



Instructions for completing the application for the preliminary environmental impact assessment procedure, i.e. SPOT portal preliminary procedure





Paper history

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1. INTRODUCTION

In January 2020, a new procedure for submitting an electronic application for the so-called preliminary procedure was launched on the SPOT Slovenian Business Point portal.

Legal framework:

[Environmental Protection Act \(Official Gazette of the Republic of Slovenia \[Uradni list RS\], Nos 39/06-ZVO-1-UPB1, 49/09-ZMetD, 66/06-Constitutional Court Decision, 33/07-ZPNačrt, 57/08-ZFO-1A, 70/08, 108/09, 48/12, 57/12, 92/13, 56/15, 102/15, 30/16, 61/17-GZ, 21/18-ZNOrg and 84/18-ZIURKOE\)](#)

[Decree on activities affecting the environment that require an environmental impact assessment \(Official Gazette of the Republic of Slovenia \[Uradni list RS\], Nos 51/14, 57/15 and 26/17\)](#)

The procedure is intended for domestic business entities.

2. Instructions for completing the application for the preliminary environmental impact assessment procedure

2.1. Login to the SPOT portal

Before starting to complete the application, you must first log in to the SPOT portal at the following address – <https://spot.gov.si/>.

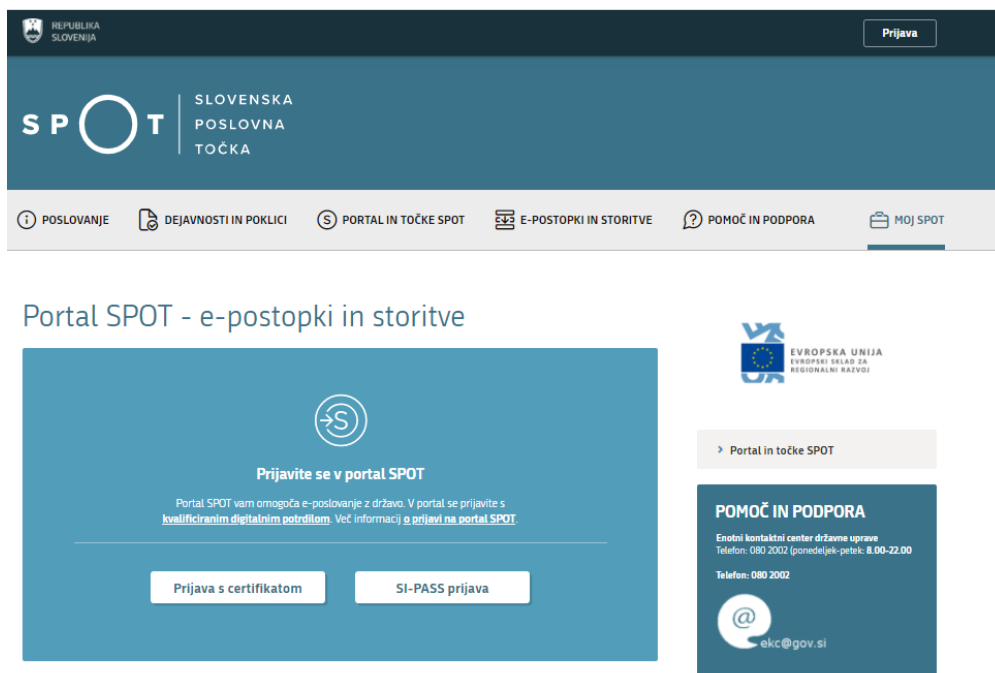


Figure 1: Login to the SPOT portal

You are advised to log in via the SI-PASS login, as this will soon become mandatory. Registration instructions are available [here](#).

2.2. Selection of company

After successful login to the SPOT portal, you need to select the business entity that is the subject of the application. If the entity is a sole trader, the tax ID number of the entity is entered in the box "Vpišite davčno številko s.p." [Enter the tax ID number of the sole trader]. For other business entities, the registration number of the business entity is entered in the box "Vpišite 10-mestno matično številko" [Enter 10-digit registration number]. The taxable person can also be selected by clicking on the tax ID numbers in the "Zadnja uspešna iskanja" [Last successful searches] or "Pooblastila" [Powers of attorney] tab. The portal user can only select the business entity for which he/she is registered as a responsible person in the PRS (Slovenian Business Register). If a user who is not the responsible person will be submitting applications, he/she must arrange for power of attorney. Instructions on the procedure of conferring power of attorney are available on this [webpage](#).

Delo s poslovnim subjektom

Postopke lahko opravljate za subjekte, pri katerih ste registrirani kot **odgovorna oseba** ali pa ste za delo s subjektom **pooblaščen**.

Vpišite davčno številko s.p.

ISČI

Že imate s.p.? Vaša davčna številka je

Vpišite 10-mestno matično številko

ISČI

Vpišite SPOT številko

ISČI

Zadnja uspešna iskanja

Pooblastila

	matična št. / davčna št. / SPOT št. reg.	poslovni subjekt / postopek
×	MŠ 7301065000	CSD Ljubljana
×	MŠ 5554195000	Podjetje
×	MŠ 5000823000	Podjetje

Figure 2: Business entity section

2.3. Selection of procedure

From the procedures available to the selected company in the MOPE category, select the procedure "Postopek predhodne presoje vplivov na okolje" [Preliminary Environmental Impact Assessment Procedures].

MOPE

- **Postopek predhodne presoje vplivov na okolje**

Portal omogoča oddati zahtevo za ugotovitev ali je za nameravani poseg v okolje potrebno izvesti presojo vplivov na okolje (predhodni postopek).

Figure 3: Selection of procedure

2.4. New application

Step 1: Applicant details

In the first step, you enter "Ime projekta" [Project title] and select the appropriate "Vrsta posega" [Type of works]. In the case of "Gradnja ali rušitev objekta" [Construction or demolition], the appropriate type of structure must be selected from the drop-down list. By entering a keyword, the list is narrowed down to hits that contain that word or phrase.

