

(24 March 2017 – to date)

## **NATIONAL WATER ACT 36 OF 1998**

*(Gazette No. 19182, Notice No. 1091. Refer to the Act for commencement dates)*

### **WATER USE LICENCE APPLICATION AND APPEALS REGULATIONS, 2017**

*Government Notice R267 in Government Gazette 40713 dated 24 March 2017. Commencement date:  
24 March 2017.*

The Minister of Water and Sanitation has, under section 26(1)(k) and 41(6) of the National Water Act, 1998 (Act No. 36 of 1998), as amended, made the Regulations in the Schedule.

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## CHAPTER 1

### 1. Definitions and Interpretation

1.1 In these Regulations, any other word or expression to which a meaning has been assigned in the Act shall have that meaning assigned to it in the Act, and unless the context requires otherwise –

- (a) **"applicant"** means a person or a representative of that person who makes an application for a water use licence in terms of the Act;
- (b) **"application"** means an application for a water use licence in terms of the Act;
- (c) **"cumulative impact" in** relation to a water use, means the impact of a water use that in itself may not be significant, but may become significant when added to an existing and potential impacts eventuating from similar or diverse water use activities or undertakings in the area;
- (d) **"days"** means calendar days, subject to sub-regulation 1(4) of this Regulations;
- (e) **"Environmental Management Plan"** means a plan contemplated in section 1 of the National Environmental Management Act, 1998 (Act 107 of 1998);
- (f) **"multiple water use licence application"** means a water use licence application with more than one water uses that are interlinked, provided the application belongs to one person and the water uses are exercised by that person;
- (g) **"Pre-application enquiry meeting"** means a process referred to in regulation 5;
- (h) **"prospecting"** has the meaning assigned to it in the Mineral and Petroleum Resources Development Act, 2002;

- (i) **"receipt"** means receipt on the date indicated –
  - (i) on a receipt form if the application or document was hand delivered or sent via registered mail;
  - (ii) in an automated or computer generated acknowledgment of receipt;
  - (iii) on an acknowledgement in writing from the responsible authority as the date of receipt if the application or document was sent via ordinary mail; or
  - (iv) on an automated or computer generated proof of transmission in the case of a facsimile message.
- (j) **"responsible authority"** means the responsible authority contemplated in section 1 of the Act;
- (k) **"sector"** include mining, industry, agriculture, forestry, infrastructure and local government developments;
- (l) **"state department"** means any department or administration in the national or provincial sphere of government exercising functions that involve the management of the environment;
- (m) **"the Act"** means the National Water Act, 1998 (Act No. 36 of 1998), as amended;
- (n) **"timeframes"** means the period within which a particular response, decision or other step in the process must be concluded in terms of these Regulations;
- (o) **"water use"** means water use as contemplated in section 21 of the Act; and
- (p) **"water use licence application technical report"** includes water use registration forms, public participation report, and specialist studies.

1.2 When a period of days must, in terms of these Regulations, be reckoned from or after a particular day, that period must be reckoned as from the start of the day following that particular day to the end of the last day of the period, but if the last day of the period falls on a Saturday, Sunday or public holiday, that period must be extended to the end of the next day which is not a Saturday, Sunday or public Holiday.

1.3 For any action contemplated in terms of these Regulations for which a timeframe is prescribed, the period of 15 December to 5 January must be excluded in the reckoning of days.

- 1.4 Where a prescribed timeframe is affected by public holiday, the timeframe must be extended by the number of days falling within that timeframe.

## **2. Purpose of Regulations**

The purpose of these Regulations is to prescribe the procedure and requirements for water use licence applications as contemplated in sections 41 of the Act; as well as an appeal in terms of section 41(6) of the Act.

### **APPLICATION FOR WATER USE LICENCE**

#### **3. Application for water use licence**

- (1) An applicant for a water use licence must make such an application to a responsible authority, as prescribed in these Regulations.
- (2) In the case where an application is made by a representative, such an application must be accompanied by a letter authorising a representative to act on behalf of that person.
- (3) A responsible authority must keep a register and copies of all –
  - (a) applications for water use licence made in terms of these Regulations; and
  - (b) decisions made in respect of water use licence applications.
- (4) Where a national electronic system is used for the recording of applications for water use authorisation, the responsible authority shall use such system to keep the records referred to in sub-regulation (3)(a) and (b).
- (5) When a national electronic system is used for the submission of applications for water use licence, such system must be used by all applicants.
- (6) The process of water use licence application, consideration and decision shall be undertaken within a period of 300 days of submitting such application.

#### **4. Application for integrated water use licence**

- (1) For a water use licence application contemplated in section 41(5)(a) of the Act, the applicant must submit a written proof of acceptance of an application for a permit or rights issued by the Department of Mineral Resources, within a period of 5 days from date of issuance of such letter.

- (2) The responsible authority shall only consider a water use licence application contemplated in sub-regulation (1), upon receipt of a letter contemplated in that sub-regulation, and any other relevant documents required in terms of these Regulations.

#### **5. Pre-application enquiry meeting**

- (1) The applicant must undertake a pre-application enquiry meeting with the responsible authority prior to submission of an application.
- (2) During the pre-application enquiry meeting contemplated in subregulation (1) the responsible authority must advise the applicant on the procedural requirements and required documents for a water use licence, the type of a water use licence required, the information required, and the technical report for the proposed water use licence.
- (3) The applicant can submit his or her application at any time after the pre-application enquiry meeting.

#### **6. Submission of the application**

- (1) An application contemplated in these Regulations must be made in accordance with the provisions of sections 40 and 41 of the Act.
- (2) Applications shall be submitted in the relevant form listed in Annexure B of these Regulations.
- (3) The application shall be accompanied by relevant documents of a particular water use application, as listed in Annexure B or any other such documents as may be required by the responsible authority during or after a meeting contemplated in regulation 5.
- (4) Upon receipt of an application, the responsible authority must issue the applicant with a receipt as proof of application.

#### **7. Multiple water use licence application**

- (1) If an applicant intends applying for a multiple water use licence within the same catchment area, the responsible authority may consolidate the water use applications into one.
- (2) If the responsible authority has consolidated an application in terms of sub-regulation (1), the responsible authority must apply the provisions of section 27 of the Act in respect of each water use applied for.

### **PROCESSING OF WATER USE LICENCE APPLICATION**

#### **8. Evaluation of application prior to acceptance**

Upon receipt of an application, the responsible authority must evaluate whether the application –

- (a) is properly completed and accompanied by relevant documents contemplated in Regulation 6(3); and
- (b) has taken into account any minimum information required for the application, and instructions or guidance provided by the responsible authority to the applicant.

#### **9. Compliance of an application with formal requirements**

- (1) The responsible authority must, in writing, and within 10 days of receipt of an application contemplated in regulations 6 –
  - (a) accept the application; or
  - (b) reject the application.
- (2) Rejection letter of an application contemplated in sub-regulation (1)(b) must provide adequate reasons for the rejection.
- (3) If the application is rejected as contemplated in sub-regulation (1)(b), the responsible authority will have no obligation to consider that application any further.

### **SITE INSPECTION MEETING AND SUBMISSION OF TECHNICAL REPORT ON WATER USE LICENCE APPLICATION**

#### **10. Site inspection**

- (1) Where an application necessitates a site inspection, the applicant must, within 5 days of receipt of an acceptance letter contemplated in regulation 9, confirm arrangements for site inspection with a case officer.
- (2) The site inspection can take the form of:
  - (a) a meeting between the applicant and the responsible authority; or
  - (b) a meeting between the applicant, the responsible authority and other relevant stakeholders.
- (3) Following the site inspection, the responsible authority shall inform the applicant, in writing, of the information required to compile a technical report for a water use licence application within 5 days of the site inspection.

- (4) The site inspection process must be concluded within a period of 30 days of acceptance of an application contemplated in regulation 9.
- (5) Failure by the applicant to confirm a date for site inspection and to make himself or herself available on agreed date will result in the responsible authority rejecting the application.

#### **11. Submission of technical report on water use licence application**

- (1) The applicant must, within a period of 105 days of the date of being informed of the required information for compilation of a technical report on water use licence application, as contemplated in regulation 10(3), submit such a report to the responsible authority, including any relevant specialists reports as set out in Annexure D.
- (2) Failure to submit the required water use licence application technical report within the stipulated timeframe will result in the rejection of the application.
- (3) Where the application is rejected under sub-regulation (2) the responsible authority must notify the applicant and any other interested and relevant institutions.

#### **12. Assessment of technical report on water use licence application**

- (1) The technical report on water use licence application shall be subjected to an evaluation to check whether it meets formal requirements of these Regulations
- (2) The responsible authority must, within 10 days of receipt of the technical report on water use licence application –
  - (a) accept the technical report on water use licence application, if the report meets the formal requirements of these Regulations; or
  - (b) reject the application in writing, if the report does not meet the formal requirements of these Regulations.
- (3) The written rejection contemplated in sub-regulation (2)(b) must state reasons thereof.
- (4) If the technical report on water use licence application meets the requirements of these Regulations the responsible authority shall proceed with the technical assessment which shall be finalized within 139 days.
- (5) The responsible authority may request written comments from relevant competent authorities or state departments before making a decision on water use licence applications.



- (6) The responsible authority may invite the applicant to present his or her specialist reports.

## **CONSIDERATION OF AND DECISION ON AN APPLICATION**

### **13. Consideration of and decision on a water use licence application**

A water use licence application shall be considered and finalized within 144 days from the date of acceptance of the technical report on water use licence, and in accordance with the processes stipulated in Annexure A.

