisms Act - Art. 100
Regulation (EC) No 1946/2003 of the European Parliament and of the Council of 15 July 2003 on transboundary movements of genetically modified organisms (Text with EEA relevance) - Art. 13

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

up to three days prior to transit (notification should be submitted no later than 14 days prior to transit)

**Duration of the document/individual administrative act:**

The certificate shall be valid for the period during which the intended transit takes place.

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The refusal to issue a certificate is subject to appeal under the Administrative Procedure Code

**E-address where the service is provided:**

[www.moew.government.bg](https://www.moew.government.bg/bg/918-izdavane-na-udostovereniya-za-tranzitirane-na-genetichno-modificirani-organizmi-prez-teritoriyata-na-republika-bulgariya/www.moew.government.bg)

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Persons who will transit GMOs through the territory of the Republic of Bulgaria shall submit written notifications to the Ministry of Environment and Water.

The notification shall be submitted at least 14 days before the transit of the GMO and shall contain:
1. name, telephone and address of the person transiting the GMOs;
2. name, telephone and address of the person receiving the GMOs;
3. name and identity of the GMO;
4. date on which the transit will take place;
5. taxonomic status, common name, place of collection or receipt and characteristics of the recipient or parental organism related to biosafety;
6. centres of origin and centres of genetic diversity, if known, of the receiving and/or parental organism and description of habitats where the organisms may be maintained or reproduced;
7. taxonomic status, common name, place of collection or receipt and characteristics of the donor(s) related to biosafety;
8. description of nucleic acid or performed modification, used techniques and obtained characteristics of GMOs;
9. intended use of GMOs or its products, including processed materials originating from the GMOs, containing demonstrable new combinations of the reproductive genetic material obtained through the use of the techniques referred to in Art. 2, para. 1 of the GMO Act;
10. quantity or volume of the GMOs to be transited;
11. transport and use safety measures taken, including packaging, labelling, documentation, disposal and emergency procedures;
12. statement that the circumstances referred to in items 1 - 11 are correct.

The Minister of Environment and Water shall issue a written certificate to any person transiting GMOs through the territory of the Republic of Bulgaria up to three days prior to transit, at the latest.

The Ministry of Environment and Water shall notify the Customs Agency and the Ministry of Agriculture, Food and Forestry of any certificate issued for the transit of GMOs through the territory of the country.

**Payment:**

**No charge for the service**

**931 Issue of a decision assessing the need for an environmental impact assessment**

**On the basis of:**

Directive 2014/52/EU of the European Parliament and of the Council of 16 April 2014 amending Directive 2011/92/EU on the assessment of the effects of certain public and private projects on the environment (Text with EEA relevance) - Art. 4
Environmental Protection Act - Art. 93

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

30 days

**Duration of the document/individual administrative act:**

5 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The appeal may be lodged within 14 days of the publication of the administrative act (on the information board and the website of the Ministry of Environment and Water) through the Minister of Environment and Water or before the Supreme Administrative Court.

**E-address where the service is provided:**

<https://portal.moew.government.bg/bg>

**E-mail address for suggestions:**

edno\_gishe@government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

Decision assessing the need to carry out an Environmental Impact Assessment (EIA) is issued for investment proposals for construction, activities and technologies or their amendments or extensions, according to Annexes 1 and 2 of the Environmental Protection Act.
The purpose of the administrative service is assessment of the need for an Environmental Impact Assessment (EIA) of investment proposals.
The objective of the EIA is to integrate environmental projections into the overall development process and to introduce the principle of sustainable development. It is carried out for investment proposals for construction, activities and technologies or their amendments or extensions, according to Annexes 1 and 2 of the Environmental Protection Act, the implementation of which is likely to have a significant environmental impact.
The need to perform an EIA shall be assessed for:
1. investment proposals according to Annex No. 2 of the Environmental Protection Act;
2. any extension or modification of investment proposals according to Annex No. 2 that have already been approved or are in the process of being approved, have been implemented or are in the process of being implemented if this extension or modification can lead to significant negative impact on the environment;
3. any extension or modification of investment proposals according to Annex No. 1 to this Law and Annex No. 1 to Art. 2 of the Convention on Environmental Impact Assessment in a Transboundary Context that have already been approved or are in the process of being approved, have been implemented or are in the process of being implemented if this extension or modification can lead to significant negative impact on the environment;
4. investment proposals according to Annex No. 1, designed exclusively or primarily for development and testing of new methods or products and which will not be effective for more than two years.
According to Art. 81, para. 5 of the Environmental Protection Act, compatibility assessment under Art. 31 of the Biological Diversity Act shall be carried out for investment proposals or their amendments or extensions subject to environmental impact assessment.

**Documents necessary to provide the service**

To request the service, it is necessary to submit a request for a decision assessing the need to carry out an EIA in accordance with Annex No. 6 to Art. 6, para. 1 of the Ordinance on the terms and conditions for carrying out EIAs (Ordinance on EIA).
The request shall be accompanied by the following documents:
1. The information set out in Annex No. 2 to Art. 6 of the Ordinance on the terms and conditions for carrying out environmental impact assessments - one paper copy and one electronic copy;
2. Information on the date and method of payment of the fee due under the Tariff of the fees collected within the system of the Ministry of Environment and Water;
3. Assessment under Art. 99a of the Environmental Protection Act (in the cases of Art. 118, para. 2 of the Environmental Protection Act) - one paper copy and one electronic copy;
4. Information and assessment under Art. 99b, para. 1 of the Environmental Protection Act (in the cases of Art. 109, para. 4 of the Environmental Protection Act) - one paper copy and one electronic copy.

**Decision**

Assessment of investment proposals is finalised with a decision of the competent authority under Art. 93, para. 2 or 3 of the Environmental Protection Act, which may contain conditions, measures and restrictions binding for the commissioner. The effective decision is a prerequisite for the approval/authorisation of the investment proposal under a special law. The approval/authorisation authority shall take into account the nature of the decision, the conditions, measures and restrictions set out therein, with the decision being an annex which forms an integral part of the administrative act of approval/authorisation necessary for the implementation of the investment proposal.

**Forms:**

[Request for an EIA assessment](https://iisda.government.bg/adm_services/service_sample_file/41212_154342%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41212_154342%22%20%5Ct%20%22_blank)

[Information Annex 2 to the Environmental Protection Act](https://iisda.government.bg/adm_services/service_sample_file/41212_154343%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41212_154343%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

For carrying out a compatibility assessment procedure under the Biological Diversity Act within EIA or environmental assessment procedures, only one reduced fee is collected, as follows:
1. for issuing a decision assessing the need to perform an EIA - BGN 500 (Art. 1, para. 5, item 1 of the Tariff of the fees collected within the system of the Ministry of Environment and Water).

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**954 Registration of premises for contained use of genetically modified organisms**

**On the basis of:**

Genetically Modified Organisms Act - Art. 23
Directive 2009/41/EC of the European Parliament and of the Council of 6 May 2009 on the contained use of genetically modified micro-organisms (Recast) (Text with EEA relevance) - Art. 6

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

45-day period

**Duration of the document/individual administrative act:**

Indefinitely, but subject to periodic control and updating of the risk assessment under Art.22 of the GMO Act.

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The refusal to register the premises is subject to appeal under the Administrative Procedure Code.

**Restrictions and conditionalities:**

n/a

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Contained use of GMOs shall be carried out in premises registered with the Ministry of Environment and Water. The premises shall be registered on the condition that they provide the preventive and protective measures for the relevant class of use of GMOs in order to ensure the health and safety of workers on the premises and to prevent exposure of the environment to GMO impact.

Regional Inspectorates of Environment and Water (RIEW) shall carry out an initial inspection of the premises to assess the adequacy of the precautions. On the basis of the inspection, the RIEW shall prepare a protocol and, if necessary, propose specific changes to the precautions.

The Advisory Committee on GMO shall verify the reliability and completeness of the information contained in the application submitted, including the accuracy of the risk assessment carried out and of the specified class of contained use Within 30 days of the submission of the application, the Committee shall prepare astatementand submit it to the Minister of Environment and Water.

The Minister of Environment and Water shall issue an order to enter the premises in the register of premises for contained use of GMOs or shall make a reasoned refusal within 15 days of receipt of the statement of the Committee. Registration certificate shall also be issued confirming the specified class of contained use.

**Forms:**

Application for registration of premises for use of GMO

Download

[Information on the manager of the project for use of GMO](https://iisda.government.bg/adm_services/service_sample_file/46015_154646%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/46015_154646%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 600 is paid for the service.**

For the registration of premises for contained use of genetically modified organisms, according to the Tariff of the fees collected within the system of the Ministry of Environment and Water, the following fees shall be paid:

- For premises for Class 1 and Class 2 use of GMMs and for Class A use of genetically modified plants and animals - BGN 600, according to Decree of the Council of Ministers No. 136/2019, Art. 24, item 1;
- For premises for Class 3 and Class 4 use of GMMs and for Class B use of genetically modified plants and animals - BGN 3000, according to Decree of the Council of Ministers No. 136/2019, Art. 24, item 2

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**1134 Issue of zoo licences**

**On the basis of:**

Biological Diversity Act - Art. 62
Council Directive 1999/22/EC of 29 March 1999 relating to the keeping of wild animals in zoos - Art. 4

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

62 days

**Duration of the document/individual administrative act:**

5 years

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

14-day period

**Restrictions and conditionalities:**

Depends on whether the conditions meet the requirements of Ordinance No. 1 of 9 May 2006 on the terms and conditions for licensing zoos and Ordinance No. 6 of 23 October 2003 on the minimum requirements and conditions for breeding animals in zoos and centres for breeding and reproduction of protected species.

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements, procedure**

Natural and legal persons who are the owners of permanent establishments where animals of wild species are kept for the purpose of being displayed to the public for more than seven days a year shall apply for a licence.

The license applicant shall submit to the Ministry of Environment and Water an application form in accordance with Annex No. 1 of Ordinance No. 1.

The application shall be accompanied by completed documentation in accordance with the model set out in Annex No. 2 of Ordinance No. 1.
Where deficiencies or inaccuracies in the application and documentation are found, the license applicant shall be notified within 7 days of submitting the application to the Ministry of Environment and Water with instructions to correct the detected irregularities.
For the conduct of the licensing procedure, a state fee is paid, which is determined on the basis of the tariff under Art. 72 of the Environmental Protection Act.

Within 20 working days of receiving the licensing application, the Minister of Environment and Water shall appoint a commission for inspection, including verification of the data in the documentation. Licenses shall be issued to a zoo which:
1. meets the requirements of Art. 60, para. 2 and 3 of the Biological Diversity Act and the Ordinance under Art. 61, para. 1 of the Biological Diversity Act;
2. breeds wild animals in captivity;
3. provides adapted environment to each animal to meet its physical, psychological and social needs characteristic of its species;
4. maintains a database for its collection, including:
(a) number of different species of animals;
(b) origin of the specimens and method of acquisition;
(c) date of acquisition, birth/hatching, death, exchange and escape of animals;
(d) causes of each animal death;
(e) health status and treatment of animals;
5. builds facilities and takes measures to prevent the entry of pests and predators into the premises where the animals of the collection are kept;
6. fulfils the obligations under Art. 96, para. 2 of the Biological Diversity Act;
7. builds facilities to protect visitors from attacks of animals in the collection.

The inspection shall be carried out on the basis of the documents and on-the-spot at the inspected zoo.
Additional information may be required from the applicant during the inspection.

The applicant shall be obliged to assist the commission in carrying out the inspection.

Within 20 working days of the appointment, the commission shall carry out the general inspection, prepare and submit to the Minister of Environment and Water a report on the results of the inspection in accordance with Annex No. 3 of Ordinance No. 1.
The report shall include:
1. findings on the existence or absence of the conditions to be met by the zoo;
2. proposal to the Minister of Environment and Water:
(a) to grant a license;
(b) to grant a license subject to certain conditions;
(c) to refuse to grant a license.

The Minister of Environment and Water shall issue a license or reasonably refuse to issue a license within 10 working days of receiving the report of the commission.

Zoo license shall be issued only on the basis of a positive decision of the commission.
The license may be unconditional or subject to certain conditions. The license shall be issued in writing and shall contain:
1. logo and name of the issuing authority;
2. word “license”;
3. number and date of issue;
4. legal basis for its issuance;
5. operative part;
6. name and address of the licensed zoo;
7. name of the zoo owner;
8. specific conditions when the license is issued with conditions;
9. date of expiry of the license;
10. signature and stamp of the authority issuing the license.
The license shall be sent to the zoo owner within 5 days of its issue.

The owner of the licensed zoo shall place a copy of the license at the entrances.
A copy of the license shall be sent to the RIEW in the area of which the licensed zoo is located.

A register shall be kept at the Ministry of Environment and Water for the licenses of zoos.

The Minister of Environment and Water shall refuse to grant a license in the cases where:
1. there is no fulfilment of any of the requirements of Art. 60, para. 2 and 3 of the Biological Diversity Act and of those in the Ordinance under Art. 61, para. 1 of the Biological Diversity Act;
2. more than two of the conditions of Art. 3, item 2 - 7 of Ordinance No. 1 are not met;
3. the conditions set out in the last issued license - in the case of application for renewal of a license, are not met;
4. the owner or the manager of the zoo has been convicted by an effective sentence for a crime committed against protected wild animals.
In the cases under item 4, the granting of a license shall be refused without carrying out a documentary check.

Three months at the latest prior to the expiry date of the current license, the owner of the licensed zoo shall apply for its renewal.

**Forms:**

Zoo license documentation

Download

[Application for a zoo licence](https://iisda.government.bg/adm_services/service_sample_file/39609_164176%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/39609_164176%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 1000 is paid for the service.**

For the issuance of a zoo license, a fee of BGN 1,000 shall be paid, according to Decree of the Council of Ministers No. 136/2019, Art. 21

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**1145 Issue of authorisation for use of volatile organic compounds classified as carcinogenic, mutagenic and toxic to reproduction**

**On the basis of:**

Ambient Air Quality Act - Art. 9a

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

The Minister of Environment and Water shall issue the authorisation within one month of receipt of the application or the corrected application (in cases of inaccuracies and incompleteness in the initial application).

**Duration of the document/individual administrative act:**

The period of validity of the issued authorisation shall be determined on a case-by-case basis, depending on the emergence of an economically and technically available substitute for the authorised substances and mixtures.

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court, Administrative Court of Sofia

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of receipt under the Code of Administrative Offences.

**Restrictions and conditionalities:**

Authorisation for use of volatile organic compounds classified as carcinogenic, mutagenic and toxic to reproduction is subject to the demonstration of the absence of risk to human health and the environment, to compliance with Ordinance No. 7 of 2003 on emission limit values for volatile organic compounds released into the environment, mainly into ambient air, as a result of the use of solvents in certain facilities (Ordinance No. 7) and to the use of the best available technique.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Air Protection Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

The authorisation of the use of substances or mixtures classified as carcinogenic, mutagenic or toxic to reproduction in facilities (with the exception of facilities with complex authorisations in cases where such is required by the Environmental Protection Act) shall be subject to:
1. The absence of risk to human health and the environment has been demonstrated;
2. The requirements of Ordinance No. 7 have been complied with, and;
3. Best available techniques (BAT) are used.
For the issue of an authorisation, operators shall submit an application to the Minister of Environment and Water.
The application shall be accompanied by:
1. Validated plan for solvent management from the previous year;
2. Assessment of the facility for BAT used;
3. Current protocols of analyses of the working environment;
4. Statement of the relevant Regional Inspectorate of Environment and Water after a check has been carried out to demonstrate the compliance of the documents referred to in items 1, 2 and 3;
5. Document showing fee payment
Within 14 days of receiving the application under para. 4, the Minister of Environment and Water or an authorised official shall notify the operator in writing in cases of inaccuracies and incompleteness therein and shall set a deadline of up to one month for their rectification.
The Minister of Environment and Water shall issue the authorisation within one month of receipt of the application or the corrected application (in case of inaccuracies in the initial application).
The period of validity of the issued authorisation shall be determined on a case-by-case basis depending on the emergence of an economically and technically available substitute.
The Minister of Environment and Water shall refuse to issue an authorisation by a reasoned decision within one month of becoming aware of the non-compliance of the documents submitted with the application with the requirements of Ordinance No. 7 and/or other normative acts, as well as when the inaccuracies and incompleteness have not been rectified within the deadline.
The procedure for issuing the authorisation is set out in Ordinance No. 7.