ZAHTEVA ZA ZAČETEK PREDHODNEGA POSTOPKA

Zahteva za ugotovitev ali je za nameravani poseg v okolje treba izvesti presojo vplivov na okolje (predhodni postopek).

Ime projekta oz. vrsta gradnje *

Vrsta posega

Gradnja ali rušitev objekta Vzdrževalna dela v javno korist

▼

- Avtoceste, hitre ceste in glavne ceste (daljinske ceste) 21111
- Cevovodi za odpadno vodo (kanalizacija) 22231
- Čistilne naprave 22232
- Daljinski (prenosni) elektroenergetski vodi 22140
- Daljinski (transportni) vodovodi 22121
- Daljinsko (hrbtenično) komunikacijsko omrežje 22130
- Druge gostinske stavbe za kratkotrajno nastanitev 12120
- Druge nestanovanjske kmetijske stavbe 12714
- Druge poslovne stavbe 12203

1-9/07

Figure 4: Details of the company that is the requesting party

This step further shows the company's (legal entity's) details ("Podatki o vlagatelju") extracted from the PRS (Slovenian Business Register – AJPES), and your personal data ("Kontaktne podatke osebe, ki izpolnjuje/oddaja vlogo") extracted from the SiPASS login control.

Podatki o vlagatelju

Nosilec nameravanega posega v okolje

Matična številka podjetja *

Naziv

Sedež

Pošta

Poštna št.

Odgovorna oseba

Ime in priimek

Jure Prošt

Figure 5: Details of the company that is the requesting party

Kontaktne podatke osebe, ki izpolnjuje/oddaja vlogo

Kontaktna oseba - ime

Jure ?

Kontaktna oseba - priimek

Prošt

Telefon

E-naslov

jure.prost22@gmail.com ?

- Sem zakoniti zastopnik podjetja (direktor, prokurist,...)
- Sem zaposlen v podjetju, za katerega oddajam vlogo
- Sem zastopnik/zaposleni v podjetju, ki ima pooblastilo

Figure 6: Applicant details

If you are an agent/a company employee who has power of attorney ("Podatki o podjetju, ki ima pooblastilo") to submit this application, you fill in the details of the company you work for and attach the power of attorney.

Podatki o podjetju, ki ima pooblastilo

Matična številka podjetja za poizvedbo na PRS

[Išči](#)

Naziv pooblaščenega podjetja

Naslov pooblaščenega podjetja

[Prebrskaj](#)

Priložite elektronsko kopijo pogodbe med nosilcem dovoljenja in pooblaščeno pravno osebo za izvajanje postopkov oddaje vloge.

Figure 7: Details of the company holding power of attorney

Step 2: Basic information

In the second section, you set out general information about the intended works.

If the project requires a building permit, you must select the appropriate description of the structure. By clicking on "Dodaj nov opis vrste objekta" [Add new description of the type of structure], a new bullet point is added, and by clicking on "Odstrani zapis" [Remove note], the corresponding note is removed.

1. Ali je za IZVEDBO projekta treba pridobiti gradbeno dovoljenje?

Da Ne Ne vem

Figure 8: Obtaining a building permit

If the intended scope is to be carried out under a concession contract ("Ali se nameravani poseg izvaja v okviru koncesijske pogodbe?"), information on "Naslov pogodbe" [Title of the contract], "Št. pogodbe" [Number of the contract], "Datum" [Date of the contract] and "Imena pogodbenih strank" [Names of the contracting parties] must also be entered.

2. Ali se nameravani poseg izvaja v okviru koncesijske pogodbe?

Da Ne

Naslov pogodbe

Št. Pogodbe

Datum

Imena pogodbenih strank

Figure 9: The intended works are carried out under a concession contract

In the event that the intended works are lined up for public funding approval ("Ali je nameravani poseg prijavljen za odobritev financiranja iz javnih sredstev?"), "Št. razpisa" [Number of the call for proposal for financing] and "Naziv razpisa" [Title of the call for proposal for financing] must be entered.

3. Ali je nameravani poseg prijavljen za odobritev financiranja iz javnih sredstev?

Da Ne

Št. Razpisa

Naziv razpisa

Figure 10: The intended works are lined up for public funding approval

If the works have been planned under a plan/programme adopted pursuant to the regulations on agriculture, fisheries, spatial planning, waters, forestry, energy, transport or environmental protection ("Ali je bila IZVEDBA posega načrtovana s planom/programom, ki je bil sprejet na podlagi predpisov o kmetijstvu, ribištvu, prostorskem načrtovanju, vodah, gozdarstvu, energetiki, prometu ali varstvu okolja?"), "Naziv plana/programa" [Title of the plan/programme], "Leto sprejema" [Year of adoption], "Naziv organa, ki je plan/program sprejel" [Name of the authority which adopted the plan/programme] and, if the plan/programme was published in an official gazette ("Plan/program je bil objavljen v uradnem glasilu"), the name of the official gazette in which the plan/programme was published. Several plans/programmes may be added ("Dodaj nov zapis").

4. Ali je bila IZVEDBA posega načrtovana s planom/programom, ki je bil sprejet na podlagi predpisov o kmetijstvu, ribištvu, prostorskem načrtovanju, vodah, gozdarstvu, energetiki, prometu ali varstvu okolja?

Da Ne Ne vem

Naziv plana/programa

Leto sprejema

Naziv organa, ki je plan/program sprejel

Plan/program je bil objavljen v uradnem glasilu.

Dodaj nov zapis

Figure 11: The works are planned by a plan/programme adopted pursuant to the regulations on agriculture, fisheries, spatial planning, waters, forestry, energy, transport or environmental protection.

In the case of a modification of works for which environmental consent has already been granted ("Ali gre za SPREMEMBO posega, za katerega je bilo že izdano okoljevarstveno soglasje?"), "Št. soglasja" [Consent number] must be entered.