### **14. Security by applicant**

- (1) The applicant who is required to provide a security in respect of a particular water use licence application must complete and submit to the responsible authority Annexure E.
- (2) The security is to specify coverage of individual items as well as the operation of the whole system.
- (3) The security shall be valid for a period of at least 5 years after water use licence activities have lapsed.

### **15. Surrender of water use entitlement to facilitate licence application**

The provisions of these Regulations are applicable to a water use licence application made as a result of the surrender contemplated in section 25(2) of the Act.

### **16. Application for renewal or amendment of water use licence**

- (1) The consideration for an application for renewal or amendment of a water use licence must be done in accordance with the provisions of sections 50 and 52 of the Act.
- (2) Any other amendment which is of such an extent that it will have the effect of a new licence shall be subjected to the procedure and timeframes stipulated in these Regulations.

## **PUBLIC PARTICIPATION**

### **17. Procedure for public participation**

- (1) A procedure for public participation must be conducted as contemplated in section 41(4) of the Act, as part of the water use licence application process.

- (2) Where a public participation process has already been undertaken through the Environment Impact Assessment processes or any other public consultation process, and that public participation process contains and covers all issues pertaining to water use activities, then that public participation process report may, subject to approval by the responsible authority, be submitted for the requirements of the water use licence application.
- (3) Notice of the application must be provided to interested and affected parties by:
  - (a) fixing a written notice board at a visible and accessible place to the public at the boundary or on the fence of:
    - (i) the site where the water use activity to which the application relates is or is to be undertaken; or
    - (ii) any alternative site mentioned in the application.
  - (b) giving written notice to:
    - (i) the owner or person in control of that land, if the applicant is not the owner or person in control of that land;
    - (ii) the occupiers of the site where the water use is or is to be undertaken or an alternative site where the water use is to be undertaken;
    - (iii) owners and occupiers of land adjacent to the site where the water use is or is to be undertaken or an alternative site where the water use is to be undertaken;
    - (iv) the municipal councillor of the ward in which the water use is or is to be undertaken or an alternative site where the water use is to be undertaken and any organization of ratepayers that represent the community in the area;
    - (v) any organ of state having jurisdiction in respect of any aspect of the water use activity,
    - (vi) any person who has submitted a valid land claim in respect of the area in which the water use activity will be conducted; or
    - (vii) any other interested and affected party as required by the responsible authority.
  - (c) placing an advertisement in –
    - (i) one local newspaper, or

- (ii) any official Gazette that is published specifically for the purpose of providing public notice of applications or other submissions made in terms of these regulations.
  
- (d) placing an advertisement in at least one provincial newspaper or national newspaper, if the water use has or may have an impact that extends beyond the boundaries of the metropolitan or local municipality in which it is undertaken; provided that this paragraph need not be complied with in an advertisement has been placed in an official Gazette referred to in sub-regulation (3)(c)(ii); and
  
- (e) using reasonable alternative methods, as agreed to by the responsible authority, in those instances where a person is desirous of but is unable to participate in the process due to –
  - (i) illiteracy, or
  
  - (ii) disability.
  
- (4) A notice, notice board or advertisement referred to in sub-regulation (3) must –
  - (a) give adequate details of the application which is subject to public participation; and
  
  - (b) state the following –
    - (i) that the application has been submitted to the responsible authority in terms of these Regulations as the case may be;
  
    - (ii) the nature and locality of the water uses to which the application refers;
  
    - (iii) the water uses;
  
    - (iv) where further information on the application or water uses may be obtained;
  
    - (v) the manner in which and the person to whom representations in respect of the application can be made;
  
    - (vi) a specified date, no more than 60 days after the last publication of a notice, before which written comments or objection may be lodged; and
  
    - (vii) an address to which written objections may be lodged.
  
- (5) A notice board referred to in sub-regulation (3) must, -
  - (a) be of a size at least 60 cm by 42 cm; and

- (b) display the required information in a font size of not less than 48.

**18. Register of interested and affected parties**

The applicant must open and maintain a register which contains the names and contact details and addresses of all persons referred to in regulation 17(3)(b), who took part in the public participation process, during the period the water use licence application was being considered and two years after the licence is granted.

**19. Public Participation Report**

- (1) The applicant must compile and submit a public participation report to the responsible authority containing the following –
  - (a) written comments or objections of interested and affected parties;
  - (b) records of meetings; and
  - (c) register of interested and affected parties as contemplated in regulation 18.
- (2) Where a person is desirous but unable to access written comments as contemplated in sub-regulation (1) due to –
  - (a) illiteracy; or
  - (b) disability,

reasonable alternative methods of recording comments must be provided for.

**GENERAL MATTERS**

**20. Offences**

- (1) A person is guilty of an offence, if that person –
  - (a) wilfully and knowingly provides an incorrect or misleading information in his or her application; or
  - (b) wilfully and knowingly omits information that may have an influence on the outcome of a decision of a responsible authority

- (2) A person found guilty in terms of these Regulations is liable to the penalties as contemplated in section 69(2) of the Act.

## **APPEALS**

### **21. Appeals arising out of the integrated water use licence applications**

- (1) An applicant or a person who objected to an application and who is aggrieved by a decision of the responsible authority on a water use licence application, arising out of the integrated process contemplated in section 41(5) of the Act may lodge an appeal to the Minister, as contemplated in Regulation 22.
- (2) Any appeal other than an appeal contemplated in sub-regulation (1) must be lodged and dealt with in accordance with section 148 of the Act.

### **22. Submission of appeal to Minister**

- (1) A person contemplated in regulation 21(1) must submit a notice of intention to appeal in accordance with Annexure F, to the Minister, within 30 days of becoming aware of the decision or of being provided with reasons for the decision.
- (2) The Minister, may, in writing, and on good cause shown, extend the period within which a notice of intention to appeal must be submitted.

### **23. Decision on appeal**

- (1) A decision on an appeal to the Minister in terms of these Regulations will be made without any appearance by the appellant before the Minister.
- (2) The Minister must, after receipt of appropriate information make and communicate a decision contemplated in sub-regulation (1) within 90 days of receiving the appeal.
- (3) A decision contemplated in sub-regulation (1) must be accompanied by the reasons thereof.

### **24. Short title and commencement**

These Regulations are called the Water Use Licence Application and Appeals Regulations, 2017, and take effect on the date of publication in the Gazette by the Minister.

## ANNEXURE A

Summary of timeframes for receiving and steps in processing of a water use licence application

Regulation	Steps in processing of water use licence applications	Maximum Days allocated	Cumulative days	Responsible
0	Pre-application enquiry	0	0	Applicant/ Responsible
1	Application submitted	1	1	Applicant
2	Responsible authority acknowledges receipt of the application	10	11	Responsible authority
3	Applicant confirms arrangements for site inspection with an allocated case officer	5	16	Applicant
4	Site inspection to confirm water uses, determine information requirements and the need for public participation	20	36	Responsible authority/Applicant
5.	Confirm requirements for water use licence application technical report based on site visit and meeting	5	41	Responsible Authority
6	Compilation, consultation and submission of water use licence application technical report by applicant	105	146	Applicant
7	Reject/Accept water use licence application technical report	10	156	Responsible authority
8	Assessment	139	295	Responsible authority/ Applicant
8	Decision and communication to applicant	5	300	Responsible authority

*(Note – Numbering as published in original Gazette)*

**ANNEXURE B**

Forms and reports to be completed in respect of particular water use application

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
1	<b>DW755</b>	Application for water use licence		<ul style="list-style-type: none"> <li>• Certified Copy of Identity Document (of the Representative and/or an Applicant),</li> <li>• Certified Copy of Business Registration Certificate (if applicant is a Company)</li> <li>• Certified Copy of Title Deeds Document and/or Permission to Occupy.</li> <li>• Certified Copy of Letter of Authority/Power of Attorney to sign on behalf of the Prospective Water User.</li> <li>• Proof of Payment of Water Licensing Fee,</li> <li>• Certified Copy of BBBEE certificate, Master Layout Plan (optional)</li> </ul>
1	<b>DW756/769</b>	<p><b>An Individual</b></p> <p>Allows "Individual" related water users to provide information about their contact details and Water Management Area of where their water use takes place.</p>		
2	<b>DW757/770</b>	<p><b>A Water Services Provider</b></p> <p>Allows "Water Services Provider" related water users to provide information about their contact details &amp; Water Management Area of where their water use takes place.</p>		
3	<b>DW758/771</b>	<b>A Company, Business or Partnership--National or</b>		

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
		<p><b>Provincial Government</b></p> <p>Allows "Company, Business or Partnership--National or Provincial Government" related water users to provide information about their contact details &amp; Water Management Area of where their water use takes place.</p>		
4	DW759/772	<p><b>Water Users Association--Including: Irrigation Boards, Subterranean Water Control Boards, Water Boards for Stock Watering, Settlement Boards, Water Conservation Boards</b></p> <p>Allows "Water Use Association-Including: Irrigation Boards, Subterranean Water Control Boards, Water Boards for Stock Watering, Settlement Boards, Water Conservation Boards" related water users to provide information about their contact details &amp; Water Management Area of where their water use takes place.</p>		
5	DW760/773	<p><b>Section 21(a) of the National Water Act: Taking water from a water resource</b></p> <p>This form allows the applicant to provide information about their water use in respect of;</p> <ul style="list-style-type: none"> <li>▪ Pumping of water from a dam or river, or from a borehole.</li> </ul>	<p>Relevant to sector:</p> <ul style="list-style-type: none"> <li>▪ Agriculture: Irrigation (form DW787)</li> <li>▪ Industrial (form DW788)</li> <li>▪ Mining (form DW788)</li> <li>▪ Power Generation (form DW788)</li> <li>▪ Water Supply Service</li> </ul>	<p>Submit with supporting appendices:</p> <ul style="list-style-type: none"> <li>• <b>Agriculture Business Plan</b> - if the purpose of taking of water from a water resource is for irrigation or animal production</li> <li>• <b>Aide Memoir</b> - if the purpose of <b>taking of water from a water resource</b> is to treat it in a water treatment works</li> <li>• <b>Integrated Water and Wastewater</b></li> </ul>