**Forms:**

[Application for an authorisation for use of VOC classified as carcinogenic, mutagenic or toxic to reproduction](https://iisda.government.bg/adm_services/service_sample_file/41963_153193%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41963_153193%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 300 is paid for the service.**

A fee of BGN 300 shall be paid for the issue of an authorisation for use of volatile organic compounds classified as carcinogenic, mutagenic or toxic to reproduction in accordance with Decree of the Council of Ministers 136/2019, Art. 17, item 2 of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**1183 Issue of an authorisation for use of a water body for the construction of new systems and facilities, reconstruction or modernisation of existing systems and facilities for floating facilities in dams.**

**On the basis of:**

Act on Waters - Art. 46
Ordinance on the use of surface water - Art. 32

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 – 5 months

**Duration of the document/individual administrative act:**

Up to 20 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. A committee may be appointed to examine submitted objections or proposals and to decide thereon. In that case, the time limit for decision shall be extended by one month. The authorisation or the decision to refuse authorisation is sent in writing to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Requirements for the provision of service:
- an up-to-date diagram or map of the properties in which the activity will be carried out, certified by the relevant competent authority;
- current document from the owner or an authorised person, who has been entrusted with the operation of the dam, certifying consent to carry out the activities;
- information about the existence or absence of obligations to the National Revenue Agency, the Customs Agency and the municipalities.

Documents for provision of the service:
- application form for the issue of an authorisation, and the attached documents shall be submitted in duplicate - one copy as an original is submitted on paper and the second - as a full digital analogue - on electronic media;
- certified document for the fee paid for the issue of the authorisation;
- project for the construction of the facility and its activities - a project approved by Executive Agency “Maritime Administration” for the construction of the facility and its activities, including: characteristics of the investment proposal; scheme for relocation of the facility in case of change of the established water level; preliminary contract with a water and sewerage operator for transportation of waste water and with a company holding a permit or a registration document for carrying out waste activities under the Waste Management Act, for removal of generated waste and/or a project for treatment of waste water when waste water is generated by the activity of the floating facility;
- document for registration and suitability of the floating facility issued by Executive Agency “Maritime Administration”;
- contract with a diving company for annual servicing of anchoring facilities;
- approved emergency plan for the entire construction period.

Procedure under which the service is provided:
To initiate a procedure for issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water. Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waters. If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued. Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months. Where non-compliance is not remedied within the two-month period the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant. Within 20 days after the expiry of the deadline for examination of the documents and if there are no grounds for refusal, a communication is prepared, which is sent to the mayor of the respective municipality for public announcement and published on the website of the Ministry of Environment and Water.

**Forms:**

[Application for the issue of an authorisation for use of water body - dam, under Annex No. 1 to the Act on Waters](https://iisda.government.bg/adm_services/service_sample_file/45740_155612%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/45740_155612%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

For issuing authorisations for use of water bodies under Annex No. 1 to Art. 13, item 1 of the Act on Waters, a fee of BGN 500 shall be paid. - Art. 8, para. 1, item 1, letter “a” of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**1374 Issue of an authorisation for introduction into the wild of non-native and re-introduction of native wild animal and plant species**

**On the basis of:**

Biological Diversity Act - Art. 67

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

Up to 85 days

**Duration of the document/individual administrative act:**

Up to 10 years

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

14-day period

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

The applicant shall submit a written application to the Ministry of Environment and Water for carrying out activities for introduction into the wild, including import for this purpose, of non-native wild animal and plant species or import for the purposes of breeding and growing of non-native wild animal and plant species, with the likelihood of possible emergence of uncontrolled conditions, containing:
1. name, headquarters, management address, UIC or BULSTAT code, respectively;
2. subject, objective, area of implementation and method of financing of the programme that the person wishes to develop.
Within 30 days of receipt of the application, the Minister of Environment and Water or an authorised representative shall:
1. notify the applicant of the approval of the preparation of the programme;
2. notify the applicant of the cessation of further actions under the Ordinance in cases where it concerns:

- introduction into the wild, incl. import for this purpose, of non-native wild wood, bush and hunting species;
- introduction for the purposes of breeding and cultivation of non-native wild wood, bush and hunting species with the likelihood of possible emergence of uncontrolled conditions;
- reintroduction into the wild of native wild wood, bush and hunting species extinct from the flora and fauna of the country;
- introduction into the wild of non-native wild animal and plant species defined by an order promulgated in the State Gazette in the cases referred to in Art. 67, para. 4 of the Biological Diversity Act;
- introduced non-native animal and plant species before the entry into force of this Ordinance;
- import of non-native wild animal and plant species for the purposes of breeding and growing under human-controlled conditions.

After coordination, the applicant shall submit to the Ministry of Environment and Water a programme including:
1. subject of the programme;
2. objectives of the programme;
3. description of the biological features of the species;
4. description of the ecological requirements for the species;
5. data on geographic factors in the area of natural spread of the species;
6. data on geographic factors in the area of introduction of the non-native species;
7. data on threats and limiting factors for the spread of the species and the expected impact on native species;
8. supporting and other measures for the species, including measures for conservation outside its natural environment if necessary;
9. measures to control its spread, including its removal if necessary;
10. methodology for the introduction of the species into forests, land or water areas in the area of implementation of the programme;
11. sources of acquisition of specimens;
12. ownership of land, forests and water areas where the species will be introduced, and hypotheses for settling the relationship between the applicant and other owners, in case the applicant is not the sole owner;
13. time limit and schedule for the implementation of the programme, amount and source of funding.

**Procedure**

Within 30 days of receipt of the programme, the Minister of Environment and Water or an authorised person shall:
1. notify the applicant of the commissioning of a scientific expert report on the programme;
2. reasonably return the programme to the applicant for further development when it does not comply with the requirements or additional information is necessary to clarify circumstances directly relevant to the implementation of the programme;
3. notify the applicant of the termination of further proceeding in case the implementation of the programme contradicts current regulations.

In the cases under item 1, as well as after receipt of the further developed programme under item 2, the Minister of Environment and Water shall award the preparation of an expert report to competent persons depending on the subject of the programme within a time limit of not more than 30 working days. The funds for preparing the expert report under para. 1 shall be borne by the Ministry of Environment and Water.

In the event of a negative conclusion of the expert report, the Minister of Environment and Water shall notify the applicant within 10 days of the termination of further proceedings.
In the event of a positive conclusion of the expert report or an expert report with insignificant remarks which do not require further development of the programme or additional information, the Chairman of the National Council for Biological Diversity shall present the programme for consideration at the first meeting of the Council.

The National Council for Biological Diversity shall take a decision proposing to the Minister of Environment and Water:
1. to issue an authorisation to carry out the activity under the conditions provided for in the programme;
2. to issue an authorisation to carry out the activity under the conditions provided for in the programme and under certain conditions specified in the decision;
3. not to authorise carrying out the activity for the reasons specified in the decision.
Within 10 days of the approval of the protocol by a decision of the National Council for Biological Diversity under item 1, the Minister of Environment and Water shall issue an authorisation to the applicant to carry out the activity.
Within 15 days of the approval of the protocol by a decision of the National Council for Biological Diversity under item 2, the Minister of Environment and Water shall issue an authorisation to the applicant to carry out the activity, stating the conditions of the decision of the National Council for Biological Diversity.
Within 15 days of the approval of the protocol by a decision of the National Council for Biological Diversity under item 3, the Minister of Environment and Water shall notify the applicant of not allowing the activity, stating the reasons thereto.

**Forms:**

[Application for issue of an authorisation for introduction of non-native animal and plant species into the wild](https://iisda.government.bg/adm_services/service_sample_file/43045_155058%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/43045_155058%22%20%5Ct%20%22_blank)

[Application for issue of an authorisation for re-introduction of native animal and plant species into the wild](https://iisda.government.bg/adm_services/service_sample_file/43045_155059%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/43045_155059%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

 - For introduction into the wild of non-native wild animal and plant species, a fee of BGN 500 shall be paid, according to Decree of the Council of Ministers 136/2019, Art. 18, item 2a;

- For introduction into the wild of native wild animal and plant species, a fee of BGN 50 shall be paid, according to Decree of the Council of Ministers 136/2019, Art. 18, item 2b;

 The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**1387 Issue of certificates of legal acquisition, trade and transfer of live specimens of endangered species of wild fauna and flora by regulating trade therein within the European Union**

**On the basis of:**

Regulation 338/97 on the protection of species of wild fauna and flora by regulating trade therein - Art. 8
Commission Regulation (EC) No 865/2006 of 4 May 2006 laying down detailed rules concerning the implementation of Regulation (EC) No 338/97 on the protection of species of wild fauna and flora by regulating trade therein - Art. 3
Biological Diversity Act - Art. 80

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

Up to 30 days

**Duration of the document/individual administrative act:**

Up to 3 years

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The administrative act may be appealed against within 14 days.

**Restrictions and conditionalities:**

The certificate shall be issued only after proving the legal origin and the legal acquisition of the specimen of the species concerned.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

1. APPLICATION (submission on PAPER) for a certificate for exemption from the prohibitions introduced by Art. 8, para. 1 (for legal acquisition, trade) and a transport certificate under Art. 9 of Regulation (EC) No 338/97 for the protection of species of wild fauna and flora by regulating trade therein for the species listed in Annex A to that Regulation. The certificate under Art. 8 of Regulation (EC) No 338/97 shall serve to certify the legitimate origin of the specimen and shall be binding within the European Union in case of: Commercial transactions involving the movement and transfer of ownership, including donation, bartering, etc., of specimens within the European Union; Commercial display to the public of specimens of these species; The certificate referred to in Art. 9 of Regulation (EC) No 338/97 is for transport within the European Union of wild caught specimens (Code W) and captive bred first-generation specimens (Code F).
DOCUMENTS REQUIRED

I. DOCUMENTS FOR THE APPLICANT:
1. natural persons – copy of the identity document certifying the address registration in Bulgaria;
2. legal persons - the Unified Identification Code (UIC) under BULSTAT is entered into the application;
3. notarised power of attorney - in case of submission of an application by representatives of the applicants.

II. DOCUMENTS CERTIFYING THE LEGITIMATE ORIGIN OF THE SPECIMEN:

1. original of a valid certificate issued on the basis of Art. 8, para. 3 or Art. 9, para. 2, letter “b” of Regulation 338/97 (only for species in Annex A to the Regulation);
2. original of a registration document from another Member State of the European Union, where such is required in the country concerned and the specimen's marking indicates that the origin data is relevant to the data in a standard CITES document (only for species in Annex B to Regulation 338/97);
3. original of the “copy for the owner” of the import license issued by a Member State of the European Union or the “copy of the importer” of the import notification, completed by the relevant customs office in accordance with Art. 23 and 25 of Regulation 865/2006, and a copy of the CITES document issued by countries outside the European Union on the basis of which the import was carried out;
4. document from the sale of confiscated specimens under Art. 106, para. 1, item 5 and para. 2, item 3 or disposition of such according to Art. 106, para. 1, item 3, para. 2, items 1 and 2 and para. 3, item 2 of the Biological Diversity Act;
5. transport document for transportation of sturgeon caviar (Acipenseridae spp.) from another Member State of the European Union;
6. copy of a phytosanitary certificate issued by countries outside the European Union where, under the Convention on International Trade in Endangered Species of Wild Fauna and Flora, such certificate was used instead of a CITES export license (only valid for phytosanitary certificates from Canada, the Republic of Korea, Singapore issued for artificially bred plants);
7. original of the authorisation or other document provided for in a normative act authorising the acquisition of the specimen from nature;
8. copy of ATA carnet (only in cases of issuance of a certificate for collection of specimens);
9. certificate of origin from the manufacturer, except in the case of species under Annex A and Art. 90 of the Biological Diversity Act;
10. for hunting species under Annex No 4 to the Biological Diversity Act, which fall within the scope of Annexes A, B and C to Regulation 338/97:
(a) hunting permit in the name of the hunter;
(b) trophy registration or payment protocol validated by the national or regional commission for evaluation of hunting trophies issued under the Hunting and Game Protection Act.

III. DOCUMENTS OF LEGAL ACQUISITION:
(not proof of the origin of the specimen)
1. invoice or contract reflecting the legal acquisition of the specimen in case the applicant has acquired the specimens from another owner or importer, except in the cases under Art. 106 of the Biological Diversity Act (see Part II, item 4 above);
2. document for registration of the specimen and a copy of the registration of its parents issued under Art. 91 of the Biological Diversity Act;

IMPORTANT: The certificate under Art. 8 of Regulation (EC) No 338/97 shall serve to certify the legitimate origin of the specimen and shall be binding within the European Union in case of: Carrying out commercial transactions, meaning the movement and transfer of ownership, including donation, bartering, etc., of specimens within the European Union; Commercial display to the public of specimens of these species;
IMPORTANT: The certificate referred to in Art. 9 of Regulation (EC) No 338/97 is for the transport within the European Union of wild caught specimens (Code W) and first-generation captive bred specimens (Code F).

**Forms:**

[Application for issue of a certificate of legal acquisition](https://iisda.government.bg/adm_services/service_sample_file/43118_155531%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/43118_155531%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 10 is paid for the service.**

To issue a certificate of legal acquisition, trade and transfer of live specimens of endangered species of wild fauna and flora by regulating trade therein within the territory of the European Union, according to the Tariff of the fees collected within the system of the Ministry of Environment and Water (prom. in the State Gazette, issue No. 39 of 20 May 2011), the following fees shall be collected:

- For each species of Bulgarian fauna and flora - BGN 10, according to Decree of the Council of Ministers No. 136/2019, Art. 19, item 2a

- For each species of foreign fauna and flora - BGN 20, according to Decree of the Council of Ministers No. 136/2019, Art. 19, item 2b

- For species that are part of a zoo or botanical garden, circus, dolphinarium, rescue centre, reintroduction programme or are intended for museums and/or a scientific institution - BGN 30, according to Decree of the Council of Ministers No. 136/2019, Art. 19, item 2c

 The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**
* **At the desk of an administrative service unit in cash**

**1649 Issue of an authorisation for water use and/or water abstraction for national defence and security purposes.**

**On the basis of:**

Act on Waters - Art. 52

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

from 20 days to 2 months

**Duration of the document/individual administrative act:**

Up to 20 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. A committee may be appointed to examine submitted objections or proposals and to decide thereon. In that case, the time limit for decision shall be extended by one month. The authorisation or the decision to refuse authorisation is sent in writing to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure.