5. Ali gre za SPREMEMBO posega, za katerega je bilo že izdano okoljevarstveno soglasje?

Da Ne

Št. soglasja

Figure 12: Modification of works for which environmental consent has already been granted

In case of a modification of works for which an environmental permit has already been issued while no environmental consent has been issued ("Ali gre za SPREMEMBO posega, za katerega je bilo že izdano okoljevarstveno dovoljenje, ni pa bilo izdano okoljevarstveno soglasje?"), "Št. dovoljenja" [Permit number] must be entered.

6. Ali gre za SPREMEMBO posega, za katerega je bilo že izdano okoljevarstveno dovoljenje, ni pa bilo izdano okoljevarstveno soglasje?

Da Ne

Št. dovoljenja

Figure 13: Modification of works for which an environmental permit has already been issued while no environmental consent has been granted.

In the case of a modification of works for which a building permit has been issued while no environmental consent has been issued ("Ali gre za SPREMEMBO posega, za katerega je bilo izdano gradbeno dovoljenje, ni pa bilo izdano okoljevarstveno soglasje?"), "Št. dovoljenja" [Permit number] and "Naziv organa" [Name of the authority] that issued the permit must be entered.

7. Ali gre za SPREMEMBO posega, za katerega je bilo izdano gradbeno dovoljenje, ni pa bilo izdano okoljevarstveno soglasje?

Da Ne

Figure 14: Modification of works for which a building permit has been issued while no environmental consent has been granted.

In the case where a permit other than a building permit (environmental permit or consent, design conditions, expert opinion) must be or has been obtained for the implementation of the intended works ("Ali je za IZVEDBO nameravanega posega treba pridobiti ali je pridobljeno katero drugo dovoljenje, razen gradbenega (okoljevarstveno dovoljenje ali soglasje, projektne pogoje, strokovno mnenje,...)"), "Vrsta dovoljenja" [Type of document], "Št. dovoljenja" [Number of issue], "Datum izdaje" [Date of issue] and "Izdajatelj" [Issuer] must be entered. You may also attach the documents obtained ("Prebrskaj"). You can enter more than one document.

8. Ali je za IZVEDBO nameravanega posega treba pridobiti ali je bilo pridobljeno katero drugo dovoljenje, razen gradbenega (okoljevarstveno dovoljenje ali soglasje, projektne pogoje, strokovno mnenje,...)?

Da Ne Ne vem



Vrsta dovoljenja

Št. dovoljenja

Datum izdaje

Izdajatelj

Prebrskaj

Zaradi hitrejšega reševanja zahtevka priložite že pridobljene dokumente pridobljene za izvedbo nameravanega posega.

+ Dodaj nov zapis

Figure 15: For the implementation of the intended works, a permit other than a building permit must be or has been obtained

In the case of a modification of works for which some other permit, consent, design conditions or expert opinion has been issued while no environmental consent has been issued ("Ali gre za SPREMEMBO posega, za katerega je bilo izdano katero drugo dovoljenje, soglasje, projektni pogoji ali strokovno mnenje, ni pa bilo izdano okoljevarstveno soglasje?"), "Št. dovoljenja" [Document number] and "Ime organa, ki je dovoljenje izdal" [Name of the authority that issued the permit] must be entered. You can add more than one note ("Dodaj nov zapis").

9. Ali gre za SPREMEMBO posega, za katerega je bilo izdano katero drugo dovoljenje, soglasje, projektni pogoji ali strokovno mnenje, ni pa bilo izdano okoljevarstveno soglasje?

Da Ne Ne vem ?

Št. Dovoljenja

Ime organa, ki je dovoljenje izdal

Prebrskaj Zaradi hitrejšega reševanja zahtevka priložite že pridobljene dokumente pridobljene za izvedbo nameravanega posega.

+ Dodaj nov zapis

Figure 16: Modification of works for which some other permit, consent, project conditions or expert opinion has been issued while no environmental consent has been issued.

Proceed to step: Description of the works.

Step 3: Description of the works

In the third section you describe the intended works affecting the environment.

"Namen in vsebina nameravanega posega v okolje" [Purpose and content of the intended works affecting the environment] is to be described in a meaningful way as free text, describing the characteristics of the works at the time of construction ("Opis značilnosti posega v času GRADNJE") and of the facility at the time of operation ("Opis značilnosti posega v času OBRATOVANJA"). Enter "Površina zemljišča, na katerem se bo poseg v okolje izvajal (ocena) v m²" [Surface area of the land on which the works will take place] and select "Obstoječa dejanska raba prostora" [Actual land use]. You may select more than one note ("Dodaj nov zapis").

II. OPIS NAMERAVANEGA POSEGA V OKOLJE

Smiselno se opiše celotni projekt, ne glede na to, koliko različnih vrst posegov, objektov, dejavnosti zajema, in glede na to v kateri fazi je projekt.

1. Namen in vsebina nameravanega posega v okolje

2. Opis značilnosti posega v času GRADNJE

3. Opis značilnosti posega v času OBRATOVANJA

4. Površina zemljišča, na katerem se bo poseg v okolje izvajal (ocena) v m².

Obstoječa dejanska raba prostora

Dodaj nov zapis

Figure 17: Description of the intended works affecting the environment

Then enter more detailed information about the intended works, such as "Tip/Namembnost objekta" [Type/purpose of the structure], "Okvirne dimenzije" [Approximate dimensions], "Proizvodnja/Dejavnost" [Production/activity] and "Moč/Zmogljivost" [Power/capacity]. You can enter more than one structure ("Dodaj nov zapis").