No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
			<p>(form DW789)</p> <p>If "Pump" is selected as a method of abstraction –</p> <ul style="list-style-type: none"> <li>▪ complete Form DW784)</li> </ul>	<p><b>Management Plan (IWWMP)</b> - if the purpose of <b>taking of water from a water resource</b> is for industry or mining use</p>
6	<b>DW762/774</b>	<p>Section 21(b) of the National Water Act: Storing water</p> <p>This form allows the applicant to provide information about their water use in respect of</p> <ul style="list-style-type: none"> <li>▪ Water that is stored in a dam, reservoir or other impoundment. The storage dam can be in a watercourse, or off channel. Commonly the stored water is from natural runoff or river water.</li> <li>▪ Weirs built on rivers may also store water, unless there is an outlet for drainage under low flow conditions.</li> <li>▪ These structures must comply with the Dam Safety Regulations.</li> </ul>	<p>Complete the following if the purpose of the dam is for:</p> <ul style="list-style-type: none"> <li>▪ Agriculture: Irrigation (complete form DW787)</li> <li>▪ Mining (form DW788)</li> <li>▪ Water Supply Service (form DW789)</li> </ul> <p>Complete form DW790 in the following two cases:</p> <ul style="list-style-type: none"> <li>▪ A proposed dam which has not yet been classified, or</li> <li>▪ An existing dam which will be enlarged by increasing the gross storage capacity, dam classification must</li> </ul>	<p>Submit with supporting appendices:</p> <ul style="list-style-type: none"> <li>• Water storage facility design report (Dam/Pollution control dam/Return water dam) together with;</li> <li>• <b>Agriculture Business Plan</b> – if the purpose of storing water is for irrigation or animal production</li> <li>• <b>Aide Memoir</b> - if the purpose of storing water is to treat for potable consumption in a water treatment works</li> <li>• <b>Integrated Water and Wastewater Management Plan (IWWMP)</b> - if the purpose of storing water is for industry or mining use;</li> </ul>

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
			<p>take place before the licence application. In these cases, complete only parts 1, 2, 3, and 4 of this form, and</p> <ul style="list-style-type: none"> <li>▪ Complete form DW793 (Dam Classification).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Power generation business plan</b> - if the purpose of storing water is for power generation;</li> </ul>
7	<b>DW763/775</b>	<p><b>Section 21(c) of the National Water Act: Impeding or diverting the flow of water in a watercourse</b></p> <p>This form allows the applicant to provide information about their water use in respect of</p> <ul style="list-style-type: none"> <li>▪ Impeding or diverting flow does not cause any loss in flow.</li> <li>▪ Impeding or diverting structures can fully or partially extend into a river, forcing the natural flow direction to be re-directed around the structure.</li> <li>▪ Impeding or diverting can be temporary, during construction of a road bridge for example. It can also be permanent, such as the building of a low water bridge across a river where the flow is permanently impeded as it moves under the bridge.</li> <li>▪ Gauging weirs are an example of impedance if</li> </ul>	<p>Also complete DW781/775: Supplementary Water Use Information Form for Section 21(c) and (i) Water Uses.</p>	<p>Submit the following "technical reports" with supporting appendices:</p> <ul style="list-style-type: none"> <li>• Wetland delineation report</li> </ul>

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
		<p>under low flow conditions there is no storage behind the weir. If there is water retained in the weir, then the water use is considered to be "storing water" and "impeding or diverting flow".</p>		
8	<b>DW764/776</b>	<p><b>Section 21(d) of the National Water Act: Engaging in a stream flow reduction activity</b></p> <p>This form allows the applicant to provide information about their water use in respect of</p> <ul style="list-style-type: none"> <li>▪ Commercial afforestation as is currently the only activity declared to be a stream flow reduction activity.</li> </ul>		<p>Submit the following "technical reports" with supporting appendices:</p> <p><b>Stream flow reduction activity business plan</b></p>
9.	<b>DW768/781</b>	<p><b>Section 21(i) of the National Water Act: Altering the bed, banks or characteristics of a watercourse</b></p> <p>This form allows the applicant to provide information about their water use in respect of</p> <ul style="list-style-type: none"> <li>▪ Physical changes that are made to a water course, for example to widen or straighten the channel of a river.</li> <li>▪ Alteration of the bed and banks is usually needed for construction and infrastructure development near or across a river. Sand mining is another</li> </ul>	<p>Also complete DW781/775: Supplementary Water Use Information Form for Section 21(c) and (i) Water Uses</p>	<p>Submit the following "technical reports" with supporting appendices:</p> <ul style="list-style-type: none"> <li>• Wetland delineation report</li> </ul>

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
		<p>common example of this water use.</p> <ul style="list-style-type: none"> <li>▪ Alteration of the course of a watercourse refers to the diversion of the water course. The river channel is usually reconstructed or replaced with a canal which may extend for several kilometres from the original course.</li> </ul>		
10	DW805/782	<p><b>Section 21(j) of the National Water Act: Removing discharging or disposing of water found underground if it is necessary for the efficient continuation of an activity or for the safety of people</b></p> <p>This form allows the applicant to provide information about their water use in respect of when water must be removed for efficiency or safety reasons. An example of this use is to ensure safety in underground mining. Many construction sites also require underground water to be removed. This water use does NOT apply to the taking of water referred to in 21(a) above.</p>		<p>Submit the following "technical reports" with supporting appendices if the purpose of <b>Removing, discharging or disposing of water found underground if it is necessary for the efficient continuation of an activity or for the safety of people</b> is for:</p> <ul style="list-style-type: none"> <li>• <b>Civil Design Report</b> – Water storage facility design report (Dam/Pollution control dam/Return water dam) together with;</li> <li>• <b>Aide Memoir</b> - if the purpose of storing water is to treat for potable consumption in a water treatment works</li> <li>• <b>Integrated Water and Wastewater Management Plan (IWWMP)</b> - if the purpose of storing water is for industry or</li> </ul>

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
				<p>mining use;</p> <ul style="list-style-type: none"> <li>• <b>Power generation business plan</b> - if the purpose of storing water is for power generation</li> </ul>
11	<b>DW806/783</b>	<p><b>Section 21(k) of the National Water Act: Using water for recreational purposes</b></p> <p>This form allows the applicant to provide information about their water use in respect of organised water sports, fishing competitions, floating restaurants etc.</p>		
12	<b>DW765</b>	<p><b>Section 21(e) of the National Water Act:</b> Engaging in a controlled activity in terms of section 37 or 38 of the NWA</p> <p>Irrigation of any land with waste or water containing waste generated through any industrial activity or by a waterwork</p> <p>Currently, the following are controlled activities:</p> <ul style="list-style-type: none"> <li>▪ irrigating with waste water;</li> <li>▪ modification of atmospheric precipitation (cloud seeding);</li> <li>▪ power generation which alters the flow regime of a</li> </ul>		<p>Submit the following "technical reports" with supporting appendices if the purpose of <b>Engaging in a controlled activity in terms of section 37 or 38 of the NWA</b> is for:</p> <ul style="list-style-type: none"> <li>• <b>Aide Memoir</b> - if the purpose is irrigation of any land with waste or water containing waste generated through any industrial activity is for wastewater treatment works</li> <li>• <b>Integrated Water and Wastewater Management Plan (IWWMP)</b> - if the purpose of Irrigation of any land with</li> </ul>

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
		<p>water resource; and intentional recharge of underground water with waste water.</p> <ul style="list-style-type: none"> <li>▪ A common controlled activity is irrigation with wastewater, typically from a water treatment works. This can be a productive use of water if a crop is grown with the wastewater</li> <li>▪ Hydrological fracturing, unconventional gas</li> </ul>		<p>waste or water containing waste generated through any industrial activity or by a waterwork is for industry or mining use;</p> <ul style="list-style-type: none"> <li>• <b>Power generation business plan</b> - if the purpose of Irrigation of any land with waste or water containing waste generated through any industrial activity or by a waterwork is for power generation;</li> <li>• <b>Geohydrological report</b> - if the controlled activity is intentional recharging of an aquifer with any waste or water containing waste</li> </ul>
13	DW766	<p><b>Section 21(f) of the National Water Act:</b> Discharging waste or water containing waste into a water resource through a pipe, canal, sewer, sea outfall or other conduit</p> <p>This water use entails the discharge of waste or wastewater directly into a water resource.</p> <ul style="list-style-type: none"> <li>▪ Common examples of this water use are waste released into a river or dam at a discharge point</li> </ul>		<p>Submit the following "technical reports" with supporting appendices if the purpose of <b>Discharging waste or water containing waste into a water resource through a pipe, canal sewer, sea outfall or other conduits</b> for:</p> <ul style="list-style-type: none"> <li>• <b>Civil Design Report</b> - Water storage facility design report (Dam/Pollution</li> </ul>

