

Regulations Submission Checklist

Attached is a _____ for the following regulations:

Deadlines and prioritization:

This submission **is rush priority** (attach department's DM request and approval, if granted)
 has a concrete deadline of _____
 is a routine approval

List of reference legislation/documents:

(You do not need to provide copies if available online.) List below any NS Bills, amendments to NS statutes not consolidated in the 1989 Revised Statutes, federal statutes, municipal by-laws or other laws, guidelines or documents that are relevant to this submission:

Checklist and what to include with submission:

I have:

- (a) reviewed the submission for form and authority (and signed, if an R&R)
- (b) ensured that all required executive orders and approvals are included (preferably unsigned)
- (c) deposited an electronic copy of the entire submission in WordPerfect together with any required graphics in the Regulations 'Drop Off' folder
- (d) used references only to regulations as printed in the original orders, not consolidations or versions published in the *Royal Gazette Part II*
- (e) checked all citations and cross-references
- (f) ensured that the regulations are in block format and in accordance with the *Style and Procedures Manual*

SOTs for submitted regulations:

If this submission is not primarily for the *Summary Offence Tickets Regulations*, check here if the submission requires a corresponding amendment to SOT schedules. Ensure the ministerial order for the SOT amendment is also included with the submission.

Previous review and approval:

This submission was previously approved by the Office of the Registrar of Regulations on _____ and I retrieved the electronic copy of the previously approved submission from the Registrar to make the changes for this submission.

	Dept. of Justice Solicitor/representative of regulation-making authority)
Sent in by: _____	Name: _____
Date: _____	Signature _____