5. Podrobnejši podatki o nameravanem posegu

Tip / Namembnost objekta	Okvirne dimenzije
<input type="text"/>	<input type="text"/>
Proizvodnja / Dejavnost	Moč / Zmogljivost
<input type="text"/>	<input type="text"/>
<input type="button" value="Dodaj nov zapis"/>	

Figure 18: Details of the intended works

The process continues with the entry of data on the theoretical 24-hour production capacity ("Teoretična proizvodna zmogljivosti naprave v 24 h") and the actual 24-hour production capacity of the installation ("Dejanska proizvodna zmogljivost naprave").

6. Teoretična proizvodna zmogljivost naprave v 24 h.

Proizvodna zmogljivost naprave je največja možna količina vhodnih ali izhodnih snovi, kot so surovine, pomožna sredstva, izdelki ali polizdelki, ki v 24 urah na dan vstopajo v napravo ali izstopajo iz nje, če je ta zmožna obratovati na ta način. Lahko je opredeljena tudi posredno, in sicer s parametri, kot so prostornina, površina ali dimenzije naprave ali njenih delov, uporabljena moč ali energija, število mest ali osebkov v objektih za rejo živali in podobno.

Pred posegom		Po posegu	
Naprava oz. tehnološka enota	<input type="text"/>	Naprava oz. tehnološka enota	<input type="text"/>
Zmogljivost / količina	<input type="text"/>	Zmogljivost / količina	<input type="text"/>
Enota	<input type="text"/>	Enota	<input type="text"/>

7. Dejanska proizvodna zmogljivost naprave.

Navedi je treba dejansko predvideno proizvodno zmogljivost naprave.

Pred posegom		Po posegu	
Naprava oz. tehnološka enota	<input type="text"/>	Naprava oz. tehnološka enota	<input type="text"/>
Zmogljivost / količina	<input type="text"/>	Zmogljivost / količina	<input type="text"/>
Enota	<input type="text"/>	Enota	<input type="text"/>

Figure 19: Theoretical and actual production capacity of the installation in 24 hours

If the intended works are not functionally and spatially correlated with the existing building(s) ("Ali se nameravani poseg (stavba) funkcionalno in prostorsko navezuje na obstoječo/-e stavbe?"), the selected option should be justified ("Odgovor utemeljite").

8. Ali se nameravani poseg (stavba) funkcionalno in prostorsko navezuje na obstoječo/-e stavbe?

Da Ne

Odgovor utemeljite

Figure 20: Functional and spatial correlation between the intended works and the existing building(s)

You also enter "Bruto tlorisna površina nameravanega posega (vsota)" [Gross surface area of the intended works] and "Bruto tlorisna površina obstoječe stavbe (vsota)" [Gross surface area of the existing building].

9. Bruto tlorisna površina nameravanega posega (vsota)

10. Bruto tlorisna površina obstoječe stavbe (vsota)

Figure 21: Gross surface area of the intended works and of the existing building

Enter an explanation in the event that the intended works are economically related to other environmental impacts ("Ali je nameravani poseg ekonomsko povezan z drugimi posegi v okolje?").

11. Ali je nameravani poseg ekonomsko povezan z drugimi posegi v okolje?

Da Ne

Odgovor utemeljite

Posegi v okolje so ekonomsko povezani, če je njihov nosilec ista oseba ali več oseb, ki so medsebojno povezane kot povezane družbe v skladu s predpisi, ki urejajo gospodarske družbe.

Figure 22: Economic relation with other works affecting the environment

Select whether the intended works are classified as civil engineering works for public infrastructure ("Ali se nameravani poseg uvršča med gradbeno inženirske objekte gospodarske javne infrastrukture?") and, if so, provide supporting evidence.

12. Ali se nameravani poseg uvršča med gradbeno inženirske objekte gospodarske javne infrastrukture?

Da Ne

13. V primeru, da se nameravani poseg uvršča med gradbeno inženirske objekte gospodarske javne infrastrukture, navedite ali se nameravani poseg navezuje na že izvedene posege v okolje iste vrste, ki so se začeli uporabljati pred več kot sedmimi leti in predložite dokazila (uporabno dovoljenje ipd.)?

Da Ne

Vrsta dovoljenja

Številka dovoljenja

Datum izdaje

Izdajatelj

Prebrskaj

Zaradi hitrejšega reševanja zahtevka priložite navedene dokumente

14. V kolikor se nameravani poseg uvršča med gradbene inženirske objekte gospodarske infrastrukture, ki so se začeli uporabljati pred manj, kot sedmimi leti, predložite podatek o dolžini obstoječega omrežja, mlajšega od sedem let

Figure 23: If the works are classified as public infrastructure civil engineering works, fill in the above boxes

Select the appropriate works category from the list ("Navedite, v katero kategorijo se po uredbi uvršča nameravani poseg"). You can add more than one note ("Dodaj poseg"); if the works cannot be classified as ones from the list, provide a relevant justification ("Opis posega, ki ga ni mogoče uvrstiti med posege iz priloge 1 PVO uredbe, ugotovitev ustrezno utemeljite").

15. Navedite, v katero kategorijo se po uredbi uvršča nameravani poseg.

V spustnem seznamu izberi vrsto posega iz Priloge 1 uredbe. Poseg lahko zapade pod več točk Priloge 1 uredbe, zato z gumbom "Dodaj poseg" lahko dodate dodatne vrstice v seznam.

Vpišite ključno besedo in iz seznama izberite ustrezno kategorijo posega.



Dodaj poseg

Opis posega, ki ga ni mogoče uvrstiti med posege iz priloge 1 PVO uredbe, ugotovitev ustrezno utemeljite.

Prejšnji korak

Shrani

Naslednji korak

Korak 3 (od 9)

Figure 24: Category under the Decree

Continue with the step "Environmental impact of the works".

Step 4: Environmental impact of the works

In the fourth section you provide information on the potential environmental impacts of the intended works. It is not sufficient to simply tick YES/NO, and you should give a brief explanation. In the explanation, you indicate what type of impact is involved and whether it will be minor, major or non-existent, and the quantities, if they are known. Information for all types of impacts occurring during construction/implementation of the works and operation as well as after the completion of the works should be provided, taking into account cumulative impacts involving existing facilities on the site under consideration.