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
		<p>such as waste water from factories, or partially treated wastewater from treatment plants.</p> <ul style="list-style-type: none"> <li>▪ Waste discharged into a municipal sewer is NOT included in this water use; however, the waste discharged by the municipal treatment works into a water resource IS an example of this water use.</li> </ul>		<p>control dam/Return water dam) together with;</p> <ul style="list-style-type: none"> <li>• <b>Aide Memoir</b> - if the purpose is for <b>discharging waste or water after treatment</b> in a water works</li> <li>• <b>Integrated Water and Wastewater Management Plan (IWWMP)</b> - if the purpose is for <b>discharging waste or water after treatment</b> in a water works from industry or mining use;</li> <li>• <b>Power generation business plan</b> - if the purpose is for discharging <b>waste or water after treatment</b> in a water works <b>power generation</b>;</li> <li>• <b>Geohydrological report</b> - if the purpose is for <b>discharging waste or water after treatment</b> in a water works <b>affects groundwater</b>.</li> </ul>
14	<b>DW767</b>	<b>Section 21(g) of the National Water Act:</b> Disposing of waste in a manner which may detrimentally impact on a water resource		<ul style="list-style-type: none"> <li>• Submit the following "technical reports" with supporting appendices if the purpose of <b>Disposing of waste in a</b></li> </ul>

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
		<ul style="list-style-type: none"> <li>This is typically disposal that takes place into on-site facilities such as french drains, conservancy tanks, pit latrines and soak-aways. Another example of this water use is disposal into wastewater treatment systems, such as oxidation ponds that do not have an outlet into a water resource. If the oxidation pond has an outflow into a river or dam, it is defined as water use 21(f) above for discharging waste water into a water resource. Evaporation dams are a further common example of this water use.</li> </ul>		<p>manner which may detrimentally impact on a water resource is for:</p> <ul style="list-style-type: none"> <li><b>Civil Design Report</b> – Water storage facility design report (Dam/Pollution control dam/Return water dam) together with;</li> <li><b>Aide Memoir</b> - if the purpose is for <b>disposing is</b> treatment in a waterworks <i>(Publisher's note - Wording as published, please read carefully)</i></li> <li><b>Integrated Water and Wastewater Management Plan (IWWMP)</b> - - if the purpose is for disposing waste or water after treatment in a water works from industry or mining use;</li> <li><b>Power generation business plan</b> - if the purpose is for <b>disposing waste or water after</b> treatment in a water works <b>power generation</b>;</li> <li><b>Geohydrological report</b> - if the purpose</li> </ul>



No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
				is for <b>discharging waste or water after</b> treatment in a water works <b>affects groundwater.</b>
15	<b>DW780</b>	<p><b>Section 21(h) of the National Water Act:</b> Disposing in any manner of water which contains waste from, or which has been heated in, any industrial or power generation process</p> <ul style="list-style-type: none"> <li>This water use refers specifically to the temperature of the wastewater which may have a significant effect on the environment. This water use also refers to discharges to the marine environment (sea, surf-zone).</li> </ul>		<p>Submit the following "technical reports" with supporting appendices if the purpose of Disposing in any manner of water which contains waste from, or which has been heated in, any industrial or power generation process is for</p> <ul style="list-style-type: none"> <li><b>Power generation business plan</b> - if the purpose is for;</li> </ul>
16	DW901	Details of Property where water use occurs		
17	DW902	Details of Property Owner		
18	DW775	Supplementary Water Use Information Form for Section 21(c) and (i) Water Uses.		
19	DW784	Taking water from a water resource - Pump technical data		
20	DW786	Taking water from a water resource - Canal technical data		
21	DW787	Taking water from a water resource - Irrigation field and crop information		
22	DW788	Taking water from a water resource - Power generation, industrial or mining use.		

No.	Form Name	Complete this form if you are applying as and for;	Supplementary forms (submit with application)	Supporting technical information to be provided with the technical report
23	DW789	Taking water from a water resource - Domestic, Urban, Commercial or Industrial use.		
24	DW790	Storing water- Dam and basin technical data		
25	DW793	Storing water- Dam Classification		

*(Note – Numbering as published in original Gazette)*

**Annexure C**  
**Application Checklist**

General required information			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
Proof of Payment of Licence Application Processing Fee ( <i>Compulsory</i> )				
Copy of Identity Document of Applicant and Proponent (if applicable)( <i>Compulsory</i> )				
Copy of Company Registration Certificate ( <i>Compulsory</i> )				
Copy of Trust Registration Certificate ( <i>Compulsory</i> )				
Letter of Authorisation for Companies, Trusts or Legal Entities ( <i>Compulsory</i> )				
Letter of Authority or Power of Attorney to Apply on behalf of Applicant				
Copy of BBBEE Certificate				
Letter of Consent if the Applicant is not the Property Owner ( <i>Compulsory</i> )				
*Applicant Information Form: Individual (DW 756/769)				
*Applicant Information Form: Water Service Provider (DW 757/770)				
*Applicant Information Form: Company, Partnership, Government (DW 758/771)				
*Applicant Information Form: Water User Association (DW 759/772)				
<sup>1</sup> Property Details Form (DW 901)				
Property Owner Details (DW 902)				
Permission to Occupy (PTO) , Title Deed, Lease Agreement, Community Resolution				
A description of the location of the activity, including (aa) the 21 digit Surveyor General code of each cadastral land parcel, (bb) where available, the physical address or farm name, (cc) where the required information in sub-regulation (aa) and (bb) is not available, the coordinates of the boundary of the property or properties, When providing coordinates, such coordinates must be provided in degrees, minutes and seconds using the Hartebeesthoek94 WGS84 coordinate stem.				
a plan which locates the proposed activity or activities applied for at an appropriate scale, or if it is- (aa) a linear activity, a description and coordinates of the corridor in which the proposed activity or activities is proposed; or (bb) on land where the property has not been defined, the coordinates of the area within which the activity is proposed				
Where applicable, proof of acceptance of an application for any right or permit in terms of the Mineral and Petroleum Resources Development Act, 2002 or environmental authorisation as per regulation 7 must be provided				

<sup>1</sup> \* Application forms available at: <https://www.dwa.gov.za/ProjectsIWARMS/Licensing/licensing1.aspx>  
**NOTE:** All application forms must be fully completed

Prepared by:

Section 21(a): Taking water from a water resource			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Taking water from a water resource Form (DW 773)				
*Pump Technical Data Form (DW 784)				
*Canal Technical Data Form (DW 786)				
*Irrigation Field and Crop Details (DW 787)				
*Supplementary Info: Power Generation, Industrial or Mining (DW 788)				
*Supplementary Info: Domestic, Urban, Commercial or Industrial (DW 789)				
Soil Suitability Report (for irrigation from Dept. Agriculture)				

Section 21(b): Storing water			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Storing water form (DW 774)				
*Dam and Basin Technical Data Form (DW 789)				
*Dam Classification Form (DW 793) (for dams > 5m and > 50 000m <sup>3</sup> )				
Dam Location Map				

Section 21(c) & (i): Impeding & Altering			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Impeding or diverting the flow of water in a watercourse form (DW 763)				
*Altering the bed, banks, course or characteristics of a watercourse (DW 789)				
*Supplementary Information for 21 (c) & (i) form (DW 775)				

Section 21(e) engaging in a controlled activity			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Engaging in a controlled activity form (DW 765)				
*Monitored Waste Discharge Details form (DW 904)				
*Irrigation Field and Crop Details (DW 787)				

Section 21(f): Discharging waste or water containing waste into a water resource through a pipe, canal, sewer or other conduit			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Discharging waste or water containing waste into a water resource through a pipe, canal, sewer or other conduit form (DW 766)				
*Monitored Waste Discharge Details form (DW 903)				

Section 21(g) Disposing of waste in a manner which may detrimentally impact on a water resource			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Disposing of waste in a manner which may detrimentally impact on a water resource form (DW 767)				
*Monitored Waste Discharge Details form (DW 904)				
*Details of Waste Management Facility form (DW905)				

Section 21(h): Disposing in any manner of water which contains waste from or which has been heated in, any industrial or power generation process			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
* Disposing in any manner of water which contains waste from, or which has been heated in, any industrial or power generation process form (DW 780)				
*Monitored Waste Discharge Details form (DW 903)				
*Removing, discharging or disposing of water found underground if it is necessary for the efficient continuation of an activity or for the safety of people form (DW 780)				

Section 21(k) Using water for recreational purposes			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
* Using water for recreational purposes form (DW 780)				

**OFFICIAL USE**

Application Submitted:	Complete	<input type="checkbox"/>
	Incomplete	<input type="checkbox"/>
Signature of Assessor	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

**ANNEXURE D****TABLE OF CONTENTS OF TECHNICAL REPORTS FOR INFORMATION REQUIREMENTS TO BE SUBMITTED**

Number	Report designation	Purpose of report
1	Technical report for water treatment and wastewater treatment plants	Water uses for water treatment and wastewater treatment plants
2	Agriculture business plan	Agricultural water use
3	Stream Flow Reduction Activity Business plan	Stream Flow Reduction Activity
4	Integrated water and wastewater management plan	Water uses for mining and industrial operations
5	Geohydrological Report	specialist study to all groundwater
6	Wetland delineation report	Stand-alone report for wetlands and watercourses
7	Mine closure and rehabilitation plan	Plan for the closure of a mine and rehabilitation
8	Public participation report	Consultation of interested and affected parties
9	Civil Design	Minimum information requirements

**The Tables of Contents****1 WASTE WATER TREATMENT/WATER TREATMENT PLANTS TECHNICAL REPORT****A THE EXECUTIVE**

The executive summary should summarise the overall benefits of the water supply and or waste water management project to the beneficiary communities. In regards to a waste water management project it should highlight the major environmental findings and how these will be managed to prevent, reduce or rehabilitate adverse impacts.