**Restrictions and conditionalities:**

The service is provided only to legal entities and sole proprietors

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Documents for provision of the service:
• the application form for issuance of authorisation and the attached documents shall be submitted in duplicate - one copy as an original is provided on paper and the other - as a full digital analogue - on electronic media;
Documents attached to the application:
• certified document for the fee paid for the issue of the authorisation;
• an up-to-date diagram or map of the properties in which the activity will be carried out, certified by the relevant competent authority;
Requirements for the provision of the service:
• current document from the owner or an authorised person, who has been entrusted with the operation of the dam, certifying consent to carry out the activities;
• information about the existence or absence of obligations to the National Revenue Agency, the Customs Agency and the municipalities.

Procedure under which the service is provided:
To initiate a procedure for issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water. Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waters. If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued. Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months. Where non-compliance is not remedied within the two-month period the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant. Within 20 days after the expiry of the period of examination of the documents and if there are no grounds for refusal, the authorisation for water use and/or water abstraction shall be issued.

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

For issuing authorisations for use of water bodies under Annex No. 1 to Art. 13, item 1 of the Act on Waters, a fee of BGN 500 shall be paid. - Art. 8, para. 1, item 1, letter “a” of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**1650 Issuing a letter setting out the necessary actions to be taken by the commissioner of the investment proposal for the issue of a decision assessing the need for carrying out an environmental impact assessment**

**On the basis of:**

Directive 2014/52/EU of the European Parliament and of the Council of 16 April 2014 amending Directive 2011/92/EU on the assessment of the effects of certain public and private projects on the environment (Text with EEA relevance) - Art. 4
Environmental Protection Act - Art. 93
Ordinance on the terms and conditions for carrying out environmental impact assessments - Art. 5

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

14-day period

**Duration of the document/individual administrative act:**

Indefinite period

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The decision to not consider the service is subject to appeal under the Administrative Procedure Code.

**E-address where the service is provided:**

<https://portal.moew.government.bg/bg>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

The objective of the administrative service is to determine the necessary actions that the commissioner of an investment proposal for construction, activities and technology must take in order to be issued a decision on the need to carry out an environmental impact assessment or a decision on an environmental impact assessment (EIA).
The objective of the EIA is to integrate environmental projections into the overall development process and to introduce the principle of sustainable development. It is carried out for investment proposals for construction, activities and technologies or their amendments or extensions, according to Annexes 1 and 2 of the Environmental Protection Act, the implementation of which is likely to have a significant environmental impact.

**Requesting the service**

The commissioner of the investment proposal (applying for the administrative service) may be a public authority, natural or legal person (Bulgarian or foreign) who, under a special law, normative or administrative act, is entitled to initiate or apply for approval of an investment proposal, according to §1, item 20 of the Additional Provisions of Environmental Protection Act.
To request the service, it is necessary to submit a notification under Art. 4, para. 1 of the Ordinance on EIA in accordance with a template under Annex No. 5 of the Ordinance on the terms and conditions for carrying out EIAs (Ordinance on EIA).
The notification shall be accompanied by:
1. Documents proving the announcement of the investment proposal on the website of the commissioner, if any, and through the mass media or by any other appropriate means in accordance with Art. 95, para. 1 of Environmental Protection Act;
2. Documents certifying, under a special law, regulation or administrative act, rights to initiate or apply for approval of an investment proposal;
3. Other documents at the discretion of the notifier:
3.1. additional information/documentation explaining the investment proposal;
3.2. map material, scheme, photographic material in appropriate scale;
4. Electronic medium - 1 pc.

**Issue of letter**

On the basis of the notification under Art. 4, para. 1 of the Ordinance on the terms and conditions for carrying out EIAs (Ordinance on EIA), the Minister or an authorised official determines whether the investment proposal is included in Annex No. 1 or Annex No. 2 of the Environmental Protection Act or is an extension or amendment of investment proposals according to Annex No. 1 or Annex No. 2 of the Environmental Protection Act that have already been approved or are in the process of being approved, have been implemented or are in the process of being implemented.
Within 14 days, the Minister or an authorised official shall inform the commissioner in writing of the necessary actions to be taken under Chapter Six of Environmental Protection Act, and in cases where applicable, instructions shall be given under Art.5, para. 1, item1-7 of the Ordinance on EIA.

**Forms:**

[Notification of EIA](https://iisda.government.bg/adm_services/service_sample_file/46870_154402%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/46870_154402%22%20%5Ct%20%22_blank)

**Payment:**

**No charge for the service**

**1837 Issue of CITES authorisations for export, import, certificates for re-export, certificates of personal ownership, specimen collection certificates, certificates of origin and musical instrument certificates**

**On the basis of:**

Biological Diversity Act - Art. 80
Regulation 338/97 on the protection of species of wild fauna and flora by regulating trade therein - Art. 8
Commission Regulation (EC) No 865/2006 of 4 May 2006 laying down detailed rules concerning the implementation of Regulation (EC) No 338/97 on the protection of species of wild fauna and flora by regulating trade therein - Art. 3

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

45-day period

**Duration of the document/individual administrative act:**

up to 1 year

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

14-day period

**E-address where the service is provided:**

<https://portal.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

1. APPLICATION (submission on PAPER or in ELECTRONIC FORM with electronic signature) for a CITES authorisation for import and export, as well as for CITES certificates for re-export, personal ownership and musical instruments, for specimens representing or containing parts of the species listed in Annexes A, B and C to Regulation (EC) No 338/97 on the protection of species of wild fauna and flora by regulating trade therein. The documents are necessary for crossing the borders of countries outside the European Union.

DOCUMENTS REQUIRED

I. DOCUMENTS FOR THE APPLICANT:
1. natural persons – copy of the identity document certifying the address registration in Bulgaria;
2. legal persons - the Unified Identification Code (UIC) under BULSTAT is entered into the application;
3. notarised power of attorney - in case of submission of an application by representatives of the applicants.
II. DOCUMENTS CERTIFYING THE LEGITIMATE ORIGIN OF THE SPECIMEN:
1. original of a valid certificate issued on the basis of Art. 8, para. 3 or Art. 9, para. 2, letter “b” of Regulation 338/97 (only for species in Annex A to the Regulation);
2. original of a registration document from another Member State of the European Union, where such is required in the country concerned and the specimen's marking indicates that the origin data is relevant to the data in a standard CITES document (only for species in Annex B to Regulation 338/97);
3. original of the “copy for the owner” of the import license issued by a Member State of the European Union or the “copy of the importer” of the import notification, completed by the relevant customs office in accordance with Art. 23 and 25 of Regulation 865/2006, and a copy of the CITES document issued by countries outside the European Union on the basis of which the import was carried out;
4. document from the sale of confiscated specimens under Art. 106, para. 1, item 5 and para. 2, item 3 or disposition of such according to Art. 106, para. 1, item 3, para. 2, items 1 and 2 and para. 3, item 2 of the Biological Diversity Act;
5. transport document for transportation of sturgeon caviar (Acipenseridae spp.) from another Member State of the European Union;
6. copy of a phytosanitary certificate issued by countries outside the European Union where, under the Convention on International Trade in Endangered Species of Wild Fauna and Flora, such certificate was used instead of a CITES export license (only valid for phytosanitary certificates from Canada, the Republic of Korea, Singapore issued for artificially bred plants);
7. original of the authorisation or other document provided for in a normative act authorising the acquisition of the specimen from nature;
8. copy of ATA carnet (only in cases of issuance of a certificate for collection of specimens);
9. certificate of origin from the manufacturer, except in the case of species under Annex A and Art. 90 of the Biological Diversity Act;
10. for hunting species under Annex No 4 to the Biological Diversity Act, which fall within the scope of Annexes A, B and C to Regulation 338/97:
(a) hunting permit in the name of the hunter;
(b) trophy registration or payment protocol validated by the national or regional commission for evaluation of hunting trophies issued under the Hunting and Game Protection Act.
III. DOCUMENTS OF LEGAL ACQUISITION:
(not proof of the origin of the specimen)
1. invoice or contract reflecting the legal acquisition of the specimen in case the applicant has acquired the specimens from another owner or importer, except in the cases under Art. 106 of the Biological Diversity Act (see Part II, item 4 above);
2. document for registration of the specimen and a copy of the registration of its parents issued under Art. 91 of the Biological Diversity Act;

IV. OTHER DOCUMENTS
1. copy of the registration certificate under Art. 137, para. 6 of the Veterinary Practice Act, indicating the registration number of the circus (only in the case of an application for a travelling exhibition certificate);
2. when exporting caviar to countries outside the European Union - inventory of the shipment with the numbers of the labels used on the boxes;

When submitting applications for export or re-export of sturgeon caviar, a list of the contents of the shipment should be attached to the application.

HUNTING TROPHIES: As from 2 July 2015, following a negative statement on import into the European Union of hunting trophies of African elephant (Loxodonta africana) from Mozambique and Tanzania, generated at the 72nd meeting of the Scientific Review Group (SRG72) of the European Commission and confirmed at the 76th meeting of the Group held on 27 June 2016, no CITES import authorisations shall be issued until a positive decision has been taken by SRG thereto. SRG decisions are binding on all Member States of the European Union.

**Forms:**

[Application for a CITES import and export authorisation](https://iisda.government.bg/adm_services/service_sample_file/40249_155068%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40249_155068%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 30 is paid for the service.**

For the issue of a CITES authorisation for the export/import and re-export of animals and plants, fees shall be paid according to the Tariff of the fees collected within the Ministry of Environment and Water (prom. in the State Gazette, issue No. 39 of 20 May 2011), as follows:

- For each species of Bulgarian flora and fauna - BGN 30 per species, according to Decree of the Council of Ministers No. 136/2019, Art. 18, item 1a

- For each species of foreign flora and fauna - BGN 45 per species, according to Decree of the Council of Ministers No. 136/2019, Art. 18, item 1b

- For all species that are part of a zoo or botanical garden, circus, dolphinarium, rescue centre, reintroduction programme or intended for museums and/or scientific institutions - BGN 25 for the entire authorisation, according to Decree of the Council of Ministers No. 136/2019, Art. 18, item 1c

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

### 1838 Issue of an authorisation for release into the environment of genetically modified organisms and import of genetically modified organisms for contained use

**On the basis of:**

Genetically Modified Organisms Act - Art. 46, 83
Directive 2001/18/EC of the European Parliament and of the Council of 12 March 2001 on the deliberate release into the environment of genetically modified organisms and repealing Council Directive 90/220/EEC - Art. 8.1
Ordinance on the release and placing on the market of genetically modified organisms - Art. 2

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

90 days (up to 120 days in cases of extended public consultations)

**Duration of the document/individual administrative act:**

Depending on the duration of the specific release into the environment.

**Body to which an individual administrative act is appealed:**

The refusal to register the premises is subject to appeal under the Administrative Procedure Code

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Appeal under the Administrative Procedure Code.

**Restrictions and conditionalities:**

There are prohibitions introduced by Art. 79-81 of the Genetically Modified Organisms Act which make it practically impossible to release GMOs into the environment on the territory of Bulgaria.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Filing of the application**

Release of genetically modified organisms (GMOs) or a combination thereof into the environment shall be subject to authorisation issued by the Minister of Environment and Water, following a favourable statement of the Advisory Committee on GMO, which shall be granted case-by-case on the basis of a written application. The Minister of Environment and Water may authorise the release of the same GMOs or a combination of GMOs in the same location or in different locations, but for the same purpose with one authorisation, for the period specified therein, provided that a risk assessment has been carried out for each individual location and subject to the procedure under Art. 47-52 of the GMO Act. The Minister of Environment and Water shall send a summary of the application to the European Commission within 30 days of its submission. At the request of a Member State, all information contained in the application shall be sent to the EU. The Advisory Committee shall verify the reliability and completeness of the information contained in the application, the accuracy of the risk assessment carried out, the monitoring plan, the control envisaged, the techniques for the elimination or inactivation of GMOs after the end of the activity, the waste treatment methods and the emergency plans and shall, within 60 days of the submission of the application, issue a statement. The Ministry of Environment and Water shall organise a public consultation to be held no later than 45 days from the preparation of the opinion. No later than 30 days prior to the date of the consultation, the subject of the public consultation and the place where the necessary information is made available to concerned persons shall be announced in a central daily newspaper, through local mass media, by placing announcements in the area of release of GMOs into the environment, as well as on the website of the Ministry of Environment and Water. The announcement shall also state the date and place where the public consultation will take place. Any person may submit an opinion on the subject of the consultation in writing or in electronic form. The applicant or their representatives and the members of the Committee shall also be invited to participate in the public consultation. A protocol attached to the authorisation documents shall be kept during the public consultation. Based on the statement of the Committee, the economic analysis under Art. 47, para. 1, item 4 of the GMO Act, the results of the public consultation, the comments made by the other EU Member States and following coordination with the Minister of Agriculture, Food and Forestry, the Minister of Environment and Water shall, within 14 days from the date of the public consultation, prepare a draft authorisation for the release of GMOs or a combination of GMOs into the environment and submit it for approval to the Council of Ministers. The Council of Ministers shall decide within 14 days of receipt of the materials. Within 90 days of the submission of the application, the Minister of Environment and Water shall issue an authorisation for the release of GMOs or a combination of GMOs into the environment on the basis of a positive decision of the Council of Ministers or shall refuse to grant an authorisation at his/her own discretion or on the basis of a negative decision of the Council of Ministers.

**Payment: No charge for the service**

**1839 Issue of a decision for compatibility assessment of plans, programmes, projects and investment proposals to the subject matter and purpose of the conservation of protected areas**

**On the basis of:**

Biological Diversity Act - Art. 31
Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora - Art. 6

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

30 days

**Duration of the document/individual administrative act:**

The decision shall lose legal effect if, within 5 years from the date of issue, the commissioner does not initiate actions on the implementation of the project or investment proposal or on the approval of the plan or programme.

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The decision may be appealed within 14 days before the Supreme Administrative Court under the Administrative Procedure Code.

**Restrictions and conditionalities:**

Inadmissibility of plans, programmes, projects or investment proposals according to the regime of activities in protected areas defined by an order for announcement and/or by a management plan, according to the regime of protected areas defined under the Protected Areas Act, the order for its announcement and its management plan, according to the regimes under the Act on Waters and in approved river basin management plans and flood risk management plans, as well as according to other regulations or administrative acts in force.