In the first point, you specify "Emisije onesnaževal v zrak – v času gradnje, v času obratovanja" [Emissions of air pollutants both during construction and operation], whereby you should describe the source of the air pollutants, their types and quantities, the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

1. Emisije onesnaževal v zrak

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 25: Air pollutant emissions

You further specify "Emisije toplogrednih plinov – v času gradnje, v času obratovanja" [Greenhouse gas emissions both during construction and operation], whereby you should describe the source of the greenhouse gases, their types and quantities, the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

2. Emisije toplogrednih plinov

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 26: Greenhouse gas emissions

With regard to "Emisije snovi v vode – v času gradnje, v času obratovanja" [Emissions of substances into water during construction and operation], a description should be given of the source of the waste water, the types and quantities of waste water (municipal, industrial, rain waste water), the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

3. Emisije snovi v vode

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 27: Emissions of substances into water

With regard to "Odlaganje/izpusti snovi v tla – v času gradnje, v času obratovanja" [Disposal/discharge of substances into the ground during construction and operation], a description should be given of the source of the emissions of substances into the ground, their types and quantities, the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

4. Odlaganje / izpusti snovi v tla

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 26: Disposal/discharges of substances into the ground

With regard to "Nastajanje odpadkov – v času gradnje, v času obratovanja" [Waste produced during construction and operation], a description should be given of the source of the waste, its types and quantities, the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects (waste management practices) and so forth.

5. Nastajanje odpadkov

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 28: Waste generation

In the case of "Hrup" [Noise], a description of the level of noise protection for the areas affected by the proposed development, with an explanation and information on the land use, the building typology and settlement pattern features of the area. Indication of all noise sources or origins (e.g. type and number of construction machinery and transport vehicles used by type of vehicle, etc.), indication of the distance of the nearest premises protected from the noise sources, the nature and type of impact, such as a description of the construction (e.g. conventional or prefabricated construction, any extensive earthworks, demolition, mining, piling, etc.) and a description of transport and construction routes, duration of construction (including e.g. construction phasing, scheduling), a description of measures to prevent or reduce significant adverse environmental impacts at the source (e.g. silencers, quieter asphalt), active protection measures (e.g. noise barriers, screens, embankments) and passive noise protection measures. Also an indication of the operating regime of the site and any siting, geographical or topographical features of the site relevant to the propagation of noise in the environment both during construction and operation.

6. Hrup

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 29: Noise

With regard to "Radioaktivno sevanje – v času gradnje, v času obratovanja" [Radioactive radiation during construction and operation], a description should be given of the origin of the radioactive radiation, the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

7. Radioaktivno sevanje

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 30: Radioactive radiation

With regard to "Elektromagnetno sevanje – v času gradnje, v času obratovanja" [Electromagnetic radiation during construction and operation], a description should be given of the source of the electromagnetic radiation, the nature and type of the impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

8. Elektromagnetno sevanje

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 31: Electromagnetic radiation

With regard to "Sevanje svetlobe v okolico – v času gradnje, v času obratovanja" [Light spillage into the surroundings during construction and operation], a specification should be provided of all sources of radiation, the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

9. Sevanje svetlobe v okolico

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 32: Light spillage into surroundings

In the case of "Segrevanje ozračja/vode – v času gradnje, v času obratovanja" [Atmospheric/water heating during construction and operation], a specification should be provided of all sources of heat emission into air or water, the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

10. Segrevanje ozračja/vode

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 33: Atmospheric/water heating

With regard to "Smrad – v času gradnje, v času obratovanja" [Odour during construction and operation], a specification should be provided of all sources of odour emission, the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

11. Smrad

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 34: Odour

With regard to "Vidna izpostavljenost" [Visual exposure], an explanation should be given as to whether the facility will be visibly exposed during construction and operation with an indication of the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures intended to prevent or reduce significant adverse environmental effects and so forth.

12. Vidna izpostavljenost

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 35: Visible exposure

With regard to "Vibracije – v času gradnje, v času obratovanja" [Vibration during both construction and operation], a description should be given of the source of vibration (type and number of earthmoving, compaction and topsoiling machinery, transport equipment, vibrators) with an indication of the distance of the nearest facilities from the source(s) of vibration with particular attention to sensitive facilities (e.g. cultural heritage protection facilities, older facilities, inhabited buildings, laboratories), the geological conditions (e.g. soil structure and impact in terms of slipping in landslide-prone areas), the nature and type of impact (e.g. demolition, mining, consolidation, foundations, anchoring, drilling), the duration or frequency of vibration, the magnitude of the impact of vibration, the measures intended to prevent or reduce significant adverse environmental effects (e.g. operating regime, limitation of works, initial inventory of the damage to facilities and monitoring of vibration) and so forth.

13. Vibracije

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 36: Vibration

With regard to "Sprememba rabe tal" [Land use change], an explanation should be given as to whether the works will result in a change in land use – land use before/after the completion of the works.

14. Sprememba rabe tal

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 37: Land-use change

With regard to "Sprememba vegetacije" [Changes in vegetation], an explanation should be given as to whether the intended works will affect vegetation and, if so, how it will be affected during construction and operation.

15. Sprememba vegetacije

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 38: Change in vegetation

With regard to "Eksplozije – v času gradnje, v času obratovanja" [Explosions during construction and operation], the source of the explosions should be specified or an explanation provided as to whether the works will require explosions or mining with an indication of the nature and type of impact (e.g. direct, indirect, cumulative, synergistic, temporary, permanent, positive or negative), the duration or frequency of the impact and its consequences as well as its reversibility, the magnitude of the impact, the measures to prevent or reduce significant adverse environmental effects and so forth.

16. Eksplozije

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 39: Explosions

In the case of "Fizična sprememba/preoblikovanje površine" [Physical alteration/reshaping of the surface], an explanation should be provided as to whether the works will result in physical alteration/reshaping of the surface during both construction and operation.