**B TABLE OF CONTENTS OF THE TECHNICAL REPORT**

Application for a licence to take water from a water resource for domestic and industrial supply, and to dispose off[sic] waste from a waste treatment works by, e.g. discharge, irrigation etc.

**WASTE WATER TREATMENT WORKS AND WATER TREATMENT WORKS (POTABLE USE)****Part 1: Administrative Information and Brief Project Description**

*(NB: use maps to indicate the information where necessary.)*

1.1 Name, address, telephone and fax numbers and contact persons for:

- Water Services Authority/Water Services Provider/
- The holding company/authority/
- The applicant (name and status))

1.2 Details of existing exemptions - if applicable.

*(In terms of sections of the National Environmental Management Act. If exempted, attach copy of letter to the report)*

1.3 Details of the contract between the water services authority and the water services provider.

*(Attach a copy of the contract to this report)*

1.4 Magisterial district and relevant regional services authority

1.5 Name of the nearest town/residential area and its distance from the site

1.6 Surface infrastructure serving the site (e.g. roads, railways, power lines, etc.)

1.7 Ownership of the land

1.8 Longitude and Latitude of the site

1.9 Zoning of the land

1.10 Ownership of adjacent/potentially impacted land

1.11 Occupier of the adjacent land

1.12 Zoning of the adjacent land

1.13 Name of the river catchment

1.14 Brief description of the intention of this application

1.15 *Has the Water Treatment Plant and/or Sewage Treatment Works been included in the Water Services Development Plan (WSDP)*

*WSDP Registry File Number as given by the Department*

## **WASTE WATER TREATMENT WORKS**

### **Part 2: Description of the Environment (for orientation and first order screening)**

## 2.1 Climate

### 2.1.1 Regional climate

### 2.1.2 Rainfall data

### 2.1.3 Temperature data

### 2.1.4 Wind data

### 2.1.5 Evaporation data

### 2.1.6 Any extreme weather conditions prevalent (e.g. snow, frost, hails, etc.)

## 2.2 Topography

## 2.3 Soil

## 2.4 Geology – General geology of the area-presence of dykes sills and faults

## 2.5 Land capacity (arable, grazing, wetland or wilderness)

## 2.6 Land use-zoning

## 2.7 Natural vegetation and plant life

## 2.8 Surface water

- *name of nearest watercourse*
- *water quality - pH, conductivity etc.*
- *surface water use (domestic, industrial, agricultural, recreational or natural environment)*
- *water authority*
- *presence of wetlands*

## 2.9 Groundwater

- *presence and position on a map, of boreholes within a 1000 m radius of the site*



- *yield of boreholes*
- *ground water use*
- *ground water quality (pH, conductivity, nitrate)*

2.10 Air quality

2.11 Noise

2.12 Sites of archaeological interest

2.13 Sensitive landscapes

2.14 Visual aspects

2.15 Regional socio-economic structure (*Short description*)

*Population, economic activities, unemployment rate, housing demand, social infrastructure, water supply and sanitation, power supply*

2.16 Interested and affected parties

2.17 Industrial activity

*(types of industries present, waste purification, - by industry/third party, by local authority)*

### **Part 3: Water supply**

3.1 Water use

3.1.1 Sources of water

*(local authority, river, boreholes, sea, irrigation board or water board, use of excess groundwater, recycled waste (internal source, eg. Cooling water), recycled waste (external source, e.g. sewage waste)*

*(In all above cases the average daily/monthly and maximum daily/monthly quantities are required)*

3.1.2 Yearly usage patterns (e.g. more in summer than winter)

3.1.3 Yearly water use

3.1.4 Water rights (Legal documents)

*(riparian rights, public or private water, entitlements, water court orders, quotas, agreements)*

#### **Part 4: Description of Reticulation system**

##### 4.1 Percentage of area served which is un-sewered

###### 4.1.1 How is this area serviced:

*(pit latrines bucket system, conservancy tanks, septic tanks and French drains)*

##### 4.2 Percentage of the area which is sewerred or to be sewerred

###### 4.2.1 What type of network is in place/will be installed

- *(standard reticulation, small bore system)*

###### 4.2.2 Location of sewers

- *midblock*
- *standard*

##### 4.3 Nature of sewage

###### 4.3.1 Domestic component-projections (no. of persons)

<b>Population</b>	<b>Year x</b>	<b>Year x+5</b>	<b>Year x+10</b>	<b>Year x+15</b>	<b>Year x+20</b>
High Income Permanent					
Low Income Permanent					
Holiday Makers					

###### 4.3.2 Industrial component

- daily volumes/expected volume treated
- type of industrial waste *(mainly organic, organic, heavy metals, mixture)*
- names of industries contributing to the volume (and locally treated) including problem constituents received from each

##### 4.4 Hydraulic and organic loading

###### 4.4.1 Hydraulic loading

*(High-income, low income, holiday makers, industrial component)*

4.4.2 COD load (g/day)

4.4.3 Total Nitrogen as TKN (g/day)

4.4.4 Phosphate as P (g/day)

4.4.5 Peak dry weather flow factor-Xx Normal DWF

4.4.6 Peak wet weather flow factor- Xx Peak DWF

## **Part 5: Description of Sewage Treatment works and Classification**

5.1 Inlet works (screens, grit channels and flow measurement)

5.1.1 Method of disposal of screenings and grit, (e.g. by burial, incineration, etc.)

5.1.2 Location of the disposal site and/or the name of the solid waste dump

5.1.3 Method of flow measurement

5.2 Primary sedimentation tanks:

5.2.1 What is the nominal upward flow rates for:

- average dry weather ( $\text{m}^3/\text{hr}$ )
- peak storm flow ( $\text{m}^3/\text{hr}$ )

5.3 Septic tanks

*(number of septic tanks and volume of each, average retention time in the tank(s) at average dry weather flow(hours), average depth of tank(s)(m), (proposed) methods of periodical desludging, methods of disposal of the sludge so removed, method of disposal of the overflow, if not to further processing, e.g. to French drains, soak-away, etc.).*

5.4 Biological filtration systems

*(Cubic metre of settled sewage per cubic metre of media per day ( $\text{m}^3/\text{m}^3/\text{day}$ ), number of grams of "4 hour PV" per cubic metre of media per day ( $\text{gm}/\text{m}^3/\text{day}$ ))*

5.5 Activated sludge systems-where applicable, give proprietary names: State the:

5.5.1 Type of system and basic design information;

5.5.2 Method of operation; and

5.5.3 Method of phosphate removal, if any.

5.6 Humus tanks or secondary sedimentation tanks:

5.6.1 What is the nominal upward flow rate for:

- average dry weather flow ( $\text{m}^3/\text{hr}$ )
- peak storm flow ( $\text{m}^3/\text{hr}$ )

5.7 Sludge handling:

5.7.1 State the quantity of wet sludge (to be produced per day) ( $\text{m}^3$ )

5.7.2 State the method of treatment of surplus activated sludge discharged, prior to its disposal on land or to drying beds or by other means

5.7.3 State the relative digester capacity ( $\text{m}^3/\text{capita}$ )

5.7.4 State the total digester capacity ( $\text{m}^3$ )

5.7.5 How is the supernatant liquid (to be) disposed of

5.7.6 If land disposal of wet sludge is (to be) used, state the area of land (ha)

5.7.7 State the relative capacity ( $\text{m}^3/\text{capita}$ ) of any sludge drying beds

5.7.8 State the total area ( $\text{m}^2$ ) of any sludge drying beds

5.7.9 How is drainage from the beds or other separators (to be) dealt with?

5.7.10 What other means are (to be) used for dealing with digested or any other sludge?

5.7.11 How is dried sludge (to be) finally disposed of, e.g. on land, by incineration, etc.?

5.8 Oxidation pond systems:

5.8.1 Describe any pre-treatment units ahead of the ponds and state their capacity

5.8.2 State the number of ponds in the system, their depth and surface area for each

5.8.3 Give the sequence of flow through the pond system

5.8.4 What is the:

- average dry weather flow ( $\text{m}^3/\text{hr}$ )
- peak storm flow ( $\text{m}^3/\text{hr}$ ) of the pond system, if any?

5.8.5 Where is the outflow (to be) directed to, e.g. evaporation ponds, irrigation, etc.

5.9 Tertiary treatment – state basic design details, where applicable for:

5.9.1 Micromesh screens

5.9.2 Rapid gravity sand filters

5.9.3 Slows and filters

5.9.4 Hamlin filters

5.9.5 Reed bed systems

5.9.6 Maturation pond system, (i.e. the number of ponds, the sequence in which they are used (e.g. in series), the retention time in each pond (days) and the total capacity of the ponds ( $\text{m}^3$ ))

5.9.7 Phosphate removal-give details of the method and of the basic design

5.9.8 Disinfection of the final effluent - *(if by chlorination, give details of the method and the contact time in the pond or contact tank; if by any other method, UV light, ozone, etc., give details of use, including the period of application and the intensity)*

5.9.9 Any other tertiary treatment

5.10 Classification of works and operators

5.10.1 Is the works classified?

5.10.2 Are all operators classified?

*(request relevant forms for classification of both the works and the operators in terms of the present regulation No. R2834 from (012)336 7547)*

5.11 Fencing around the works-describe.

### **Part 6: Water and Materials Balance Diagram**

(Supply a flow diagram showing all inputs and outputs (including materials, chemicals, wastes, sludge's, solid waste etc.)