**E-address where the service is provided:**

[www.moew.government.bg](https://www.moew.government.bg/bg/1839-izdavane-na-reshenie-po-ocenka-za-suvmestimostta-na-planove-programi-proekti-i-investicionni-predlojeniya-s-predmeta-i-celite-na-opazvane-na-zastitenite-zoni/www.moew.government.bg)

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

The administrative service commences with the submission by the commissioner of a notification containing the data under Annex No. 1 to Art. 10, para. 1 (Part A - for plans, programmes and projects, Part B - for investment proposals), proof of fee paid and information and documentation submitted according to Annex No. 2 to Art. 10, para. 2 (Part A - for plans, programmes and projects, Part B – for investment proposals). The notification shall be submitted in a single paper copy and in duplicate in electronic form. In case of identified deficiencies, omissions or inaccuracies in the notification, the competent authority shall require the commissioner to provide additional information and shall set a deadline thereto. The competent authority shall carry out an eligibility check of the plan, programme, project/investment proposal against: the regime of activity of protected zones defined by the order for their announcement, as well as the order under Art. 19, para. 1 of the Biological Diversity Act and/or the management plan, if any; the regime of protected areas defined under the Protected Areas Act, the order for its announcement and its management plan, if any, or an order under Art. 45, para. 1 of the Protected Areas Act, if any; against the regimes under the Act on Waters and in approved river basin management plans and flood risk management plans for plans, programmes, projects or investment proposals providing for water abstraction from surface water or groundwater, discharge of wastewater into surface water bodies or into facilities that may create a risk of pollution by wastewater, or is directly related to water abstraction and/or use of a water body within the meaning of item 7 and item 25 of the Additional Provisions of the Act on Waters. In these cases, the competent authority shall send the documentation to the director of the respective basin directorate for an opinion under Art. 155, para. 1, item 23 of the Act on Waters.
After conducting an eligibility check, the competent authority shall, if necessary, carry out an on-the-spot verification of the reliability of the information, and may also send the documentation to scientific or academic institutions/organisations for an opinion on the likely degree of adverse impact on the subject of conservation of the protected areas. In establishing the eligibility of the plan, programme, project/investment proposal, the competent authority shall assess the likely impact of the plan, programme, project/investment proposal on the specific habitats or species subject to conservation in the protected areas.
Within 30 days of receipt of the notification or of the rectification of irregularities (if identified) or of the on-site visit/or the response of the scientific organisations (if performed/requested), a decision shall be issued assessing the likely adverse impact on the protected areas. Within 7 days of the issue of the decision, the competent authority shall send it to the commissioner and make it public on its website.
Where the decision is of an “impact assessment” nature, the competent authority shall provide guidance and requirements on the scope, volume and content of the assessment and the team developing the assessment. The competent authority shall provide the commissioner with available information on the subject and objectives of the conservation of the respective protected area. The commissioner of the plan, programme, project/investment proposal shall commission the assessment of the degree of impact to experts meeting the requirements of Art. 9, para. 1 of the Ordinance on Environmental Protection. The commissioner shall submit to the competent authority the report on the impact assessment with all annexes thereto in one paper copy and in two copies in electronic form. The competent authority shall assess the quality of the report within 30 days of its submission. In the event that the competent authority comes out with a negative quality assessment of the report on the impact assessment, the report shall be returned for completion and revision and the authority shall give specific guidance thereon. In the event of a positive quality assessment of the report on the impact assessment, the competent authority shall notify the commissioner and shall hold consultations with the public by publishing on its website information on the plan, programme, project/investment proposal, including graphic material and the report on the impact assessment.
Within 30 days of publication, all concerned persons may submit to the Ministry of Environment and Water a written reasoned opinions on the plan, programme, project/investment proposal and the report on the impact assessment. In the event that during the consultations, information appears on the subject and objectives of the protected areas and/or the expected extent of their damage which differs from the information provided by the commissioner in the report, the Minister of Environment and Water may commission another team of experts or request the commissioner to carry out further studies and analyses or collect additional scientific information, and specify their duration.
Within 30 days of the consultations or after receiving the additional information, the Minister shall issue a decision assessing the compatibility of the plan, programme, project/investment proposal with the subject and purposes of the conservation of the area(s) concerned.
Within 7 days of issuing the decision, the competent authority shall send it to the commissioner and make it public on its website.

 **Forms:**

[Notification of environmental assessment under Art.10, para.1-2 Plans, programmes](https://iisda.government.bg/adm_services/service_sample_file/40781_155236%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40781_155236%22%20%5Ct%20%22_blank)

[Notification of environmental assessment under Art.10, para.1-2 Investment proposal](https://iisda.government.bg/adm_services/service_sample_file/40781_155237%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40781_155237%22%20%5Ct%20%22_blank)

[Notification of environmental assessment under Art.10, para.1 Plans, projects](https://iisda.government.bg/adm_services/service_sample_file/40781_155238%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40781_155238%22%20%5Ct%20%22_blank)

[Notification of environmental assessment under Art.10, para.1 Investment proposal](https://iisda.government.bg/adm_services/service_sample_file/40781_155239%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40781_155239%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 280 is paid for the service.**

For issuing a decision for compatibility assessment of plans, programmes, projects and investment proposals to the subject and purpose of the conservation of protected areas, according to the Tariff of fees collected within the system of the Ministry of Environment and Water (prom. in the State Gazette, issue No. 93 of 20 May 2011), a fee of BGN 280 shall be paid. - Decree of the Council of Ministers No. 136/2019, Art. 22, para. 1

 The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**1865 Issue of an authorisation for exemptions from the prohibitions introduced by the Biological Diversity Act in respect of protected animal and plant species and species subject to regulated use**

**On the basis of:**

Biological Diversity Act - Art.

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

Up to 30 days

**Duration of the document/individual administrative act:**

Up to 4 years

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The administrative act may be appealed against within 14 days.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

Application and annexes, depending on the specified circumstance of biodiversity, for which authorisation is requested:

1. For protection of species of wild fauna and flora and for conservation of natural habitats:
• Expert report prepared by persons competent for the subject of the exemption;
• Justification of the reasons for requesting authorisation to use prohibited devices, means and methods of capture and killing;
• Written consent of the owner of the property or plant specimens to carry out the activity subject to the exemption.

2. To prevent serious damage to crops, livestock, forests, waters, fisheries and other types of property:
• Information related to the identification of the location of the site or property where damage is found by indicating the cadastral unit of the agricultural or forestry property and/or by indicating the area, location or address of the property, fish farm or reservoir where damage is found, incl. maps, schemes;
• Description of the case: when the damage was caused; the nature and extent of the damage, documentary evidence of the case, photographs, videos;
• Justification of the reasons for requesting authorisation to use prohibited devices, means and methods of capture and killing, if any;
• Document certifying that the applicant or the person designated by him/her is a licensed hunter where the requested exemption relates to the killing of specimens with firearms.

3. For the purposes of protecting public health and safety, including air transport or other reasons of primary public concern:
• Justification of the reasons for requesting an authorisation for exemption from the prohibitions, including the reasons for requesting authorisation for the use of prohibited devices, means and methods of capture and killing, if used;
• Documentation by competent authorities of the Ministry of Health or the Ministry of Agriculture, Food and Forestry on established diseases of wild animals which are dangerous to humans;
• Documentation by competent authorities of the Ministry of Transport, Information Technology and Communications of deterioration of air transport safety in airport areas due to bird accumulation and/or migration;
• Documentation by competent authorities of the Ministry of Regional Development and Public Works, the Ministry of Energy and other departments for specific socially significant obligations with regard to energy systems.

4. Other reasons of primary public interest, including those of social or economic nature or with extremely beneficial environmental consequences:
• Justification of the reasons for requesting exemptions, including the reasons for requesting authorisation for the use of prohibited devices, means and methods of capture and killing, if used;
• Documentation by competent authorities demonstrating primary public interest and extremely beneficial environmental consequences.

5. For the purposes of scientific research and training, support for the sustainable development of populations and the introduction of non-native or reintroduction of native species and the selection necessary for this purpose, including for the artificial propagation of plants:
• Annotation of the topic, objectives and expected results of the scientific research or study;
• Programme for breeding and reproduction of animals and plants under controlled conditions in vivariums, zoos or botanical gardens, arboretums, live collections;
• Programme to replenish or create banks of seed, pollen, gametes, embryos, tissue and cell cultures and other collections for the conservation of plant and animal genetic resources under special conditions, incl. for training purposes;
• Long-term monitoring programme;
• Document from the host country - in the case of export of specimens for research, training, completion of collections and other non-commercial purposes;
• Programme for introducing plant and animal species in places outside the area of natural spread of the species and reintroduction of plant and animal species in areas where they do not currently exist but have existed in the past;
• Document certifying that the applicant or the person designated by him/her is a licensed hunter when the requested exemption relates to the killing of specimens with firearms;
• Project for the establishment of plantations of protected species, incl. annotation of the method of artificial propagation of plants and a document of ownership or contract for use of the property where the activity will be carried out;
• Justification of the reasons for requesting authorisation to use prohibited devices, means and methods of capture and killing;
• Copies of a document proving that the specimen was lawfully killed, captured or otherwise lawfully obtained.

**Forms:**

[Application for issue of an authorisation for exemptions from the prohibitions introduced by the Biological Diversity Act for animal and plant species](https://iisda.government.bg/adm_services/service_sample_file/45731_155111%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/45731_155111%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 100 is paid for the service.**

For the issue of an authorisation for exemptions from the prohibitions introduced by the Biological Diversity Act in respect of protected animal and plant species and species subject to regulated use, according to the Tariff of fees collected within the system of the Ministry of Environment and Water (prom. in the State Gazette, issue No. 39 of 20 May 2011), the following fees shall be collected:

- For scientific purposes and completing collections, for museums, botanical and zoological gardens, as well as for activities that directly support the conservation of plant and animal species - BGN 40, according to Decree of the Council of Ministers No. 136/2019, Art. 18, item 3a

- In all other cases, incl. projects not aimed at directly supporting the conservation of plant and animal species, such as monitoring, etc. - BGN 100, according to Decree of the Council of Ministers No. 136/2011, Art. 18, item 3b

NOTE No administrative fee shall be payable when applying for authorisations for demolition or removal of nests by natural persons.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**2163 Acceptance of notification for import of hazardous chemicals**

**On the basis of:**

Law on Protection against the Harmful Effects of Chemicals and Mixtures (title amended - SG No. 114 of 2003, issue 63 of 2010, effective as of 13 August 2010) - Art. 22
Regulation (EU) No 649/2012 of the European Parliament and of the Council of 4 July 2012 concerning the export and import of hazardous chemicals (Text with EEA relevance) - Art. 7

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

The notification shall be submitted no later than 35 days before the expected date of export of the chemical by electronic means through the database of the European Chemicals Agency. In case of errors and incompleteness of the notification, the Minister of Environment and Water or an authorised official shall inform the exporter thereof through the database of the European Chemicals Agency within 5 days from the date of submission of the information.

**Duration of the document/individual administrative act:**

The statement shall be valid until the end of the calendar year.

**E-address where the service is provided:**

<http://epic.echa.europa.eu>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate,**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Submission of export notification**

The notification shall be submitted via the electronic system of the European Chemicals Agency - ePIC. Safety data sheet for the exported substance or mixture shall be attached to the notification in the system. Document showing fee payment shall be sent to the Ministry of Environment and Water.
In case of errors and incompleteness of the notification, the Minister of Environment and Water or an authorised official shall inform the exporter thereof through the database of the European Chemicals Agency within 5 days from the date of submission of the information. The exporter shall rectify errors and deficiencies within 5 days from the date of receipt of the notification.
The final validation of the export notification shall be done by the European Chemicals Agency via the ePIC electronic system.

**Payment:**

**A fixed fee of BGN 50 is paid for the service.**

A fee of BGN 50 shall be paid for export notification of hazardous chemicals, pursuant to Decree of the Council of Ministers 136/2019, Art. 28 of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**2193 Issue of an authorisation for use of a groundwater body for discharge pollutants into groundwater through existing or new facilities**

**On the basis of:**

Act on Waters - Art. 46
Ordinance No. 1 of 10 October 2007 on exploration, use and protection of groundwater - Art. 61

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 – 5 months

**Duration of the document/individual administrative act:**

Up to 20 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. A committee may be appointed to examine submitted objections or proposals and to decide thereon. In that case, the time limit for decision shall be extended by one month. The authorisation or the decision to refuse authorisation is sent in writing to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Documents for provision of the service:
• the application form for issuance of authorisation and the attached documents shall be submitted in duplicate - one copy as an original is provided on paper and the other - as a full digital analogue - on electronic media;
Documents attached to the application:
• Original document or certified copy of the document for paid fee for issuing the authorisation determined by the tariff under Art. 72 of the Environmental Protection Act
• Current scheme or map of the properties in which the activity will be carried out, certified by the relevant competent authority (current scheme of the land properties or a copy of the cadastral map with the location of the facilities).
• Where non-agricultural use of agricultural land is envisaged, the documents shall reflect the changed designation of the agricultural land plot.
• Report on the results of hydrogeological surveys performed for the purpose of using the groundwater body
• (The content of the report shall be in accordance with Art. 30 of Ordinance No. 1 on the exploration, use and protection of groundwater);
• Technological justification for discharge, including justification for discharged volumes (The content of the technological justification shall be in accordance with Art. 161, para.1, para. 3 and para.5 of the Ordinance);
Requirements for provision of the service:
• Document certifying the consent of the owner of the facilities in cases where the discharge is related to the use of existing facilities (possibly a contract).
• information on the existence or absence of obligations to the National Revenue Agency, the Customs Agency and the municipalities.
Procedure under which the service is provided:
To initiate a procedure for issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water. Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waterd. If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued. Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months. Where non-compliance is not remedied within the two-month period the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant. Within 20 days after the expiry of the deadline for examination of the documents and if there are no grounds for refusal, a communication is prepared, which is sent to the mayor of the respective municipality for public announcement and published on the website of the Ministry of Environment and Water.

**Forms:**

[Application for discharge of pollutants into a groundwater body](https://iisda.government.bg/adm_services/service_sample_file/41200_155585%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41200_155585%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 250 is paid for the service.**

A fee shall be paid for issuing an authorisation to use a water body: BGN 250. - Art. 8, para. 1, item 1, letter “b” of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**2223 Issue of an authorisation for shipment of waste to and from the Republic of Bulgaria within the territories of EU Member States, and for import, export and transit of waste from and to third countries**

**On the basis of:**

Waste Management Act - Art. 95
Regulation (EC) No 1013/2006 of the European Parliament and of the Council of 14 June 2006 on shipments of waste - Art. 4

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

In accordance with the procedural deadlines of Regulation (EC) No 1013/2006 on shipments of waste

**Duration of the document/individual administrative act:**

No longer than one calendar year from the date of issue.

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

For import and transit of waste on the territory of the Republic of Bulgaria, the individual administrative act shall be appealed before Administrative Court - Sofia.
For the export of waste from the Republic of Bulgaria, the individual administrative act shall be appealed before the Administrative Court, depending on where the seat of the company to which the individual administrative act was issued is located.

The individual administrative act shall be appealed within 14 days of its notification under the Administrative Procedure Code.

**E-address where the service is provided:**

<http://www.moew.government.bg/?show=top&cid=7>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Waste Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Examination of the application and supporting documents. Requesting additional documentation and information, if necessary. Submission of documents to competent authorities in other countries in the case of export. Issue of a notification.