17. Fizična sprememba/ preoblikovanje površine

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 40: Physical alteration/reshaping of the surface

With regard to "Raba vode – v času gradnje, v času obratovanja" [Impact of water use during both construction and operation], the following information should be provided: whether water will be used for carrying out the works, the source of the water and the quantities envisaged.

18. Raba vode

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 41: Water use

With regard to "Drugo – v času gradnje, v času obratovanja" [Other impacts during construction and operation], the following information should be provided: whether the area of the intended works affects any of the statutory protection areas, such as nature protection areas (Natura 2000, protected areas, valuable natural features, ecologically important areas), areas at risk (flood, erosion, landslides), water protection areas, cultural heritage protection areas or other statutory protection areas.

19. Drugo

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 42: Other

With regard to "Tveganje povzročitve večjih nesreč po predpisih, ki urejajo varstvo okolja, in naravnih nesreč, tudi tistih ki so v skladu z znanstvenimi spoznanji lahko posledica podnebnih sprememb" [Risk of major accidents pursuant to environmental protection and natural disasters regulations, including those which, according to scientific knowledge, may be caused by climate change], it should be described whether the intended works constitute such a source of risk during construction and operation.

20. Tveganje povzročitve večjih nesreč po predpisih, ki urejajo varstvo okolja, in naravnih nesreč, tudi tistih, ki so v skladu z znanstvenimi spoznanji lahko posledica podnebnih sprememb

V času gradnje

Da Ne

V času obratovanja

Da Ne

Figure 43: The risk of major accidents pursuant to environmental protection and natural disasters regulations, including those which, according to scientific knowledge, may be caused by climate change

Continue with the step "Area and position of the facility".

Step 5: Environmental impact of the works

In the fifth section, you describe the area and position of the intended works.

First, select "Občina" [Municipality] in which the works will take place. You can select up to four municipalities. Then enter "Naslov nameravanega posega, če je znan" [Address where the works will take place], "Geografski opis lege v prostoru" [Geographical description of its position in the landscape] and "Opis stanja okolja in temeljne značilnosti lokacije" [Description of the environmental status and the main characteristics of the location]. Provide information whether the area of the intended works is located in or affects any statutory protection areas, such as nature protection areas (Natura 2000, protected areas, valuable natural features, ecologically important areas), areas at risk (flood, erosion, landslide, avalanche), water protection areas, cultural heritage protection areas or other statutory protection areas. Provide also information whether the intended works will take place in a degraded environment.

1. Občina oziroma občine nameravanega posega

Občina 1	▼	Občina 2	▼
Občina 3	▼	Občina 4	▼

2. Naslov nameravanega posega, če je znan

Ulica, hišna številka, poštna številka, pošta ▼

3. Geografski opis lege v prostoru

4. Opis stanja okolja in temeljne značilnosti lokacije

Figure 44: Area and position of the intended works

If the location map is part of the attached documentation ("Priložena je skica ali karta z označeno lokacijo nameravanega posega na pregledni karti v merilu A4 ali A3"), in point five select option "Ne" [No], otherwise option "Da" [Yes] should be selected and the sketch attached.

5. Priložena je skica ali karta z označeno lokacijo nameravanega posega na pregledni karti v merilu A4 ali A3.

Da Ne ?

Prebrskaj Priložite skico ali karto z označeno lokacijo namenjenega posega

Figure 45: Sketch or map indicating the location of the intended works

In the event that similar or identical works affecting the environment are already located/underway/planned within 1 km of the intended works ("Ali se v krogu 1 km od nameravanega posega že nahajajo/izvajajo/načrtujejo podobni ali istovrstni posegi v okolje?"), it is necessary to indicate which types of works are being carried out or planned within the 1 km radius.

6. Ali se v krogu 1 km od nameravanega posega že nahajajo/izvajajo/načrtujejo podobni ali istovrstni posegi v okolje?

Da Ne Ne vem

Figure 46: Works similar or of the same kind that impact the environment

Then tick which documentation giving details of the intended works is attached. If "Drugo" [Other] is selected, you have the option of adding a set of additional documents, for which you enter "Naziv dokumenta" [Title] and "Številka dokumenta" [Number of the document], "Datum izdaje" [Date of issue] and "Izdajatelj" [Issuer]. Finally, attach the complete documentation ("Prebrskaj").

7. Priložena je dokumentacija, iz katere so razvidni podrobnejši podatki o nameravane posegu:

- Skica z označeno lokacijo nameravanega posega najmanj v merilu 1:25.000
- Podatki o melioraciji
- Rudarski projekt
- Predlog rudarskega koncesijskega akta
- Študija različic s predlogom najustreznejše različice ali rešitve ali predlog državnega prostorskega načrta ali pobuda
- Drugo

Naziv dokumenta

Številka dokumenta

Datum izdaje

Izdajatelj

Dodaj sklop za opis dokumenta

Prebrskaj

Priložite dokumentacijo, iz katere so razvidni podrobnejši podatki o nameravane posegu.

Figure 47: Documentation

You can specify several "Katastrska občina in parcelne številke" [Cadastral municipalities and plot numbers], and finally add "Dodatne opombe oz. pripombe" [Notes or comments] to be taken into account when processing the application, as well as other additional documentation.

8. Katastrska občina in parcelne številke, če so znane

Katastrska občina

Številka parcele

Dodaj vrstico za vpis parcelne številke

9. Dodatne opombe oz. pripombe

Prebrskaj

Priložite dodatne dokumente za katere želite, da jih pristojni organ upošteva pri obravnavi zadeve.

Figure 48: Cadastral municipality, plot number and notes

Proceed to signing.

Step 6: Signing the application

In this step you will see a full read-out of the application. At the bottom of the read-out, you have the option to print the application ("Natisni"), return to the form to correct entered information ("Nazaj na obrazec") and proceed to signing ("Podpiši"). The signing process generates a folder (compressed ZIP folder) containing the signed PDF application, the signed XML and all the attached documents.