### **Part 7: Management Systems and Pollution Prevention Methods**

7.1 Description of hierarchy of operating staff

7.2 Availability of mechanical maintenance staff

7.3 Availability of electrical maintenance staff

7.4 Availability of process control staff and/or process consultants

7.5 Are there a set of drainage by-laws in place (if so, attach a copy)

- are there by-laws actively administered

7.6 Technology - (This must be answered considering the description of the environment and the environmental impacts)

7.6.1 Is the waste treatment process the best option to protect the described environment – motivate

7.6.2 Is the disposal practice the best option – motivate

7.6.3 Is the best available technology in use (best environmental option) - motivate

7.6.4 What is the alternative option of treatment and disposal?

7.6.5 Why was the proposed/existing option chosen?

7.7 WQ Operational Management Plan

7.7.1 What are the chances of a system failure?

7.7.2 What are the implications of such failure?

7.7.3 What safety factors have been used?

7.7.4 What is the management and maintenance plans?

7.7.5 Availability of standby/spare equipment?

7.7.6 What is the accident and emergency action plans?

7.7.7 What plans are there to minimise the pollution hazard/potential?

7.7.8 What monitoring and auditing systems do you have to detect malfunctions?

7.7.9 Are there alarm systems in place at all pump stations?

7.7.10 Are there notification procedures for the downstream users?

## **Part 8: Disposal of solid waste and sludge**

8.1 Description of solid waste

8.1.1 Solid waste

- quantity (tons per day, tons per year)

8.1.2 Analyses of solid waste (composition and percentages)

8.2 Description of sludge

- quantity (tons per day, tons per year)

8.2.1 Analyses of sludge

8.2.2 Classification of sludge according to the Guidelines: Permissible Utilisation and Disposal of Sewage Sludge, Edition 1 August 1997.

8.2.3 Disposal to ponds/lagoons Groundwater monitoring

8.2.4 Land disposal

- (Irrigation, Composting, Analyses of soils, On site/Off site, Description of groundwater monitoring)

## 8.2.5 Description of contracts for removal of sludge

### Part 9: Final Waste Disposal Evaluation

*(There are various options which can be taken when disposing of waste. It can be disposed of to:*

- *land, ponds/dams and or irrigation, groundwater, recharging of aquifers, surface water, estuaries or lagoons, sea, surf zone, deep sea pipeline, air - evaporation, municipal works or private contractor, contained areas, mined out areas (underground)*

*The waste disposal practice needs to be fully evaluated taking into account various norms and standards It is imperative that the practice is shown to have a minimal environmental impact and that the practice has the minimum effect on the health and interest of other water users in the environment.)*

#### 9.1 Quantity

- *(number of days discharged, average m<sup>3</sup> per day/maximum and peak, average m<sup>3</sup> per year/maximum and peak)*

#### 9.2 Land disposal-ponds or dams

##### 9.2.1 Waste quality analyses

*(pH/conductivity/suspended solids (SS)/COD/NH/NO/Ortho phosphate (asP)/Feacalcoli)*

##### 9.2.2 What is the waste quantity

- daily volumes
- monthly volumes for each month

##### 9.2.3 What is the geology under-lying the dams

##### 9.2.4 What is the depth of the water table?

##### 9.2.5 What is the slope of the site

##### 9.2.6 What is the average monthly evaporation and rainfall

- monthly totals



9.2.7 Calculate the positive/negative monthly evaporation rate using all the above information

9.2.8 Calculate the size of the ponds required. Take into account the waste that was stored during months of negative evaporation rates.

9.2.9 What is the situation of the dams with regard to?

*(Rivers/boreholes/use/yield/quality/springs/fountains/natural depressions/urban areas/dwellings)*

9.2.10 Is the dam site protected from ingress of stormwater

9.2.11 What is the use of groundwater in the vicinity

*(Domestic/agricultural/industrial/recreational/environmental)*

9.2.12 Have the dams been sealed with

- plastic liners
- bentonite or other clay

9.2.13 Are there seepage collection drains and returns pumps

9.2.14 Describe the leakage detection and monitoring systems in place

9.3 Land disposal - Irrigation areas

9.3.1 Waste quality analyses

*(pH/conductivity/suspended solids (SS)/COD/NH/NO/Ortho phosphate(asP)/Faecalcoli)*

9.3.2 What is the waste quantity?

- daily volumes
- monthly total for each month

9.3.3 What is the average monthly evaporation and rainfall?

9.3.4 What is the crop to be irrigated

9.3.5 What is the crop factor

9.3.6 What type of irrigation method issued (flood or overhead?)

- how many overhead sprayers are in place
- how many days are in an irrigation cycle (attach an irrigation design layout and management plan)

9.3.7 What is the irrigation/application efficiency?

9.3.8. Determine the monthly crop irrigation requirements

9.3.9 What is the permeability and infiltration rate of the soil profile

9.3.10 What is the slope of the irrigation area

9.3.11 What is the root depth of the soil

9.3.12 What is the underlying geology

9.3.13 Calculate the size of the irrigation area required. Take into account the irrigation of waste that was stored during months of negative evaporation rates.

9.3.14 What is the depth of the water table  
(*Summer/winter*)

9.3.15 Quality of the groundwater (macro analyses - major anions and cations)

9.3.16 Slope of the irrigation area

9.3.17 Direction of groundwater flow

9.3.18 Situation of the area with regard to:

(*Rivers/boreholes/use/yield/quality/springs/fountains/natural depressions/urban areas/dwellings*)

9.3.19 What is ground water in the vicinity used for?

(*Domestic/agricultural/industrial/recreational/environmental*)

9.3.20 Are there environmental protection methods in place such as:

- stormwater cut-off trenches above the site
- cut-off canals below the site

9.3.21 What soil amendments are done per season to sustain soil fertility and permeability

9.3.22 Soil evaluation (analyses)

9.4 Disposal to groundwater

9.4.1 Waste volume

9.4.2 Waste quality analyses

*(pH/conductivity/suspended solids (SS)/COD/NH/NO/Ortho phosphate(asP)/Feacalcoli)*

9.4.3 Depth of groundwater

9.4.4 Yield of groundwater (1000 m radius of disposal area)

9.4.5 Quality of groundwater (macro analyses - major anions and cations)

9.4.6 Potential use of groundwater

*(Domestic/agricultural/stock watering/irrigation/industrial)*

9.4.7 Critical quality component

9.5 Disposal to surface water

9.5.1 Quantity of waste

9.5.2 Annual discharge pattern

9.5.3 Name of minor river catchment

- area of catchment, mean monthly run-off, quality of river upstream of discharge

9.5.4. Waste quality analyses

*(pH/conductivity/suspended solids (SS)/COD/NH/NO/Orthophosphate (asP)/Feacalcoli)*

9.5.5 Established use of river

*(domestic/agricultural/industrial/recreational/environmental)*

9.5.6 Establish the applicable WQ Criteria

9.5.7 Establish the critical components

9.5.8 Name of major river catchment

*(\*Collect same information as for minor catchment)*

9.5.9 Quality of minor catchment before discharge into major catchment (analyses)

9.5.10 Quality of major catchment river upstream of Minor River (analyses)

9.5.11 Quality of major catchment river downstream of confluence of Minor River

9.5.12 Mean monthly run-off of major catchment upstream of Minor River

9.5.13 Describe the RWQO's for the total catchment

9.5.14 Calculate Waste Load Allocations (WLA's) and the effect which the discharge will have on the REQO (Receiving Environmental Quality Objectives)

9.6 Discharge to lagoon and estuary – This discharge could have an impact similar to surface or sea discharge. The questions related to surface discharge will be applicable.

9.7 Disposal by Evaporation

*(Evaporation occurs within a process of because of excess heat, or in cooling towers or in specially designed dams where it is promoted. If evaporation is promoted by means of an evaporation pond system then the points that have to be addressed are the same as mentioned under section 9.2)*

9.8 Municipal or private waste purification plants other than works being evaluated)

9.8.1 Name of the plant

9.8.2 Name of the owner

9.8.3 Address, telephone, and fax no. and name of contact person

9.8.4 Registration number of works (if applicable)

9.8.5 Letters of acceptance of the waste by the owner of the works (attach a copy of the agreement for the delivery and acceptance of the waste)

9.8.6 Purification plant compliance record

9.8.7 Are there any quality acceptance limits in operation, e.g. Drainage by-laws

9.8.8 Are there any critical components in the raw waste (identify)

9.8.9 Effect of acceptance of the raw waste on the compliance record of the purification plant  
(Indicate on a plan-on a 1:50000-map)

Sewage treatment works

- municipal (local authority)
- other
- describe

Re-use

- agriculture/industrial/municipal/other

Land

- dams/ponds/evaporation
- irrigation only
- dams/ponds/irrigation

Stormwater drains

- name of nearest water course

Watercourse/river

- name
- name of greater catchment river

Estuary

- name of estuary Sea
- name of nearest town or beach

Disposal to solid waste disposal site

- name

Groundwater (recharge)

- name of nearest user
- name of farm or district

## **Part 10: Recommendations from other Interested Parties (To be submitted with the application)**

10.1 Department of National Health

10.2 Department of Environmental Affairs

10.3 South African Bureau of Standards

10.4 Nature Conservation Bodies

10.5 Regional Government Institutions

10.6 Local Government Institutions

10.7 Department of Agriculture, Forestry and Fisheries

10.8 Department of Mineral Resources

10.9 Department of Energy

10.10 Other specialists

10.11 Non-governmental Organisations

10.12 Interested and Affected Parties

10.13 Public Participation

## **WATER TREATMENT PLANT (POTABLE USE)**

### **Part 11**

11.1 Summary of the scheme

11.1.1 Background

11.1.2 Design/scheme layout

11.1.2 Levels of service

11.2 Population projections for a period of 20 years

11.3 Water resource and water availability

11.4 Existing uses

11.5 Water Demand analysis

11.6 Type of reticulation

*(Note – Numbering as published in original Gazette)*

## **WASTE WATER TREATMENT WORKS AND WATER TREATMENT WORKS**

### **Part 12: Conclusion**

The conclusion should contain a concise request for the licence required and should include accurately completed licence application forms\* obtainable from the Responsible authority.