**Forms:**

[Document for notification of cross-border shipment of waste](https://iisda.government.bg/adm_services/service_sample_file/43240_155676%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/43240_155676%22%20%5Ct%20%22_blank)

[Document on cross-border shipment of waste from the EU](https://iisda.government.bg/adm_services/service_sample_file/43240_155677%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/43240_155677%22%20%5Ct%20%22_blank)

[Document on cross-border shipment - Annex VII to Regulation (EC) No 1013/2006](https://iisda.government.bg/adm_services/service_sample_file/43240_155678%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/43240_155678%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 350 is paid for the service.**

- For the issue of an authorisation for import and transit of waste, a fee of BGN 350 shall be paid, pursuant to Decree of the Council of Ministers Decree 136/2019, Art. 12, para. 1, item 2;
- For the issue of an authorisation for export from the Republic of Bulgaria to other countries of the Community, a fee of BGN 350 shall be paid, pursuant to Decree of the Council of Ministers 136/2019, Art. 12, para. 1, item 2.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **Electronically**
* **At the desk of an administrative service unit via bank card**

**2251 Renewal of registration under the Community eco-management and audit scheme (EMAS)**

**On the basis of:**

Environmental Protection Act - Art. 132
Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS) - Art. 14
Ordinance No. H-2/02.17.2012 on the procedure for registration, renewal of registration and control under the Community eco-management and audit scheme EMAS - Art. 8

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

44 days

**Duration of the document/individual administrative act:**

One year

**Body to which an individual administrative act is appealed:**

Administrative Court or Supreme Administrative Court in the event of a decision suspending registration

**E-address where the service is provided:**

[www.moew.government.bg](https://www.moew.government.bg/bg/2251-podnovyavane-na-registraciyata-po-shemata-na-obstnostta-za-upravlenie-po-okolna-sreda-i-odit-emas/www.moew.government.bg)

**E-mail address for suggestions:**

www.moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Renewal of registration**

For renewal of registration, organisations shall submit annually the following documents in Bulgarian to the Ministry of Environment and Water:
1. information on the organisation in accordance with Annex VI of Regulation (EC) No 1221/2009;
2. validated environmental statement in accordance with Article 6 (1) (c) or a validated updated environmental statement in accordance with Article 6 (2) (c) or an uncertified updated environmental statement in accordance with Article 7 (3) of Regulation (EC) No 1221/2009;
3. declaration of the environmental verifier in accordance with Annex VII of Regulation (EC) No 1221/2009;
4. declaration of the environmental verifier in accordance with Annex 2 of Ordinance No H-2/02.17.2012 on the procedure for registration, renewal of registration and control under the Community eco-management scheme and audit EMAS in case of a request for derogation for small organisations.
Organisations benefiting from the derogation for small organisations under Article 7 of Regulation (EC) No 1221/2009 shall not submit declarations under items 3 and 4 in the years in which they submit an uncertified updated environmental statement.
Within 14 days of submission of the documents, the Minister of Environment and Water or an authorised official shall verify the completeness of the documentation and:
1. initiate a procedure for renewal of the registration and notify the organisation in writing, or
2. not initiate a procedure for renewal of the registration in case of established inaccuracies or deficiencies in the documentation, for which the organisation should be notified in writing, as well as for the two-month deadline for submission of documents after the date specified in the register for submission of the next environmental statement

Following the notification, the Minister of Environment and Water or an authorised official shall:
1. request from the Executive Agency “Bulgarian Accreditation Service” confirmation that the verification and validation have been carried out in accordance with the requirements of Regulation (EC) No. 1221/2009, except for the years in which the organisations benefiting from the derogation for small organisations under Art. 7 of Regulation (EC) No. 1221/2009 have submitted an uncertified updated environmental statement;
2. request from the control bodies under Art. 157e of the Environmental Protection Act (Directors of the RIEW) a statement on the organisation's compliance with the requirements of the environmental regulations;
3. carry out an assessment of compliance with Art. 14 (1) of Regulation (EC) No. 1221/2009 for renewal of the registration; for the purposes of the assessment, the competent authority may request additional information.
On the basis of the performed assessment and within 30 days of the notification for initiation of the renewal procedure, the Minister of Environment and Water or an authorised official shall:
1. renew the registration of the organisation and notify it in writing thereof, or
2. suspend the registration by means of a reasoned decision.

**Forms:**

[Information on the organisation according to Annex VI of Regulation (EC) No 1221/2009](https://iisda.government.bg/adm_services/service_sample_file/41294_154313%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41294_154313%22%20%5Ct%20%22_blank)

[Declaration by the environmental verifier according to Annex VII of Regulation (EC) No 1221/2009](https://iisda.government.bg/adm_services/service_sample_file/41294_154314%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41294_154314%22%20%5Ct%20%22_blank)

[Declaration by the environmental verifier in case of a request for derogation for small organisations.](https://iisda.government.bg/adm_services/service_sample_file/41294_154315%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41294_154315%22%20%5Ct%20%22_blank)

**Payment: No charge for the service**

**2253 Issue of an authorisation for discharge of wastewater into surface water for the design of sites, including sewerage systems of cities, urban and resort settlements.**

**On the basis of:**

Act on Waters- Art. 46

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 – 5 months

**Duration of the document/individual administrative act:**

The authorisation shall be issued for a period until the commissioning of the site/sewerage system.

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. A committee may be appointed to examine submitted objections or proposals and to decide thereon. In that case, the time limit for decision shall be extended by one month. The authorisation or the decision to refuse authorisation is sent in writing to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Documents for provision of the service:
• application form for the issue of an authorisation, and the attached documents shall be submitted in duplicate - one copy as an original is submitted on paper and the second - as a full digital analogue - on electronic medium;
Annexes under Art. 11, para. 1, para. 2 and para. 3 of Ordinance No. 2 of 08 June 2011 on the issue of authorisations for discharge of waste water into water bodies and determination of individual emission limits of point sources of pollution:
• Certified document for paid fee for issuing the authorisation;
• Declaration of the circumstances under Art. 71, para. 2 of the Environmental Protection Act;
• A copy or only mention of the number of an existing (effective or provisionally enforceable, as well as with ongoing legal effect) administrative act issued under Chapter Six of the Environmental Protection Act and/or under Art. 31 of the Biological Diversity Act, for approval, respectively coordination of the investment proposal for the implementation of which authorisation for use of the water body is requested (including a letter from the competent authority regarding the applicable procedure under Chapter Six of the Environmental Protection Act and/or under Art. 31 of the Biological Diversity Act);
• an up-to-date diagram or map of the properties in which the activity will be carried out, certified by the relevant competent authority;
• Document certifying the consent of the owner of the facilities in cases where the use of the water body is related to the use of existing facilities;
• Contract between the owners of the individual water bodies (in the case of group collection, removal, treatment and discharge of waste water from two or more sites);
• Coordinating opinions from the Minister of Defence and the Minister of Transport, Information Technology and Communications in cases of deep-water discharges in the Danube river, inland sea or territorial sea (in the case of applications under Art. 52, para. 1, item 1, letter “d” of the Act on Waters);
• Coordinating opinion of the municipal administration in the case of discharge of waste water into waters under Art.19, para. 1, item1 of the Act on Waters (in the case of applications under Art. 52, para. 1, item 1, letter “d” of the Act on Waters);
• Opinion of the owner of the water body on the study of the impact on the water body of the quantity of waste water and/or rainwater for the purpose of protection against the harmful effects of water;
Annexes under Art. 11, para. 4 of Ordinance No. 2 of 08 June 2011 on the issue of permits for the discharge of waste water into water bodies and determination of individual emission limits of point sources of pollution:
• Map material for the area in appropriate scale with:
(A) the boundaries of the site from the activity of which waste water is formed, and nearby settlements;
(B) the water body;
(C) the route of the waste collector after the site of the treatment plant and/or treatment facility to the site of discharge marked by geographical coordinates;
(D) the part of the existing sewerage network of the site - by type of streams and facilities, with indicated geographical coordinates of the place(s) of discharge into the water body;
(E) the site of the treatment plant and/or waste water treatment facilities;
(F) a proposal for places for monitoring, including locations for installation of measuring devices for the quantities of discharged waste water;
(G) the water abstraction facilities for drinking and domestic water supply in the area with the boundaries of the their safeguard zones, as well as safeguard zones around mineral water sources;
• Data on the type of sewerage network and its intended facilities;
• Data on wastewater treatment plant:
(A) quantity and composition of waste water at the inlet and outlet of the treatment plant;
(B) deadline for commencing, completion and commissioning of the treatment plant and/or treatment facilities;
(C) place(s) and method of discharge of waste water into the water body.
• Details of the maximum hourly, 24-h average and annual amount and composition of waste water
• Information on the reuse of part of treated waste water:
(A) availability of possibilities for reuse of treated waste water in compliance with the requirements of the Environmental Protection Act;
(B) objectives of reuse;
(C) maximum hourly, 24-h average and annual quantity of reused waste water.
• Data from the authorisation for water abstraction or from the water service contract
For the sewerage system of cities, urban and resort settlements - annexes under Art. 11, para. 4, item 4 and item 5 of Ordinance No. 2 of 8 June 2011 on the issue of authorisations for discharge of wastewater into water bodies and the determination of individual emission limits of point sources of pollution:
• Number of equivalent inhabitants in the city, urban or resort settlement
• Information on the production enterprises intended to be included in the urban sewerage network:
(A) owner or operator of the enterprise;
(B) activity and description of the technology;
(C) 24-h average and average annual water quantities released;
(D) type and technology of local treatment plant and/or local treatment facilities by individual streams;
(E) list of characteristic priority and other essential and specific substances and pollutants released into waste water;
(F) concentrations in waste water of priority and other essential and specific substances and pollutants at the inlet and outlet of the treatment plant and/or treatment facilities;
(G) characteristic pollutants in waste water - emission standards/levels, as well as the information required by Art.35, para. 4 of Ordinance No. 2 of 8 June 2011.
For industrial enterprises - annexes under Article 11, para. 6 of Ordinance No. 2 of 8 June 2011 on issue of authorisations for discharge of wastewater into water bodies and for determination of individual emission limits of point sources of pollution:
• Owner and/or operator of the enterprise
• Estimated number of staff, working hours per day, seasonal and working days per year
• Data on the water supply of the site, 24-h average and annual water quantities - total and by purpose of water consumption
• Activity and description of the envisaged production technology
• List of characteristic priority and other essential and specific substances and pollutants that will be released into waste water
• Design data on the maximum hourly, 24-h average and annual amount of forming waste water by streams
• Concentrations in waste water of characteristic priority and other essential and specific substances and pollutants at the inlet and outlet of the treatment plant
• For the characteristic pollutants in waste water - emission standards/levels within the meaning of Art. 35 of Ordinance No 2 of 8 June 2011, which are envisaged to be achieved by the selected production technology and treatment technology
• Design data on the type of sewage network of the site by streams and facilities
• Design data on the local treatment plant and/or local treatment facilities by separate streams:
(A) type and technology;
(B) quantity and composition of waste water at the inlet and outlet of the treatment plant and/or treatment facilities;
(C) deadline for commencing, completion and commissioning of the treatment plant and facilities by stages;
(D) place(s) and method of discharge of waste water into the water body with geographical coordinates according to the WGS 84 system.
• Proposals for place(s) for monitoring, including place(s) for installation of measuring devices for the quantity of discharged waste water;
• Emergency plan including measures and means to prevent, limit and eliminate accidental discharges of polluting substances into the water body.
Requirements for the provision of service:
- current document from the owner or an authorised person, who has been entrusted with the operation of the dam, certifying consent to carry out the activities;
- information about the existence or absence of obligations to the National Revenue Agency, the Customs Agency and the municipalities.
Procedure under which the service is provided:
To initiate a procedure for issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water. Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waters. If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued. Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months. Where non-compliance is not remedied within the two-month period the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant. Within 20 days after the expiry of the deadline for examination of the documents and if there are no grounds for refusal, a communication is prepared, which is sent to the mayor of the respective municipality for public announcement and published on the website of the Ministry of Environment and Water.

**Forms:**

[Application for wastewater discharges during design](https://iisda.government.bg/adm_services/service_sample_file/41168_155577%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41168_155577%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

For issuing authorisations for use of water bodies under Annex No. 1 to Art. 13, item 1 of the Act on Waters, a fee of BGN 500. - Art. 8, para. 1, item 1, letter “a” of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**2278 Award of the EU Ecolabel**

**On the basis of:**

Environmental Protection Act - Art. 132
Regulation (EC) No 66/2010 of the European Parliament and of the Council of 25 November 2009 on the EU Ecolabel (Text with EEA relevance) - Art. 9

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 months for reviewing the completeness of the documentation

**Duration of the document/individual administrative act:**

until the expiry of the criteria under the EC Decision for the respective product group.

**Procedure, including time limits for appealing the actions of the authority providing the service:**

No act issued.

**Restrictions and conditionalities:**

The service can only be provided for products and services for which criteria for the award of the EU Ecolabel have been developed, published in the EC Decision.

**E-address where the service is provided:**

<https://www.moew.government.bg/bg/prevantivna-dejnost/ekomarkirovka-na-es/administrativna-usluga/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**criteria**

The criteria to be met by products to bear the EU Ecolabel shall be based on the significant environmental impacts of the respective products throughout their life cycle. Requirements have been developed for approximately 30 product types: detergents, paper products, tourist accommodation, textiles, etc. The criteria are published by a Decision of the European Commission (EC) and updated periodically.

**Filing of application**

The requirements and necessary documents are described in the EC Decisions for awarding of EU Ecolabel for the respective product group.

The applicant shall submit an application for the award of the EU Ecolabel. The application shall include all necessary documentation, as specified in the relevant Decision of the Commission for establishing EU Ecolabel criteria for the product group in question.
Within two months of receipt of the application, the Ministry of Environment and Water shall check whether the documentation is complete and shall notify the operator. The Ministry of Environment and Water may reject the application if the operator fails to complete the documentation within six months after such notification.
The Ministry of Environment and Water shall conclude a contract with the operator covering the terms of use of the EU Ecolabel.

**Forms:**

[Application for opening a procedure for awarding the EU Ecolabel](https://iisda.government.bg/adm_services/service_sample_file/41385_154259%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41385_154259%22%20%5Ct%20%22_blank)

[Information according to Art. 9, item 3 of Regulation (EC) No 66/2010](https://iisda.government.bg/adm_services/service_sample_file/41385_154260%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41385_154260%22%20%5Ct%20%22_blank)

[Declaration concerning reduction in fees](https://iisda.government.bg/adm_services/service_sample_file/41385_154261%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41385_154261%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 600 is paid for the service.**

Pursuant to Art. 7 of the Tariff of the fees collected within the system of the Ministry of Environment and Water, a fee of BGN 600 shall be collected for each requested product for opening the procedure for awarding the EU Ecolabel.
The fee shall be reduced as follows:
1. by 20% for micro, small and medium-sized enterprises and applicants from developing countries;
2. by 15% for organisations that have an environmental management system certified under ISO 14001, or by 30% for organisations registered under EMAS; for organisations fulfilling both conditions, the greater reduction shall apply;
3. by 20% in case of amendment or extension of the right to use the EU Ecolabel or for product(s) awarded another type I environmental label according to EN ISO 14024.
The reductions are cumulative.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**2317 Registration under the Community eco-management and audit scheme (EMAS)**

**On the basis of:**

Environmental Protection Act - Art. 132
Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS) - Art. 13
Ordinance No. H-2/02.17.2012 on the procedure for registration, renewal of registration and control under the Community eco-management and audit scheme EMAS - Art. 5

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

Up to 59 days

**Duration of the document/individual administrative act:**

indefinite period

**Body to which an individual administrative act is appealed:**

Administrative Court or Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The decision to refuse EMAS registration may be appealed within 14 days of notifying interested parties.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Filing of application**

Organisations wishing to register under EMAS shall submit the following documents to the Ministry of Environment and Water in Bulgarian:
1. application for registration according to Annex 1 to Ordinance No H-2 of 2 July 2012 on the procedure for registration, renewal of registration and control under the Community eco-management and audit scheme (EMAS);
2. information on the organisation according to Annex VI of Regulation (EC) No 1221/2009;
3. environmental statement drawn up pursuant to Article 4 (1) (d) of Regulation (EC) No 1221/2009, certified by an environmental verifier in electronic and printed form;
4. declaration of the environmental verifier according to Annex VII of Regulation (EC) No 1221/2009;
5. declaration of the environmental verifier according to Annex 2 in case of a request for derogation for small organisations.

Within 14 days of submission of the documents, the Minister of Environment and Water or an authorised official shall verify the completeness of the documentation and:
1. initiate a registration procedure and notify the organisation in writing, or
2. not open a registration procedure in case of found inaccuracies or omissions in the documentation, for which the organisation shall be notified in writing.