8. Katastrska občina in parcelne številke, če so znane

Katastrska občina / Številka parcele /

9. Dodatne opombe oz. pripombe /

Nazaj na obrazec Natisni Podpiši

Figure 49: Read-out/preview of the application

By clicking on the "Podpiši" [Sign] button, the portal redirects the user to "SiPASS", which allows cloud-based signing. By entering the SiPASS password, you sign the application.

SI-TRUST
SI-PASS
Storitev za spletno prijavo in e-podpis
Authentication and e-Signature Service

E-podpis dokumenta

Vnesite svoje geslo SI-PASS za e-podpis dokumenta

Vloga.xml ?

Vloga.pdf ?

Geslo

Nazaj Podpiši

Figure 50: Signing in SiPASS

If you notice that you have made some mistake, by clicking on the "Nazaj" [Back to form] button you can return to the form and correct the mistakes. You can also print the application before signing it.

The process continues to the payment of the fee.

Step 7: Payment of costs of procedure

The Payment of costs of procedure step displays the amount of the charge and payment details. As this is an electronic procedure, only the fee under tariff 3 is payable.

Upravna naloga	Postopek predhodne presoje vplivov na okolje - epostopek
Znesek	1 x 18,10 € 18,10 €
Za plačilo 18,10 €	
Podatki o plačilu UPN:	
Naziv prejemnika:	Agencija Republike Slovenije za okolje
Naslov prejemnika:	Vojkova cesta 1 B, Ljubljana, 1000 Ljubljana
IBAN:	SI56 0110 0100 0315 637
Koda namena:	COST
Namen:	2482878000/03-354-9-5/2019
Sklic/referenca:	11 25518-7111002-00435420

[Natisni UPN](#)

Figure 51: Read-out of the amount of the costs

The payment method is then selected.

- "Plačilo UPN in prilaganje potrdila o plačilu oziroma oprostivni plačila" [Payment by a universal payment order and attachment of the proof of payment]: this payment method allows you to print out the universal payment order and make the payment at your bank, but you must attach the proof of payment. If the payment cannot be made in a short time, click on the "Shrani in zapri" [Save and close] link to interrupt the process and resume it after the payment has been made. To proceed, you need proof of payment, which you can attach in image (JPEG, PNG, TIFF) or PDF format.
- The second payment method "Elektronsko plačilo" [Electronic payment] allows users to pay charges electronically via eUJP. eUJP supports card payments, mobile payments and online banking.

Izberite način plačila:

Plačilo UPN in prilaganje potrdila o plačilu oziroma oprostivni plačila

Elektronsko plačilo

[Prebrskaj](#) Izberite vašo datoteko

[Plačaj elektronsko](#)

Figure 52: Selection of payment method

To proceed with the payment, click on "Plačaj elektronsko" [Pay electronically].

The portal will direct you to the UJP e-payment service, which offers various forms of payment. Select the most suitable one and fill in the details. If you do not want an anonymous invoice, tick the box "Označite in izpolnite podatke, če želite prejeti račun, ki se bo glasil na vaše ime" [Tick and fill in the details if you want to receive an invoice in your name]. Then click on the "Nadaljaj" [Continue] button.

Once the payment has been made, the UJP system will display the invoice for you. Click "Zapri" [Close] to continue with the application process.

VSEBINA SPLETNEGA PLAČILA Navodila za plačevanje

Zap.	Šifra	Opis	Količina	EM	Cena brez DDV	% DDV	Vrednost brez DDV	
1	3	Tarifna številka 3	1,00	em	18,10 EUR	0,00	18,10 EUR	
Skupaj vrednost brez DDV							18,10 EUR	
Osnova za DDV							% DDV	Vrednost DDV
18,10 EUR							0,00	0,00 EUR
Skupaj DDV							0,00 EUR	
Skupaj za plačilo							18,10 EUR	

Figure 53: Payment to the UJP – read-out of individual items

PRIKAZ RAČUNA

Zap.	Šifra	Op. Opis	Količina	EM	Cena brez DDV	% DDV	Vrednost brez DDV
1	3	Tarifna številka 3	1,00	PCE	18,10 EUR	0,00	18,10 EUR

ZAPRI SHRANI IZVOZI V XML

Figure 54: Payment to the UJP – invoice read-out

Continue the process by submitting the application.

Step 8: Submission of application

V tem koraku lahko vlogo prenesete na svoj računalnik za lastno evidenco.

S klikom na gumb "Pošlji" bo vaša vloga posredovana pristojnemu organu v obravnavo.

! Z oddajo vloge vsebina vloge ne bo več dostopna in vloge ne bo več mogoče prenesti na vaš računalnik. Gumb "Pošlji" bo omogočen, ko vlogo prenesete ali potrdite, da je ne želite prenesti.

Prenesi

Ne želim prenesti vloge

Pošlji

Korak 8 (od 9)

Figure 55: Full application download and submission

Step 9: Conclusion

The portal submits the application to the competent authority for processing. The user is presented with the details of the submission and a link to "Namizje" [Desktop]. The user receives in his/her e-mail a notification that the application has been submitted.

Podatki o vlogi

Postopek predhodne presoje vplivov na okolje

Oznaka vloge: 2482878000/03-354-9-2/2021

Oddano 11. avgust 2021

Zadnja sprememba:	11.08.2021 14:08:20
Avtor zadnje spremembe:	Jure Prošt
Pristojni organ:	Agencija Republike Slovenije za okolje
Stroški postopka	18,10 €

Vaš komentar

To vlogo lahko poimenujete, oziroma ji dodate neko opisno identifikacijsko oznako, po kateri boste vlogo lažje našli v seznamu. Vsebinska tega polja bo prikazana na seznamu vlog na namizju.