\*NOTE in order for the DWS to expedite the application in a shorter time as possible the correct information is essential.

### **Part 13: References and Supporting Documents**

*(References to back up the information supplied will be added as annexures under this section, e.g):*

12.1 Geohydrological Report

12.2 Civil Design Report

## **2. AGRICULTURE TECHNICAL REPORT OR BUSINESS PLAN**

1. Introduction

1.1. Background

1.2. Applicant details including ownership structure

1.3. Project justification/industry overview and scope of the project

- 1.4. Specific project objectives
- 1.5. Summary of the project and authorisations required
  
2. The project area
  - 2.1. General
  - 2.2. Location and access
  - 2.3. Summary of the project
  - 2.4. Social arrangements
    - 2.4.1. Administration
    - 2.4.2. Settlement
    - 2.4.3. Beneficiaries and interested and affected parties
    - 2.4.4. Land ownership and properties on which water activities will be take place *[sic]*
    - 2.4.5. Socio-economics
  - 2.5. Physiognomy
    - 2.5.1. Climate
    - 2.5.2. Water resources and water availability
    - 2.5.3. Land and soils
    - 2.5.4. Existing infrastructure
  
3. Water and waste management framework
  - 3.1. Summary of all water uses and Annexure of forms
  - 3.2. Existing lawful water uses, generally authorized water uses, exemptions
  - 3.3. New water uses to be authorised
  
4. Agricultural development and production plan
  - 4.1. Current crop/animal management practices
  - 4.2. Proposed cropping/animal production
  - 4.3. System operations/herd management programme
  - 4.4. Production targets
  - 4.5. Crop/Animal water requirements estimates
  - 4.6. Marketing plan
  
5. Water resources development plan
  - 5.1. Water demand analysis
  - 5.2. Water abstraction
  - 5.3. Water supply plan to the production facilities
  - 5.4. Water balance
  
6. Technical design (Irrigation/drainage/animal facilities) plan
  - 6.1. Scheme layout/Animal handling facilities layout
  
7. Facility planning



- 7.1. Existing infrastructure
- 7.2. Infrastructure requirements
- 7.2. Roads, water, electricity and telecommunications

*(Note – Numbering as published in original Gazette)*

8. Financing plan
  - 8.1. Capital cost estimates
  - 8.2. Source of funds
  - 8.3. Operational costs

## **APPENDICES AND SUPPORTING INFORMATION**

Undertaking of water uses like taking of water from a water resource and storing water for agriculture is likely to trigger other water uses. The applicant must adhere to requirements for such activities and compile requisite technical reports like;

- Hydrology and Geohydrological report
- Wetland and watercourse impact studies - undertaking of taking and storing water uses is likely to trigger other water uses such as Section 21(c) and (i). This can be if the project entail activities listed below:
- Civil designs for dams and pump stations
- Watercourse crossings,

## **3 STREAM FLOW REDUCTION ACTIVITY REPORT**

1. Background information

Profile of the applicant will be covered in the application forms (DW756/769 or DW758/771)

2. Existing lawful water uses and authorisations for the property
  - i. Pre 72 Authorizations
  - ii. Permit Number
  - iii. Licence Number
3. Location of the proposed activity and site description
  - i. Province, District and local Municipality, Tribal Authority or village
  - ii. Property (farm name, the number, portion and the full extent of property)
  - iii. Water Management Area and Quaternary Catchment
  - iv. GPS coordinates of the area applied for
  - v. Topographical Map.

- vi. Current state of the proposed site (Grassland, Cultivated land (recently/currently cultivated and that cultivated more than 10 years ago), Jungle afforestation, Virgin land, Other formal forestry, other),
  - vii. Climate (Rainfall and Temperature)
  - viii. Watercourses affected by the activity such as wetlands, rivers and lakes, etc
  - ix. Soil Characteristics (depth and form)
  - x. Slope description
  - xi. Land preparation methods in relation to soil characteristics and slope gradient of the proposed area
  - xii. Accessibility of the site in terms of the road infrastructure
  - xiii. Proximity of proposed activity to other Land Users
  - xiv. Servitudes running through the property
4. Description of the activity
- i. Purpose of the applied water use
  - ii. Target Market (description, location,)
  - iii. Area (ha) and Crop type (genus)
  - iv. Planting and harvesting plan
  - v. Start date and life span of the Activity
5. Marketing plan
- i. Identified target market
  - ii. Off take agreement
  - iii. Marketing channels
6. Water use impacts and mitigations
- Watercourses (e.g. delineation, buffering, erosion/sedimentation, other)
  - Watercourse crossings (e.g. proposed method of crossing, design, rehabilitation and maintenance)
  - SFRA jungle (eradication, maintenance & control, other)
  - Control of SFRA spread outside the demarcated area
  - Impact on downstream users
  - Other
- i. Detailed Site Specific Management Plan
    - Watercourses
    - Watercourse crossings
    - SFRA jungle
    - Control of SFRA spread outside the demarcated area
    - Impact on downstream users
    - Other
7. Grower financing/Support plan

- i. Start-up Capital, training/capacity building
- i. Proof of authorizations from DEA and DAFF
- ii. SAHRA authorization
- iii. Copy of Basic assessment or Environmental Impact Study
- iv. Proof of public participation process
- v. Contracts/Agreements on Beneficiation between the company and community,

Note: Undertaking of Section 21(d) is likely to trigger other water uses such as Section 21(c) and (i). This can be if the project entail activities listed below:

- Watercourse crossings,
- Planting within 1:100 year flood line of watercourses,
- Planting within the riparian zone and
- Planting within 32m from the edge of a watercourse
- Planting in a radius of 500m of a wetland.

The applicant will need to adhere to section 21 (c) and (i) requirements for the above activities.

## **4 INTEGRATED WATER AND WASTEWATER MANAGEMENT REPORT**

### **1. Introduction**

- 1.1 Activity Background
- 1.2 Regional setting and location of activity
- 1.3 Property description
- 1.4 Purpose of IWWMP

### **2. Conceptualisation of activity**

- 2.1. Description of activity
- 2.2. Extent of activity
- 2.3. Key activity related processes and products
- 2.4. Activity life description
- 2.5. Activity infrastructure description
- 2.6. Key water uses and waste streams
- 2.7. Organisational structure of activity
- 2.8. Business and corporate policies

### **3. Regulatory water and waste management framework**

- 3.1 Summary of all water uses
- 3.2 Existing lawful water uses
- 3.3 Relevant exemptions
- 3.4 Generally authorised water uses
- 3.5 New water uses to be licenced

- 3.6 Waste management activity (NEMWA)
- 3.7 Waste related authorisations
- 3.8 Other authorisation (EIAs, EMPs, RODs, Regulations)

#### **4. Present Environmental Situation**

- 4.1 Climate
- 4.2 Regional Climate Rainfall
- 4.3 Evaporation
- 4.4 Surface Water
- 4.5 Water Management Area
- 4.6 Surface Water Hydrology
- 4.7 Surface Water Quality
- 4.8 Mean Annual Runoff (MAR)
- 4.9 Resources Class and River Health Receiving Water Quality Objectives and Reserve
- 4.10 Surface Water User Survey
- 4.11 Sensitive Areas Survey
- 4.12 Groundwater
- 4.13 Aquifer Characterisation
- 4.15 Hydro-census
- 4.16 Potential Pollution Source Identification
- 4.17 Groundwater Model
- 4.18 Socio-economic environment

*(Note – Numbering as published in original Gazette)*

#### **5. Analysis and characterization of the water use activity**

- 5.1 Site delineation for characterisation
- 5.2 Water and waste management
- 5.3 Process water
- 5.4 Stormwater
- 5.5 Groundwater
- 5.6 Waste
- 5.7 Operational Management
- 5.8 Organisational Structure
- 5.9 Resources and competence
- 5.10 Education and training
- 5.11 Internal and external communication
- 5.12 Awareness raising
- 5.13 Monitoring and control
- 5.14 Surface water monitoring
- 5.15 Groundwater monitoring
- 5.16 Bio monitoring
- 5.17 Waste monitoring

- 5.18 Risk assessment/Best Practice Assessment
- 5.19 Issues and responses from public consultation process
- 5.20 Matters requiring attention/problem statement
- 5.21 Assessment of level and confidence of information

## **6. Water and Waste Management**

- 6.1 Water and waste management philosophy (process water, stormwater, groundwater and waste)
- 6.2 Strategies (process water, stormwater, groundwater and waste)
- 6.3 Performance objectives/goals
- 6.4 Measures to achieve and sustain performance objectives
- 6.5 Option analyses and motivation for implementation of preferred options (optional)
- 6.6 IWWMP action plan
- 6.7 Control and monitoring
- 6.8 Monitoring of change in baseline (environment) information (Surface water, groundwater and bio-monitoring)
- 6.9 Audit and report on performance measures
- 6.10 Audit and report on relevance of IWWMP action plan

## **7. Conclusion**

- 7.1 Regulatory status of activity
- 7.2 Statement of water uses requiring authorisation, dispensing with licencing requirement and possible exemption from regulation