After opening the registration procedure, the Minister of Environment and Water or an authorised official shall:
1. publish within 30 days on the website of the Ministry of Environment and Water information on the opening of the registration procedure for the organisation;
2. request from the Executive Agency “Bulgarian Accreditation Service” confirmation that the verification and certification have been carried out in accordance with the requirements of Regulation (EC) No 1221/2009;
3. request from the control bodies under Art. 157e, para. 1 of the Environmental Protection Act (the directors of the RIEW) a statement on the organisation's compliance with the requirements of the environmental regulations;
4. carry out an assessment of compliance with the requirements of Art. 13 (2) of Regulation (EC) No 1221/2009 for registration; for the purposes of the assessment, the competent authority may request additional information.
On the basis of the performed assessment and within 45 days of the opening of the procedure, the Minister of Environment and Water shall:
1. issue a reasoned decision for registration and a certificate of registration in Bulgarian and English, provide the organisation with the EMAS logo and the registration number, or
2. issue a reasoned decision refusing registration.

**Forms:**

[Application for EMAS registration](https://iisda.government.bg/adm_services/service_sample_file/41380_154275%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41380_154275%22%20%5Ct%20%22_blank)

* [Information on the organisation according to Annex VI of Regulation (EC) No 1221/2009 EMAS](https://iisda.government.bg/adm_services/service_sample_file/41380_154276%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41380_154276%22%20%5Ct%20%22_blank)

[Declaration by the environmental verifier according to Annex VII of Regulation (EC) No 1221/2009 EMAS](https://iisda.government.bg/adm_services/service_sample_file/41380_154277%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41380_154277%22%20%5Ct%20%22_blank)

[Declaration by the environmental verifier in case of a request for derogation for small organisations EMAS](https://iisda.government.bg/adm_services/service_sample_file/41380_154278%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41380_154278%22%20%5Ct%20%22_blank)

**Payment:**

**No charge for the service**

**2373 Issue of an authorisation to use a water body - injection of carbon dioxide, natural gas or liquefied gas into groundwater bodies**

**On the basis of:**

Act on Waters - Art. 46
Ordinance No. 1 of 10 October 2007 on exploration, use and protection of groundwater - Art. 63

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 – 5 months

**Duration of the document/individual administrative act:**

Up to 20 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. A committee may be appointed to examine submitted objections or proposals and to decide thereon. In that case, the time limit for decision shall be extended by one month. The authorisation or the decision to refuse authorisation is sent in writing to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Application form for issuance of authorisation and the attached documents shall be submitted in duplicate - one copy as an original is provided on paper and the other - as a full digital analogue - on electronic media.

The application shall be accompanied by the following documents:
• Original document or certified copy of the document for paid fee for issuing the authorisation determined by the tariff under Art. 72 of the Environmental Protection Act
• Current scheme or map of the properties in which the activity will be carried out, certified by the relevant competent authority (current scheme of the land properties or a copy of the cadastral map with the location of the facilities).
• Where non-agricultural use of agricultural land is envisaged, the documents shall reflect the changed designation of the agricultural land plot.
• Report on the results of hydrogeological surveys performed for the purpose of using the groundwater body
• (The content of the report shall be in accordance with Art. 30 of Ordinance No. 1 on the exploration, use and protection of groundwater);
• Technological justification for discharge, including justification for discharged volumes (The content of the technological justification shall be in accordance with Art. 161, para.1, para. 3 and para.5 of the Ordinance);

Requirements for the provision of service:
• Document certifying the consent of the owner of the facilities in cases where the discharge is related to the use of existing facilities (possibly a contract).
• information on the existence or absence of obligations to the National Revenue Agency, the Customs Agency and the municipalities.

Procedure under which the service is provided:
To initiate a procedure for issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water. Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waters. If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued. Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months. Where non-compliance is not remedied within the two-month period the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant. Within 20 days after the expiry of the deadline for examination of the documents and if there are no grounds for refusal, a communication is prepared, which is sent to the mayor of the respective municipality for public announcement and published on the website of the Ministry of Environment and Water.

**Forms:**

[Application for an authorisation for water use for injecting carbon dioxide, natural gas or liquefied petroleum gas](https://iisda.government.bg/adm_services/service_sample_file/41256_155510%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/41256_155510%22%20%5Ct%20%22_blank)

**Payment: A fixed fee of BGN 250 is paid for the service.**

A fee of BGN 250 shall be paid for issuing an authorisation to use a water body. - Art. 8, para. 1, item 1, letter “b” of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**2421 Issue of a decision on an environmental impact assessment**

**On the basis of:**

Directive 2014/52/EU of the European Parliament and of the Council of 16 April 2014 amending Directive 2011/92/EU on the assessment of the effects of certain public and private projects on the environment (Text with EEA relevance) - Art. 4
Environmental Protection Act - Art. 99
Ordinance on the terms and conditions for carrying out environmental impact assessments - Art. 18

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

45 days after the date of the public consultation, taking into account the results thereof

**Duration of the document/individual administrative act:**

5 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The complaint may be lodged within 14 days of the publication of the administrative act (in the central media, on the information board and the website of the Ministry of Environment and Water) through the Minister of Environment and Water or before the Supreme Administrative Court.

**E-address where the service is provided:**

<https://portal.moew.government.bg/bg>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requesting the service**

Decision on an Environmental Impact Assessment (EIA) shall be issued for investment proposals for construction, activities and technologies or their amendments or extensions, according to Annex No. 1 of the Environmental Protection Act.

The purpose of the administrative service is to carry out an Environmental Impact Assessment (EIA) of investment proposals.
EIA must be carried out for investment proposals for construction, activities and technologies in accordance with Annex No. 1 of the Environmental Protection Act and investment proposals for construction, activities and technologies with transboundary environmental impact in accordance with Annex No. 1 to Art. 2 of the Convention on Environmental Impact Assessment in a Transboundary Context, drawn up in Espoo (Finland) on 25 February 1991, ratified by law (SG, issue 28 of 1995) (prom. SG, issue 86 of 1999; am., issue 89 of 1999).
According to Art. 81, para. 5 of the Environmental Protection Act, compatibility assessment under Art. 31 of the Biological Diversity Act shall be carried out for investment proposals or their amendments or extensions subject to environmental impact assessment.

To request the service, it is necessary to submit a request for an EIA decision in accordance with the model set out in Annex No. 8 to Art. 13, para. 1 of the Ordinance on the terms and conditions for carrying out EIAs (Ordinance on EIA).
The request shall be accompanied by the following documents:
1. EIA report in one paper copy;
2. Non-technical summary of the report in one paper copy;
3. EIA report in electronic form - in one copy;
4. Non-technical summary in electronic form - in one copy;
5. EIA assignment in one paper copy;
6. EIA assignment in one copy on electronic form;
7. Separation protocol (list of the experts and the team leader who developed the report) with handwritten signatures;
8. Written declarations by the experts signed in person that they:
(a) meet the requirements of Art. 83, para. 2 of the Environmental Protection Act for completed higher education, Master's degree;
(b) are not personally interested in the implementation of the relevant investment proposal, plan or programme;
(c) are acquainted with the requirements of the current Bulgarian and European environmental regulations and in their work on the evaluations under Art. 81, para. 1 of the Environmental Protection Act they refer to and comply with these requirements and applicable methodological documents;
9. Assessment under Art. 99a, para. 1 of the Environmental Protection Act in the cases of Art. 118, para. 2 of the Environmental Protection Act for each of the installations falling within the scope of Annex No. 4 to the Environmental Protection Act in one paper copy and one copy on electronic media;
10. Information and assessment under Art. 99b, para. 1 of the Environmental Protection Act (in the cases of Art. 109, para. 4 of the Environmental Protection Act) - one paper copy and one copy of electronic media;
11. Report on the assessment of the degree of impact, if requested, on paper and in electronic form.
12. Information on the date and manner of payment of the fee due under the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The Minister or an authorised official shall assess the quality of the EIA report within 30 days of the submission of the report.
After receiving a positive assessment of the quality of the EIA report, the commissioner shall organise, jointly with the designated by the minister or by the authorised official affected municipalities, mayoralties and districts, a public discussion of the EIA report.
For taking an EIA decision, the commissioner shall submit to the competent authority within 7 days after the public consultation the results of the consultation, including opinions and the minutes of its conduct.

**Decision**

The EIA documentation for the investment proposal shall be considered at a meeting of the Supreme Expert Environmental Council at the Minister of Environment and Water. The Minister shall take a decision on the EIA within 45 days of the public consultation, taking into account the results thereof.

Assessment of investment proposals is finalised with a decision of the competent authority under Art. 99, para 2 of the Environmental Protection Act, which may contain conditions, measures and restrictions binding for the commissioner. The effective decision is a prerequisite for the approval/authorisation of the investment proposal under a special law. The approval/authorisation authority shall take into account the nature of the decision, the conditions, measures and restrictions set out therein, with the decision being an annex which forms an integral part of the administrative act of approval/authorisation necessary for the implementation of the investment proposal.

**Forms:**

[Request for an EIA decision](https://iisda.government.bg/adm_services/service_sample_file/39594_154409%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/39594_154409%22%20%5Ct%20%22_blank)

[Model announcement of a public discussion EIA](https://iisda.government.bg/adm_services/service_sample_file/39594_154410%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/39594_154410%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 1200 is paid for the service.**

For provision of the service, a fee shall be collected in the amount of:
• BGN 1200 (one thousand and 200 BGN) – reduced fee in a joint procedure with compatibility assessment under the Biological Diversity Act within an EIA procedure when the EIA is mandatory (Art. 1, para. 5, item 2, letter “a: of the Tariff of the fees collected within the system of the Ministry of Environment and Water.
• BGN 700 (seven hundred BGN) – reduced fee in a joint procedure with compatibility assessment under the Biological Diversity Act within an EIA procedure, following a decision for carrying out an EIA (Art. 1, para. 5, item 2, letter “b” of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**2467 Issue of a statement on the environmental assessment of plans and programmes**

**On the basis of:**

Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment - Art. 4
Environmental Protection Act - Art. 84
Ordinance on the modalities for the environmental assessment of plans and programmes - Art. 23

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

Up to 30 days

**Duration of the document/individual administrative act:**

5 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The appeal may be lodged within 14 days of the publication of the administrative act (on the information board and the website of the Ministry of Environment and Water) through the Minister of Environment and Water or before the Supreme Administrative Court.

**E-address where the service is provided:**

<https://portal.moew.government.bg/bg>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

The purpose of the administrative service is the conduct of an environmental assessment of plans/programmes.
Environmental assessment is carried out for plans, programmes the implementation of which is likely to have significant environmental impacts and which are in the process of preparation and/or approval by central and territorial bodies of the executive, bodies of local governments and the National Assembly.
The purpose of the environmental assessment is to integrate environmental projections into the overall development process and to introduce the principle of sustainable development.
Environmental assessment of plans and programmes is carried out simultaneously with their preparation, taking into account their objectives, territorial scope and level of detail, so as to identify, describe and assess appropriately the possible impacts of the implementation of the investment proposals that are part of the plans and programmes.
The environmental assessment shall be mandatory for plans and programmes in the fields of agriculture, forestry, fisheries, transport, energy, waste management, water resource management and industry, including the extraction of underground resources, electronic communications, tourism, spatial planning and land use, where such plans and programmes set out the framework for the future development of investment proposals under Annexes 1 and 2.
The conduct of an environmental assessment shall be mandatory for plans and programmes which:
1. are required under Art. 85, para. 1 of the Environmental Protection Act Act, or
2. are included in Annex No. 1 and outline the framework for the future development of investment proposals under Annexes No. 1 and 2 to the Environmental Protection Act, or
3. introduce significant amendments to plans and programmes under items 1 and/or 2, or
4. are likely to have a significant negative impact on protected areas from the Natura 2000 network according to a decision under Art. 20 of the Ordinance on the terms and conditions for assessing the compatibility of plans, programmes, projects and investment proposals with the subject matter and objectives of the conservation of protected areas.
Compatibility assessment under Art. 31 of the Biological Diversity Act shall also be carried out for plans, programmes and investment proposals or their amendments or extensions falling within the scope of the assessments under para. 1.

**Requesting the service**

The commissioner of the plan/programme (applying for the administrative service) may be a public authority, natural or legal person (Bulgarian or foreign) who, under a special law, normative or administrative act, is entitled to commission the preparation of the plan or the programme, according to §1, item 21 of the Additional Provisions of the Environmental Protection Act.
To request the service, it is necessary to submit a request for an environmental assessment statement in accordance with the model set out in Annex No. 5 to Art. 23, para. 1 of the Ordinance on environmental assessment.
The request shall be accompanied by:
1. Report on environmental assessment/environmental part of the plan or programme with all its annexes - one paper copy and one in electronic form, which also includes:
1.1. list of experts and the manager who prepared the environmental assessment report, where everyone signs the sections developed by them;
1.2. declarations under Art. 83, para. 4 of the Environmental Protection Act;
2. Non-technical summary - one paper copy and one in electronic form.
3. Documentation of the results of the consultation with the public and interested and affected authorities and persons, including reference with the reasons for the acceptance or non-acceptance of the opinions and proposals received, as well as the reasons for the award/refusal of award of complementing or assessing the continuation of consultations within the meaning of Article 22.
4. Information on fee paid and date of payment.

**Statement**

The environmental assessment of plans and programmes is finalised with a statement of the Minister of Environment and Water.
The environmental assessment statement must include a justification for the preferred alternative from the point of view of the environment and the measures under Art. 89 of the Environmental Protection Act. An effective statement is a prerequisite for the subsequent approval of the plan or programme. The authorities responsible for approving and implementing the plan or the programme should comply with the statement or decision and with the conditions, measures and restrictions laid down therein.

**Forms:**

[Request for an environmental assessment statement](https://iisda.government.bg/adm_services/service_sample_file/81017_154445%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/81017_154445%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 600 is paid for the service.**

For carrying out the compatibility assessment procedure under the Biological Diversity Act within the framework of EIA or environmental assessment procedures, only one reduced fee is collected (Art. 1, para. 5, item 3 of the Tariff of the fees collected within the system of the Ministry of Environment and Water) - BGN 600.

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit via bank card**

**2872 Authorisation of a new manufacturing process involving the use of mercury or mercury compounds**

**On the basis of:**

Law on Protection against the Harmful Effects of Chemicals and Mixtures (title amended - SG No. 114 of 2003, issue 63 of 2010, effective as of 13 August 2010) - Art. 7
Regulation (EU) 2017/852 of the European Parliament and of the Council of 17 May 2017 on mercury, and repealing Regulation (EC) No 1102/2008 - Art. 8

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

The reasoned statement under Art. 7a, para. 5 of the Law on Protection against the Harmful Effects of Chemicals and Mixtures shall be prepared by the Expert Council on the Evaluation of Priority Substances within 6 months from the date of notification.

**Duration of the document/individual administrative act:**

Regulation (EU) 2017/852 does not specify a period of validity for the decisions issued by the EC.

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Under the Administrative Procedure Code.

**E-address where the service is provided:**

[www.moew.government.bg](https://www.moew.government.bg/bg/2872-razreshavane-na-izpolzvaneto-na-nov-proizvodstven-proces-vklyuchvast-upotrebata-na-jivak-ili-jivachni-suedineniya/www.moew.government.bg)

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Filing of application**

Any natural or legal person intending to use a new manufacturing process involving the use of mercury or mercury compounds shall submit to the Minister of Environment and Water a notification containing the contact details of the person and the information referred to in Article 8 (3) of Regulation (EU) 2017/852. The notification and the information shall be submitted in a single copy in Bulgarian, in paper and electronic form, and in a single copy in English, in paper and electronic form. By an order, the Minister of Environment and Water assigns the Expert Council on the Evaluation of Priority Substances the task of evaluating the information under Art. 8 (3) of Regulation (EU) 2017/852 in order to prepare a statement on the fulfilment of the criteria under Art. 8 (6) of Regulation (EU) 2017/852.
In case of identified inconsistencies or deficiencies in the information referred to in Article 8 (3) of Regulation (EU) 2017/852, the Minister of Environment and Water or an authorised official shall inform the applicant thereof within 30 days from the date of submission of the notification. In such cases, the six-month period for issuing a statement shall be suspended.