Odstrani komentar

Shrani komentar

Kako naprej

Vaša vloga je bila elektronsko poslana pristojnemu organu. V naslednjih dneh bo vloga sprejeta in pregledana. Preko e-pošte boste prejeli obvestila ob vsaki spremembi statusa Vaše vloge. Podrobnosti Vaše vloge so na voljo na namizju.

Figure 56: Conclusion

a. Supplementing the application

If the application is not complete, the competent authority will ask you to supplement it. You can supplement your application electronically by selecting the application you wish to supplement from "Seznam vlog v postopkih" [List of pending applications] and selecting "Dopolni" [Supplement] in the "Delo z vlogo" [Application Section].

Seznam vlog v postopkih

SPOT številka	Postopek	Status	Datum	Datum brisanja vloge
2482878000/03-354-9-2/2021	Postopek predhodne presoje vplivov na okolje	Vloga je bila poslana na registrski organ.	11.08.2021	
5883547000/03-351-2-18/2021	Pridobitev dovoljenja za popolno, polovično ali delno zaporo prometne površine zaradi izvajanja del	Vloga je v delu in še ni bila poslana na registrski organ.	10.08.2021	

Figure 57: Company desktop – List of pending applications

Podatki o vlogi

Odgovorna oseba na vlogi: Uporabnik od doma

SPOT številka: 2482878000/03-354-9-2/2021

Postopek: Postopek predhodne presoje vplivov na okolje

Status vloge: Vloga je bila poslana na registrski organ.

[Zgodovina vloge](#)

Delo z vlogo

[Dopolni](#)[Prekliči](#)

Figure 58: Company desktop – Application details

The portal offers a specific form where the applicant has the option of describing missing information or adding missing attachments.

By clicking on the "Naprej" [Next] button, the portal displays a preview of the application and offers the signing and submission of the application.

Dopolnitev vloge

S pritiskom na gumb "Naprej" boste kreirali dopis za dopolnitev vloge, ki se bo posredoval pristojnemu organu. V kolikor želite lahko dopisu priložite priloge ali vaše opombe namenjene pristojnemu organu.

Vlagatelj lahko dopolni svojo vlogo ves čas med postopkom na prvi stopnji do vročitve odločbe in med postopkom na drugi stopnji do vročitve odločbe.

Podatki o vlogi, ki jo želim dopolniti:

Postopek predhodne presoje vplivov na okolje

Oznaka vloge: 2482878000/03-354-9-2/2021

Datum nastanka: 11. avgust 2021 • Oddano

Priloge

Pripnite ustrezna dokazila oz. priloge.

Prebrskaj Izberite vašo datoteko

Opomba

Vpišite kratko obrazložitev vaše dopolnitve zgoraj navedene vloge.

Dopis za dopolnitev vloge

Predogled dopisa v PDF obliki

[Nazaj na namizje](#)

Naprej

Figure 59: "Supplementing the application" form

b. Withdrawal of application

Before the application is decided on, the portal allows the applicant to withdraw the application. On the "Podatki o vlogi" [Application details] page, selecting the "Prekliči" [Cancel] button will start the withdrawal procedure.

Podatki o vlogi

Odgovorna oseba na vlogi : Uporabnik od doma

SPOT številka : 2482878000/03-354-9-2/2021

Postopek : Postopek predhodne presoje vplivov na okolje

Status vloge : Vloga je bila poslana na registrski organ.

Zgodovina vloge

Delo z vlogo

• Dopolni

• **Prekliči**

Figure 60: Company desktop – Application details

The portal offers a fully extracted application for withdrawal of the application, with all the necessary information.

By clicking on the "Naprej" [Next] button, the portal displays "Predogled" [Preview] of the application and offers the signing and submission of the application.

Umik vloge

S pritiskom na gumb "Naprej" boste kreirali dopis za umik vloge, ki se bo posredoval pristojnemu organu. V kolikor želite lahko dopisu priložite priloge ali vaše opombe namenjene pristojnemu organu.

Vlagatelj lahko delno ali v celoti umakne svojo vlogo ves čas med postopkom na prvi stopnji do vročitve odločbe, v času, ko teče pritožbeni rok, in med postopkom na drugi stopnji do vročitve odločbe.

Podatki o vlogi, ki jo želim umakniti:

Postopek predhodne presoje vplivov na okolje

Oznaka vloge: 2482878000/03-354-9-2/2021

Datum nastanka: 11. avgust 2021 • Oddano

Priloge

Pripnite ustrezna dokazila oz. priloge.

Prebrskaj

Izberite vašo datoteko

Dopis za umik vloge

Predogled

dopisa v PDF obliki

[Nazaj na namizje](#)

Naprej

Figure 61: Withdrawal of application

2.5. Tracking application status

Seznam vlog v postopkih

			Drisanja vloge
+ 2482878000/03-354-9-2/2021	Postopek predhodne presoje vplivov na okolje	Vloga je bila poslana na registrski organ.	11.08.2021
+ 5883547000/03-351-2-18/2021	Pridobitev dovoljenja za popolno, polovično ali delno zaporo prometne površine zaradi izvajanja del	Vloga je v delu in še ni bila poslana na registrski organ.	10.08.2021
+ 5883547000/03-319-1-24/2021	Prijava obratovalnega časa gostinjskega obrata	Vloga je v delu	10.08.2021

Delni seznam oddanih vlog

SPOT številka	Postopek	Status	Datum
+ 2256584000/03-184-1-105/2021	Vloga za registracijo poslovnega subjekta z dejavnostjo na področju medicinskih pripomočkov	Vloga je bila prekinjena s strani vlagatelja ali registrskega organa.	04.08.2021

Figure 62: Company desktop – List of pending applications and Partial list of submitted applications

Details of applications not submitted, submitted or under consideration can be found in "Seznam vlog v postopkih" [List of pending applications]. When an application is decided on, it is moved to "Delni seznam oddanih vlog" [Partial list of submitted applications].