



# GOMBE STATE MINISTRY OF ENVIRONMENT AND FORESTRY

## PROCEDURE FOR OBTAINING A TREE FELLING PERMIT IN GOMBE STATE

### Guiding Laws & Regulations

In accordance with the provisions of the **Gombe State Environmental Sanitation and Protection Agency Law, 2005** (as amended), individuals and organizations seeking to obtain a tree felling permit in Gombe State are required to follow the established application process. This process aims to regulate deforestation and promote sustainable forestry practices in the state.

### **STEP 1: Start Your Application by Obtaining an Application Form**

- Visit the Gombe State Ministry of Environment and Forestry office at Government House Complex, Gombe, to obtain the application form.

### **STEP 2: Prepare All Relevant Documents**

Applicants must provide the following documents:

- a. Land Ownership Proof: Certified copy of the Certificate of Occupancy (C of O) or land title document.
- b. Location Sketch: A site map or GPS coordinates of the tree location prepared by a registered surveyor.
- c. Environmental Impact Statement: A brief report highlighting the impact of the proposed tree felling on the environment.
- d. Affidavit of Purpose: A sworn affidavit stating the purpose of tree felling (e.g., commercial use, personal use).

- e. Approval from Community Leaders: Endorsement or approval letter from the local community head or ward leader where the trees are located.
- f. Tax Clearance Certificate: A valid tax clearance certificate from the Gombe State Internal Revenue Service.

### **STEP 3: Pay Applicable Fees**

- Payment of applicable fees can be made via:
  - Gombe State TSA Payment Portal: [www.irs.gm.gov.ng](http://www.irs.gm.gov.ng)
  - Any recognised bank in Gombe State using the TSA Online payment platform via Pay a biller ([remita.net](http://remita.net)).
  - At the Ministry of Environment and Forestry office via POS or bank draft.
- Keep the payment receipt as proof of payment.

### **STEP 4: Submit Completed Application**

- Submit the completed application form, supporting documents, and proof of payment at the Ministry's Customer Service Desk **[Insert address]**.
- Upon submission, applicants will receive:
  - A Reference Number for their application.
  - An Acknowledgement Letter within 5 working days.

### **STEP 5: Site Inspection & Review**

- Officials from the Ministry will conduct a site inspection within 7 working days to verify the details provided and assess the environmental impact.
- Applicants will be notified of the inspection date via SMS or email.

### **STEP 6: Permit Approval**

- Applications will be processed within 14 working days after the site inspection.
- Approved applicants will receive their Tree Felling Permit via email or physical collection at the Ministry office.

### **Contact Information**

For further inquiries, complaints, or support, please contact:

- Gombe State Ministry of Environment and Forestry

- Address: Old Mile-3, Ministry of Information & Culture Complex, Gombe, Gombe State
- Phone: 08039747449
- Email: gsmoenv@gmail.com
- Office Hours: Monday to Friday, 8:00 AM – 4:00 PM.

#### Fee structure

| Service Type                          | Fee (₦)    | Description  |
|---------------------------------------|------------|--|
| Application Processing Fee            | 2,000      | Covers the cost of processing the tree felling permit application.                   |
| Inspection Fee                        | 3,000      | For site inspection by forestry officials to assess the trees intended for felling.  |
| Permit Issuance Fee                   | 5,000      | Fee for the issuance of the tree felling permit.                                     |
| Replanting Contribution               | 1,000/tree | A fee per tree felled to support reforestation efforts in the state.                 |
| Penalty for Unauthorized Tree Felling | 10,000     | Applied to cases where tree felling begins without prior approval from the Ministry. |

Signed:  
 Permanent Secretary  
 MINISTRY OF ENVIRONMENT AND FORESTRY  
 December 1, 2023