The applicant shall remedy the identified inconsistencies or deficiencies within 30 days from the date of receipt of the notification.
Within two weeks, the Minister of Environment and Water or an authorised official shall take a decision terminating the procedure and informing the applicant when it is established that:
1. the inconsistencies and incompleteness are not remedied, or
2. the deadline of 30 days for remedy of the inconsistencies or incompleteness is not respected.

The Expert Council on the Evaluation of Priority Substances shall consider the notification and the information under Article 8 (3) of Regulation (EU) 2017/852 and shall, within 6 months from the date of submission of the information, in consultation with the competent authorities prepare a statement on the fulfilment of the criteria under Article 8 (6) of Regulation (EU) 2017/852.

For the preparation of a statement, the applicant shall pay a fee according to the tariff under Art. 72 of the Environmental Protection Act.
In fulfilling the criteria of Article 8 (6) of Regulation (EU) 2017/852, the Minister of Environment and Water or an authorised official shall send to the European Commission the notification and the information referred to in Article 8 (3) of Regulation (EU) 2017/852, accompanied by the statement of the Expert Council.
The Minister of Environment and Water or an authorised official shall inform the European Commission and the applicant in the event of non-compliance with the criteria of Article 8 (6) of Regulation (EU) 2017/852, sending the statement to the Expert Council.
The decision to terminate the procedure may be appealed under the Administrative Procedure Code.

**Payment:**

**A fixed fee of BGN 3000 is paid for the service.**

For authorisation for a new manufacturing process involving the use of mercury or mercury compounds, a fee of BGN 3,000 shall be paid, according to Decree of the Council of Ministers 136/2019, Art. 28, para. 3, item 1 of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **At the desk of an administrative service unit via bank card**
* **Via bank transfer**

**2873 Authorisation of the manufacture or placing on the market of a new mercury-added product**

**On the basis of:**

Law on Protection against the Harmful Effects of Chemicals and Mixtures (title amended - SG No. 114 of 2003, issue 63 of 2010, effective as of 13 August 2010) - Art. 7
Regulation (EU) 2017/852 of the European Parliament and of the Council of 17 May 2017 on mercury, and repealing Regulation (EC) No 1102/2008 - Art. 8

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

The reasoned statement under Art. 7a, para. 5 of the Law on Protection against the Harmful Effects of Chemicals and Mixtures shall be prepared by the Expert Council on the Evaluation of Priority Substances within 6 months from the date of notification.

**Duration of the document/individual administrative act:**

Regulation (EU) 2017/852 does not specify a period of validity for the decisions issued by the EC.

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Under the Administrative Procedure Code.

**E-address where the service is provided:**

[www.moew.government.bg](https://www.moew.government.bg/bg/2873-razreshavane-na-proizvodstvoto-ili-puskaneto-na-pazara-na-nov-produkt-s-dobaven-jivak/www.moew.government.bg)

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: (02) 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**lodging a notification**

Any natural or legal person intending to manufacture or place on the market a new mercury-added product or to use a new manufacturing process involving the use of mercury or mercury compounds shall submit to the Minister of Environment and Water a notification containing the contact details of the person and the information referred to in Article 8 (3) of Regulation (EU) 2017/852. The notification and the information shall be submitted in a single copy in Bulgarian, in paper and electronic form, and in a single copy in English, in paper and electronic form.

By an order, the Minister of Environment and Water assigns the Expert Council on the Evaluation of Priority Substances the task of evaluating the information in order to prepare a statement on the fulfilment of the criteria under Art. 8 (6) of Regulation (EU) 2017/852.
In case of identified inconsistencies or deficiencies in the information referred to in Article 8 (3) of Regulation (EU) 2017/852, the Minister of Environment and Water or an authorised official shall inform the applicant thereof within 30 days from the date of submission of the notification. In such cases, the six-month period for drawing up a statement shall be suspended.
The applicant shall remedy the identified inconsistencies or deficiencies within 30 days from the date of receipt of the notification.
Within two weeks, the Minister of Environment and Water or an authorised official shall issue a decision terminating the procedure and shall inform the person intending to manufacture or place on the market a new mercury-added product or to use a new manufacturing process involving the use of mercury or mercury compounds when it is established that:
1. the inconsistencies and incompleteness are not remedied, or
2. the deadline of 30 days for remedy of the inconsistencies is not respected.
The Expert Council on the Evaluation of Priority Substances shall consider the notification and the information under Article 8 (3) of Regulation (EU) 2017/852 and shall, within 6 months from the date of submission of the information, in consultation with the competent authorities prepare a statement on the fulfilment of the criteria under Article 8 (6) of Regulation (EU) 2017/852.
For the preparation of an opinion, the applicant shall pay a fee according to the tariff under Art. 72 of the Environmental Protection Act.
In fulfilling the criteria of Article 8 (6) of Regulation (EU) 2017/852, the Minister of Environment and Water or an authorised official shall send to the European Commission the notification and the information referred to in Article 8 (3) of Regulation (EU) 2017/852, accompanied by the statement of the Expert Council on the Evaluation of Priority Substances.
The Minister of Environment and Water or an authorised official shall inform the European Commission and the person under Art. 7, para. 1 of the Law on Protection Against the Harmful Effects of Chemicals in the event of non-compliance with the criteria of Art. 8 (6) of Regulation (EU) 2017/852, sending the statement to the Expert Council on the Evaluation of Priority Substances.
The decision to terminate the procedure may be appealed under the Administrative Procedure Code.

**Payment:**

**A fixed fee of BGN 3000 is paid for the service.**

For authorising the manufacture or placing on the market of a new mercury-added product, a fee of BGN 3,000 shall be paid, in accordance with Decree of the Council of Ministers 136/2019, Art. 28, para. 3, item 2 of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **At the desk of an administrative service unit via bank card**
* **Via bank transfer**

**2985 Granting consent for import of mercury or mixtures of mercury for authorised use**

**On the basis of:**

Law on Protection against the Harmful Effects of Chemicals and Mixtures (title amended - SG No. 114 of 2003, issue 63 of 2010, effective as of 13 August 2010) - Art. 6
Regulation (EU) 2017/852 of the European Parliament and of the Council of 17 May 2017 on mercury, and repealing Regulation (EC) No 1102/2008 - Art. 6

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

30 days from receipt of the import consent form

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Under the Code of Administrative Procedure

**E-address where the service is provided:**

[www.moew.government.bg](https://www.moew.government.bg/bg/2985-predostavyane-na-suglasie-za-vnos-na-jivak-ili-smesi-na-jivaka-za-upotreba-razreshena-v-stranata/www.moew.government.bg)

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Strategic Environmental Assessment, Environmental Impact Assessment and Pollution Prevention Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
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Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Filing of the application**

Import of mercury and mixtures of mercury pursuant to Annex I to Regulation (EU) 2017/852 for authorised use shall be subject to the consent of the Minister of Environment and Water or an authorised official. The importer or an authorised person shall submit to the Minister of Environment and Water an import consent form in accordance with Article 6 of Regulation (EU) 2017/852.
The form shall be accompanied by the information provided for in Article 4 (1) of Regulation (EU) 2017/852 (information to verify the source of mercury (in pure form or in mixtures) to be exported).
In the event of discrepancies or incompleteness of the form, the Minister of Environment and Water or an authorised official shall inform the importer or their authorised representative thereof within 10 days of the date of submission of the import form. In such cases, the 30-day period for granting consent shall be suspended.
The importer or their authorised representative shall remedy any inconsistencies or deficiencies in the form within 10 days from the date of receipt of the notification.
The Minister of Environment and Water or an authorised official shall grant consent for import within 30 days of receipt of the consent form.
The Minister of Environment and Water or an authorised official shall refuse to grant consent for import where, following an assessment of the information in the import consent form and of the information referred to in Article 4 (1) of Regulation (EU) 2017/852, it is established that:
1. the discrepancies and incompleteness are not remedied, or
2. the 10-day deadline for remedy of the discrepancies or incompleteness of the form is not respected.
The refusal may be appealed under the Administrative Procedure Code.

For processing the form, the importer shall pay a fee according to the tariff under Art. 72 of the Environmental Protection Act.

**Forms:**

[Mercury source verification form](https://iisda.government.bg/adm_services/service_sample_file/100477_154251%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/100477_154251%22%20%5Ct%20%22_blank)

[Consent form - refusal of import of mercury](https://iisda.government.bg/adm_services/service_sample_file/100477_154252%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/100477_154252%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 90 is paid for the service.**

For granting consent for the import of mercury or mixtures of mercury for authorised use, a fee of BGN 90 shall be paid in accordance with Decree of the Council of Ministers Decree 136/2019, Art. 28, para. 2 of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **At the desk of an administrative service unit via bank card**
* **Via bank transfer**

**3034 Issue of authorisation to visit reserves and maintained reserves**

**On the basis of:**

Protected Areas Act - Art. 17

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

14

**Duration of the document/individual administrative act:**

For a specific period specified in the authorisation.

**Body to which an individual administrative act is appealed:**

Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The act can be appealed within 14 days.

**E-address where the service is provided:**

[www.moew.government.bg](https://www.moew.government.bg/bg/3034-izdavane-na-razreshenie-za-posestenie-v-rezervati-i-poddurjani-rezervati/www.moew.government.bg)

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Requirements**

An application form as per template or in free text containing the following information shall be submitted:
Name of reserve or maintained reserve;

Purpose and period of visit;

Names of the persons who will carry out the visit and the activity.

In the case of scientific research, the topic and subject of research shall be indicated.

In case of preparation of photographic material or film, indicate for what purposes they will be used, as well as the object to be filmed.

In the case of collection of genetic material, or specimens of wild plant and animal species, indicate the names of the species, the number of specimens as well as the devices, means and methods to be used for collection.

**Forms:**

[Application for reserve visit](https://iisda.government.bg/adm_services/service_sample_file/100557_155143%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/100557_155143%22%20%5Ct%20%22_blank)

**Payment:**

**No charge for the service**

**3035 Issue of a letter assessing the likelihood of the impact on protected areas of plans, programmes, projects and investment proposals and their amendments or extensions**

**On the basis of:**

Biological Diversity Act - Art. 31
Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora - Art. 6
Ordinance on the terms and conditions for assessing the compatibility of plans, programmes, projects and investment proposals with the subject matter and objectives of the conservation of protected areas - Art. 2

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

14

**Duration of the document/individual administrative act:**

The issued letter assessing the likelihood of the impact on protected areas of plans, programmes, projects and investment proposals and their amendments or extensions shall be for indefinite period.

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The appeal shall be made in accordance with the Administrative Procedure Code.

**Restrictions and conditionalities:**

Inadmissibility of plans, programmes, projects or investment proposals according to the regime of activities in protected areas defined by an order for announcement and/or by a management plan, according to the regime of protected areas defined under the Protected Areas Act, the order for its announcement and its management plan, according to the regimes under the Act on Waters and in approved river basin management plans and flood risk management plans.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**National Nature Protection Service Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

The provision of the administrative service commences with the submission by the commissioner of a notification containing data according to Annex No. 1 to Art. 10, para. 1 (Part A - for plans, programmes and projects, Part B – for investment proposals). The notification shall be submitted in a single paper copy and in duplicate in electronic form.
The competent authority shall assess the manner of proceeding after conducting an eligibility check under Art. 12 of the Ordinance on environmental assessment. Within 14 days of the submission of the notification, the competent authority shall notify the commissioner in writing of the applicable procedure, giving instructions if necessary and setting a deadline for their implementation. In case of identified deficiencies, omissions or inaccuracies in the notification, the competent authority shall require the commissioner to provide additional information and shall set a deadline thereto.
In this administrative service, the manner of proceeding for plans, programmes, projects and investment proposals outside the scope of Art. 2, para. 1 of the Ordinance on environmental assessment is assessed depending on their nature and the likelihood of their impact on protected areas in case they are eligible against: the regime of activity of protected zones defined by the order for their announcement, as well as the order under Art. 19, para. 1 of the Biological Diversity Act and/or the management plan, if any; the regime of protected areas defined under the Protected Areas Act, the order for its announcement and its management plan, if any, or an order under Art. 45, para. 1 of the Protected Areas Act, if any; against the regimes under the Act on Waters and in approved river basin management plans and flood risk management plans for plans, programmes, projects or investment proposals providing for water abstraction from surface water or groundwater, discharge of wastewater into surface water bodies or into facilities that may create a risk of pollution by wastewater, or is directly related to water abstraction and/or use of a water body within the meaning of item 7 and item 25 of the Additional Provisions of the Act on Waters. In these cases, the competent authority shall send the documentation to the director of the respective basin directorate for an opinion under Art. 155, para. 1, item 23 of the Act on Waters.
Within 7 days, the letter is published on the website of the Ministry of Environment and Water.

**Forms:**

[Notification of environmental assessment under Art.10, para.1 Plans, projects](https://iisda.government.bg/adm_services/service_sample_file/100597_155495%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/100597_155495%22%20%5Ct%20%22_blank)

[Notification of environmental assessment under Art.10, para.1 Investment proposal](https://iisda.government.bg/adm_services/service_sample_file/100597_155496%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/100597_155496%22%20%5Ct%20%22_blank)

**Payment:**

**No charge for the service**

**3036 Issue of an authorisation to use a water body for aquaculture and related activities**

**On the basis of:**

Act on Waters - Art. 46
Ordinance on the use of surface water - Art. 33

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 – 5 months

**Duration of the document/individual administrative act:**

Up to 20 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. A committee may be appointed to examine submitted objections or proposals and to decide thereon. In that case, the time limit for decision shall be extended by one month. The authorisation or the decision to refuse authorisation is sent in writing to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure.

**Restrictions and conditionalities:**

The service is provided only to legal entities and sole proprietors

**E-address where the service is provided:**

<http://www.moew.government.bg>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Documents for provision of the service:
• application form for issuance of authorisation and the attached documents shall be submitted in duplicate - one copy as an original is provided on paper and the other - as a full digital analogue - on electronic media;

Documents attached to the application:
• certified document for the fee paid for the issuance of the authorisation;
• an up-to-date diagram or map of the properties in which the activity will be carried out, certified by the relevant competent authority;
• project of the activity including: characteristics of the investment proposal, including justification of the requested limit for aquaculture production, in tonnes/year; description of the technological process for cultivation of the aquacultures referred to in the project; technical parameters and equipment of the facilities for use of the water body when floating (cages) and submersible facilities are used; justification of the necessary production and exploitation area;
• identification data (number, date of issue, period of validity) of the concession contract or rental agreement, lease, etc. - when using water bodies - public state property or public municipal property;
• the latest protocol of the commission for carrying out technical surveys under Art. 14, para. 1 of the Ordinance on the terms and conditions for technical and safe operation of dam walls and their facilities, as well as for control of their technical condition.

Requirements for the provision of service:
• coordinated opinion of the Fisheries and Aquaculture Executive Agency on areas for aquaculture in large dams - where the dam is not zoned;
• current document from the owner or an authorised person, who has been entrusted with the operation of the dam, certifying consent to carry out the activities;
• information about the existence or absence of obligations to the National Revenue Agency, the Customs Agency and the municipalities.

Procedure under which the service is provided:
To initiate a procedure for issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water. Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waters. If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued. Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months. Where non-compliance is not remedied within the two-month period the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant. Within 20 days after the expiry of the deadline for examination of the documents and if there are no grounds for refusal, a communication is prepared, which is sent to the mayor of the respective municipality for public announcement and published on the website of the Ministry of Environment and Water.

**Forms:**

[Application for issue of an authorisation for use a water body - aquaculture](https://iisda.government.bg/adm_services/service_sample_file/100617_155557%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/100617_155557%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

For issuing authorisations for use of water bodies under Annex No. 1 to Art. 13, item 1 of the Act on Waters, a fee of BGN 500. - Art. 8, para. 1, item 1, letter “a” of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **At the desk of an administrative service unit via bank card**
* **Via bank transfer**

**3037 Issue of an authorisation for discharge of wastewater into surface waters for the exploitation of existing sites, including sewerage systems of cities, urban and resort settlements**

**On the basis of:**

Act on Waters - Art. 46

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

2 – 5 months

**Duration of the document/individual administrative act:**

Up to 20 years

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Within 14 days of the announcement, the concerned persons may object to the granting of the authorisation and/or propose the conditions under which the authorisation should be granted, with a view to safeguard personal or public interests. Within 14 days of the expiry of the deadline for objections and proposals, the Minister of Environment and Water issues an authorisation. A committee may be appointed to examine submitted objections or proposals and to decide thereon. In that case, the time limit for decision shall be extended by one month. The authorisation or the decision to refuse authorisation is sent in writing to the applicant, to the relevant municipal administration, to the owner of the facilities, as well as to the interested persons involved in the authorisation granting procedure.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Water Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Documents for provision of the service:
• application form for issuance of authorisation and the attached documents shall be submitted in duplicate - one copy as an original is provided on paper and the other - as a full digital analogue - on electronic media.
Annexes under Art. 11, para. 3 of Ordinance No. 2 of 8 June 2011 on the issue of authorisations for discharge of waste water into water bodies and determination of individual emission limits of point sources of pollution:
• Certified document for paid fee for issuing the authorisation;
• Declaration of the circumstances under Art. 71, para. 2 of the Environmental Protection Act;
• A copy or only mention of the number of an existing (effective or provisionally enforceable, as well as with ongoing legal effect) administrative act issued under Chapter Six of Environmental Protection Act and/or under Art. 31 of the Biological Diversity Act, for approval, respectively coordination of the investment proposal for the implementation of which authorisation for use of the water body is requested (including a letter from the competent authority regarding the applicable procedure under Chapter Six of the Environmental Protection Act and/or under Art. 31 of the Biological Diversity Act);
• an up-to-date diagram or map of the properties in which the activity will be carried out, certified by the relevant competent authority;
• Opinion of the owner of the water body on the study of the impact on the water body of the quantity of waste water and/or rainwater for the purpose of protection against the harmful effects of water.
Annexes under Art. 11, para. 4 of Ordinance No. 2 of 8 June 2011 on the issue of authorisations for discharge of waste water into water bodies and determination of individual emission limits of point sources of pollution:
• Map material for the area in appropriate scale with:
(A) the boundaries of the site from the activity of which waste water is formed, and nearby settlements;
(B) the water body;
(C) the route of the waste collector after the site of the treatment plant and/or treatment facility to the site of discharge marked by geographical coordinates;
(D) the part of the existing sewerage network of the site - by type of streams and facilities, with indicated geographical coordinates of the place(s) of discharge into the water body;
(E) the site of the treatment plant and/or waste water treatment facilities;
(F) a proposal for places for monitoring, including locations for installation of measuring devices for the quantities of discharged waste water;
(G) the water abstraction facilities for drinking and domestic water supply in the area with the boundaries of the their safeguard zones, as well as safeguard zones around mineral water sources;
• Data on the type of sewerage network and its intended facilities;
• Data on wastewater treatment plant:
(A) quantity and composition of waste water at the inlet and outlet of the treatment plant;
(B) deadline for commencing, completion and commissioning of the treatment plant and/or treatment facilities;
(C) place(s) and method of discharge of waste water into the water body.
• Data on the maximum hourly, 24-h average and annual amount and composition of waste water, as well as the number of equivalent inhabitants
• Information on the production enterprises intended to be included in the urban sewerage network:
(A) owner or operator of the enterprise;
(B) activity and description of the technology;
(C) 24-h average and average annual water quantities released;
(D) type and technology of local treatment plant and/or local treatment facilities by individual streams;
(E) list of characteristic priority and other essential and specific substances and pollutants released into waste water;
(F) concentrations in waste water of priority and other essential and specific substances and pollutants at the inlet and outlet of the treatment plant and/or treatment facilities;
(G) characteristic pollutants in waste water - emission standards/levels, as well as the information required by Art.35, para. 4 of Ordinance No. 2 of 8 June 2011.
• Information on the reuse of part of treated waste water:
(A) availability of possibilities for reuse of treated waste water in compliance with the requirements of the Environmental Protection Act;
(B) objectives of reuse;
(C) maximum hourly, 24-h average and annual quantity of reused waste water.
Annexes under Art. 11, para. 7 of Ordinance No. 2 of 8 June 2011 on the issue of authorisations for discharge of waste water into water bodies and determination of individual emission limits of point sources of pollution:
• Information on the type of sewage system in place, including attached drawings, including, where applicable, data on overflows in mixed sewage systems, rainwater retaining tanks, emergency vents at sewage pumping stations and bypass connections at wastewater treatment plants and facilities;
• Copies of water abstraction authorisations and/or a contract for the provision of water by water and sewerage operator for water supply to the settlement;
• Design and actual data on the capacity of the treatment plant and/or treatment facilities (Qmax h, Qav daily, Qyearly and number of equivalent inhabitants), as well as parameters characterising the quality of water at the inlet and the outlet of the treatment plant and/or treatment facilities;
• Flow diagram for wastewater treatment by streams, incl. reduction of indicators in the different stages of treatment;
• Amount and type of waste, including sludge generated by the treatment process, method of treatment provided, incl. recovery or disposal
• Information on unconstructed/non-commissioned treatment facilities from the design flow diagram of the wastewater treatment plant with specified deadlines for their construction/commissioning;
• Data and results from the monitoring of the quantity and quality of discharged wastewater with indicated locations and type of measuring devices;
• Programme with planned activities and deadlines for reducing the pollution of discharged wastewater and bringing the activity of the site in compliance with the regulatory requirements in the field of water, objectives and deadlines set in the respective river basin management plan.
Requirements for the provision of service:
• current document from the owner or an authorised person, who has been entrusted with the operation of the dam, certifying consent to carry out the activities;
• information about the existence or absence of obligations to the National Revenue Agency, the Customs Agency and the municipalities.
Procedure under which the service is provided:
To initiate a procedure for issuing an authorisation, applicants shall submit an application form approved by the Minister of Environment and Water and published on the website of the Ministry of Environment and Water. Within 20 days, the application should be examined as to whether it contains the required information and attachments in compliance with the provided template form and whether the content of the attached documents meets the requirements of the Act on Waters. If the application meets the requirements of the Act on Waters, a written assessment is prepared which forms an integral part of the documentation on the basis of which the authorisation or the refusal to grant the authorisation is issued. Where the requirements of the Act on Waters are not met, the applicant shall be informed to remedy the non-compliance within two months. Where non-compliance is not remedied within the two-month period the documents shall not be examined and no procedure shall be initiated and this shall be notified in writing to the applicant. Within 20 days after the expiry of the deadline for examination of the documents and if there are no grounds for refusal, a communication is prepared, which is sent to the mayor of the respective municipality for public announcement and published on the website of the Ministry of Environment and Water.

**Forms:**

[Application for use of a water body for discharge during operation](https://iisda.government.bg/adm_services/service_sample_file/100619_155593%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/100619_155593%22%20%5Ct%20%22_blank)

**Payment:**

**A fixed fee of BGN 500 is paid for the service.**

For issuing authorisations for use of water bodies under Annex No. 1 to Art. 13, item 1 of the Act on Waters, a fee of BGN 500. - Art. 8, para. 1, item 1, letter “a” of the Tariff of the fees collected within the system of the Ministry of Environment and Water.

The service may be paid in one of the following methods:

* **At the desk of an administrative service unit via bank card**
* **Via bank transfer**

**3038 Issue of an opinion on the coordination of projects for re-cultivation of ash ponds, as well as dumping sites and other landfills within the meaning of the Waste Management Act**

**On the basis of:**

Act on Soils - Art. 23

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

30 days

**Duration of the document/individual administrative act:**

Indefinite period

**Body to which an individual administrative act is appealed:**

Administrative Court

**E-address where the service is provided:**

<https://www.moew.government.bg>

**E-mail address for suggestions:**

edno\_gishe@moew.government.bg

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Waste Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Procedure**

Persons shall submit a request for an opinion including:
Contact person, telephone, fax, e-mail;
Document on the legal status of a foreign person issued in accordance with the national legislation of the applicant, up to three months before the submission of the application/where applicable;
Work project for re-cultivation;
Documents of design competency;
Diagram of the property(s) on which the re-cultivation will take place;
Act of ownership of the property(s) on which the re-cultivation will take place;
Building permit where necessary;
Other documents required by the Preservation of Agricultural Lands Act and the Spatial Development Act and their regulations.
Other documents required by the funding body - Operational Programme Environment, Enterprise for Management of Environmental Protection Activities, etc.

**Payment:**

**A fixed fee of BGN 95 is paid for the service.**

For issuing an opinion on the coordination of projects for re-cultivation of ash ponds, as well as dumping sites and other landfills within the meaning of the Waste Management Act, a fee of BGN 95 shall be paid pursuant to Decree of the Council of Ministers No. 136/2019, Art. 27

The service may be paid in one of the following methods:

* **At the desk of an administrative service unit in cash**
* **At the desk of an administrative service unit via bank card**
* **Via bank transfer**

**2 Provision of access to public information**

**On the basis of:**

Access to Public Information Act - Art. 3

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

14 business days

**Body to which an individual administrative act is appealed:**

Supreme Administrative Court

**Procedure, including time limits for appealing the actions of the authority providing the service:**

The administrative act is subject to appeal within 14 days of its notification under the procedure of the Administrative Procedure Code before the Administrative Court at the permanent address or registered office of the addressee(s) specified in the act. Where the said addressee has a permanent address or registered office abroad - Administrative Court-Sofia.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

http://www.moew.government.bg/

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Legal Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, Area dialling
code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Access to Public Information Act - procedure for providing information**

Entry of application

Request for a statement from the competent directorate

Provision of information/refusal

**Payment:**

**A fixed fee of BGN 3.25 is paid for the service.**

 MINISTRY OF FINANCE

ORDER No. ZMF-1472
of 29 November 2011, prom. State Gazette, issue 98 of 13 December 2011.

Pursuant to Art. 115 of the Constitution of the Republic of Bulgaria and Art. 20, para. 2 of the Access to Public Information Act, hereby I order:

I. I determine the following cost regulations for the provision of public information under the Access to Public Information Act according to the type of media:

1. floppy disk – 1 piece – BGN 0.50;

2. CD – 1 piece – BGN 0.50;

3. DVD – 1 piece – BGN 0.60;

4. printout – 1 page (A4) - BGN 0.12;

5. photocopy – 1 page (A4) - BGN 0.09;

6. fax – 1 page (A4) - BGN 0.60;

7. video cassette - 1 piece – BGN 3.25;

8. audio cassette - 1 piece – BGN 1.15;

9. written reference – 1 page (A4) - BGN 1.59

II. The amounts under item I do not include VAT.

III. Hereby, I revoke Order No. 10 of the Minister of Finance of 10 January 2001. (SG, issue 7 of 2001).  and cancel payment of provision of information by email!

IV. This Order
 shall enter into force on 1 January 2012.

Minister: S.
Dyankov

The service may be paid in one of the following methods:

* **Via bank transfer**
* **At the desk of an administrative service unit in cash**
* **At the desk of an administrative service unit via bank card**
* **Electronically**

**2133 Issue of certificate of occupational service (PS 3)**

**On the basis of:**

Code on Social Insurance - Art. 5
Ordinance on Pensions and Insurance Length of Service - Art. 40

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

14

**Duration of the document/individual administrative act:**

Indefinite period

**Procedure, including time limits for appealing the actions of the authority providing the service:**

Period of provision, according to Art. 5, para. 7 of the Code on Social Insurance - the insurer is obliged to issue documents free of charge on the length of service and the social insurance income within 14 days, as well as to certify related facts and circumstances at the request of:

- the insured person or their representative - for periods prior to 1 January 2000;

- officials under Art. 40, para. 3, Art. 54g, para. 1 and Art. 98, para. 1

**Restrictions and conditionalities:**

The service is intended for employees who have already terminated their official or employment relationship.

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

http://www.moew.government.bg/

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Financial Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, Area dialling
code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Economic Activity and Human Resources Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, Area dialling
code: 02
Contact phone: 940 6501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Issue of certificate of occupational service PS-3**

Review of documents and issue of PS 3.

**Certificate of occupational service (PS-3)**

Occupational service for employees with already terminated official or employment relationship. This is established on the basis of data provided periodically by the insurer to the NRA or with an employment, business and social security book, and with a document according to a validated template (PS-3) issued by the insurer.  The certificate of occupational service certifies the duration of the occupational service. The result is a total amount calculated in years, months, days and hours in the completed PS-3 form.

**Forms:**

[Application for issue of PS-2 and PS-3](https://iisda.government.bg/adm_services/service_sample_file/40530_157361%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40530_157361%22%20%5Ct%20%22_blank)

**Payment:**

**No charge for the service**

**2134 Issue of certificate of occupational service (PS 2)**

**On the basis of:**

Code on Social Insurance - Art. 5
Ordinance on Pensions and Insurance Length of Service - Art. 40

**Individual administrative act issuing authority:**

Minister of Environment and Water

**Time limit for provision:**

Up to 14 days

**Duration of the document/individual administrative act:**

Indefinite period

**Restrictions and conditionalities:**

Pursuant to Art. 5, para. 7 of the Code on Social Insurance, the insurer is obliged to issue documents free of charge on the length of service and the social insurance income, as well as to certify related facts and circumstances at the request of:

- the insured person or their representative - for periods prior to 1 January 2000;

- officials under Art. 40, para. 3, Art. 54g, para. 1 and Art. 98, para. 1

**E-address where the service is provided:**

<http://www.moew.government.bg/>

**E-mail address for suggestions:**

http://www.moew.government.bg/

**Administrative units:**

**Administrative units to which documents are lodged and information on the progress of the case file is obtained:**
**Financial Management Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, Area dialling
code: 02
Contact phone: 9406501
E-mail address: edno\_gishe@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Administrative Service and Office Directorate**

Address: District of Sofia (capital), Municipality of Sofia, Sofia, 22 Knyaginya Maria Luiza Blvd., Postal code: 1000
Area dialling code: 02
Contact phone: 02/940 6501
E-mail address: svetlakoeva@moew.government.bg
Business hours: Standard business hours: 09:00 AM - 05:30 PM, Business hours: 09:00 AM - 05:30 PM

**Requirements, procedures, instructions:**

**Issuance of a PS-2 certificate**

Review of documents and issuing of a certificate.

**Forms:**

[Application for issue of PS-2 and PS-3](https://iisda.government.bg/adm_services/service_sample_file/40610_157551%22%20%5Ct%20%22_blank)

[Download](https://iisda.government.bg/adm_services/service_sample_file/40610_157551%22%20%5Ct%20%22_blank)

**Payment:**

**No charge for the service**