## **8. References**

## **9. Appendices: Specialist Studies**

- 9.1 Geohydrology
- 9.2 Civil design
- 9.3 Wetland delineation report

## **5 GEOHYDROLOGY REPORT**

### **1. Introduction**

### **2. Geographical setting**

- 2.1 Topography and drainage
- 2.2 Climate

### **3. Scope of Work**

### **4. Methodology**

- 4.1 Desk study

- 4.2 Hydro-census
- 4.3 Geophysical survey and results
- 4.4 Drilling and siting of boreholes
- 4.5 Aquifer testing
- 4.6 Sampling and chemical analysis
- 4.7 Groundwater recharge calculations
- 4.8 Groundwater modelling
- 5.9 Groundwater availability assessment

*(Note – Numbering as published in original Gazette)*

## **5. Prevailing groundwater conditions**

- 5.1 Geology
  - 5.1.1 Regional geology
  - 5.1.2 Local geology
- 5.2 Acid generation capacity
- 5.3 Hydrogeology
  - 5.3.1 Unsaturated zone
  - 5.3.2 Saturated zone
  - 5.3.3 Hydraulic conductivity
- 5.4 Groundwater levels
- 5.5 Groundwater potential contaminants
- 5.6 Groundwater quality

## **6. Aquifer Characterisation**

- 6.1 Groundwater vulnerability
- 6.2 Aquifer classification
- 6.3 Aquifer protection classification

## **7. Groundwater Modelling**

- 7.1 Software model choice
- 7.2 Model set-up and boundaries
- 7.3 Groundwater elevation and gradient
- 7.4 Geometric structure of the model
- 7.5 Groundwater sources and sinks
- 7.6 Conceptual model
- 7.7 Numerical model
- 7.8 Results of the model
  - 7.8.1 Pre-facility (Mining/Industry/Wastewater treatment plant, etc)
  - 7.8.2 During facility (mining/Industry/Wastewater treatment plant) operations
  - 7.8.3 Post-facility (mining/Industry/Wastewater treatment plant) operation

## **8. Geohydrological Impacts**

- 8.1 Construction phase
  - 8.1.1 Impacts on Groundwater Quantity
  - 8.1.2 Impacts on Groundwater Quality
  - 8.1.3 Groundwater Management
- 8.2 Operational phase
  - 8.2.1 Impacts on Groundwater Quantity
  - 8.2.2 Impacts on Groundwater Quality
  - 8.2.3 Impacts on Surface Water
  - 8.2.4 Groundwater Management
- 8.3 Decommissioning phase
- 8.4 Post-mining phase
  - 8.4.1 Groundwater Quantity
  - 8.4.2 Groundwater Quality
  - 8.4.3 Cumulative Impacts
  - 8.4.4 Groundwater Management

## **9. Groundwater monitoring system**

- 9.1 Groundwater monitoring network
  - 9.1.1 Source, plume, impact and background monitoring
  - 9.1.2 System response monitoring network
  - 9.1.3 Monitoring frequency
- 9.2 Monitoring parameters
- 9.3 Monitoring boreholes

## **10. Groundwater Environmental Management Programme**

- 10.1 Current groundwater conditions
- 10.2 Predicted impacts of facility (mining)
- 10.3 Mitigation measures
  - 10.3.1 Lowering of groundwater levels during facility operation (Mining/Industry/Wastewater treatment plant, etc)
  - 10.3.2 Rise of groundwater levels post-facility operation (Mining/Industry/Wastewater treatment plant, etc)
  - 10.3.3 Spread of groundwater pollution post-facility operation (Mining/Industry/Wastewater treatment plant, etc)

## **11. Post Closure Management Plan**

- 11.1 Remediation of physical activity
- 11.2 Remediation of storage facilities
- 11.3 Remediation of environmental impacts
- 11.4 Remediation of water resources impacts
- 11.5 Backfilling of the pits.

## 12. Conclusion and Recommendations

### 6 WETLAND DELINEATION REPORT

- 1 Introduction
- 2 Terms of reference
- 3 Knowledge gaps
- 4 Study area
- 5 Expertise of the specialist
- 6 Aims and objectives
- 7 Methodology
  - 7.1 Wetland identification and mapping
  - 7.2 Wetland delineation
  - 7.3 Wetland functional assessment
  - 7.4 Determining the ecological integrity of the wetlands
  - 7.5 Determining the Present Ecological State of wetlands
  - 7.6 Determining the Ecological Importance and Sensitivity of wetlands
  - 7.7 Ecological classification and description
- 8 Results
  - 8.1 Wetland delineation
  - 8.2 Wetland unit identification
  - 8.3 Wetland unit setting
  - 8.4 Wetland soils
  - 8.5 Description of wetland type
  - 8.6 General functional description of wetland types
  - 8.7 Wetland ecological functional assessment
  - 8.8 The ecological health assessment of the opencast mining area
  - 8.9 The PES assessment of the remaining wetland areas
  - 8.10 The EIS assessment of the remaining wetland areas
- 9 Impact assessment discussions
- 10 Conclusions and recommendations
- 11 References

The reports listed below contain the standardised and accepted methods that must be used for determining the various aspects of assessments during the WUA process related to wetlands:

- 1) Wetland and riparian habitat delineation document (DWS report on DWS website);
- 2) Wetland Buffer Guideline (SANBI WRC project and Report, on DWS website)
- 3) Wetland Offset (WRC report TT660/16; on DWS website)



- 4) High Risk Wetland Atlas (WRC Report TT659/16, on DWS website)
- 5) Wetland Rehabilitation in mining landscapes (WRC Report TT658/16, on DWS website)
- 6) Risk Assessment Protocol and associated Matrix (DWS document on DWS Website)

## **7 MINE CLOSURE/REHABILITATION PLAN**

1. Introduction
  - 1.1 Background
  - 1.2 Objectives of report
2. Project Description
  - 2.1 Locality
  - 2.2 Environment
  - 2.3 Community
  - 2.4 Mine plan and infrastructure
3. Legal obligation and comments
  - 3.1 Legislation
4. Closure planning
  - 4.1 Site-specific closure and activity
5. Rehabilitation and closure activities
  - 5.1 Progressive rehabilitation
  - 5.2 Decommission and establishment
6. Maintenance and monitoring
  - 6.1 Vegetation and establishment and soil nutrients
  - 6.2 Groundwater monitoring
  - 6.3 Surface water monitoring
  - 6.4 Record-keeping and reporting
7. Rehabilitation and Closure Annexure
8. Detailed closure costing

## **8 PUBLIC PARTICIPATION REPORT**

1. Introduction
2. Objectives of the public participation

3. Identification of interested and affected parties
4. Notification of interested and affected parties
  - 4.1 Method of notification
  - 4.2 Proof of notification
5. Notification of interested and affected parties of reports and other studies
6. Interested and affected parties
  - 6.1 Access and opportunity to comment on all written submissions
  - 6.2 Response to comments received: feedback to interested and affected parties
  - 6.3 Disclosure of interested and affected parties interests
  - 6.4 Notifying interested and affected parties of the decision
7. Record of issues raised
8. Addressing the comments and concerns raised by the interested and affected parties
9. Conclusions and recommendations

## 9. CIVIL DESIGN - MINIMUM INFORMATION REQUIREMENTS

Checklists for technical reports

Application Information			
Name of applicant		Date	Case Officer
Contact Details of Applicant or Representative			
Last Name	First Name		Email
Postal Address	City	Phone No.	Mobile Number.
Property Details			
Sub Catchment	Quaternary Catchment		Reference Number
Property Name	Number	Portion	Administrative District
Project Description			





General required information			Office use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
Proof of Payment of Licence Application Processing Fee ( <i>Compulsory</i> )				
Copy of Identity Document of Applicant or Delegated Person ( <i>Compulsory</i> )				
Copy of Company Registration Certificate ( <i>Compulsory</i> )				
Copy of Trust Registration Certificate ( <i>Compulsory</i> )				
Letter of Authorisation for Companies, Trusts or Legal Entities ( <i>Compulsory</i> )				
Letter of Authority or Power of Attorney to Apply on behalf of Applicant				
Copy of BBBEE Certificate				
Letter of Consent if the Applicant is not the Property Owner ( <i>Compulsory</i> )				
*Applicant Information Form: Individual (DW 756/769)				
*Applicant Information Form: Water Service Provider (DW 757/770)				
*Applicant Information Form: Company, Partnership, Government (DW 758/771)				
*Applicant Information Form: Water User Association (DW 759/772)				
*Property Details Form (DW 901)				
Permission to Occupy (PTO), Title Deed, Lease Agreement, Community Resolution				
A description of the location of the activity, including (aa) the 21 digit Surveyor General code of each cadastral land parcel, (bb) where available, the physical address or farm name, (cc) the coordinates of the boundary of the property or properties,				
When providing coordinates, such coordinates must be provided in degrees, minutes and seconds using the Hartebeesthoek 94 WGS84 coordinate system.				
a plan which locates the proposed activity or activities applied for at an appropriate scale, or if it is – (aa) a linear activity, a description and coordinates of the corridor in which the proposed activity or activities is proposed; or (bb) on land where the property has not been defined, the coordinates of the area within which the activity is proposed.				
Where applicable, proof of acceptance of an application for any right or permit in terms of the Mineral and Petroleum Resources Development Act, 2002 or environmental authorisation as per regulation 7 must be provided				
Section 27 Motivation				

General required information			Office use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
<b>Other information as requested in the acknowledgement of receipt and where applicable the site visit and meeting:</b>				

Section 21(a): Taking water from a water resource			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Taking water from a water resource Form (DW 773)				
*Pump Technical Data Form (DW 784)				
*Canal Technical Data Form (DW 786)				
*Irrigation Field and Crop Details (DW 787)				
*Supplementary Info: Power Generation, Industrial or Mining (DW 788)				
*Supplementary Info: Domestic, Urban, Commercial or Industrial (DW 789)				
Soil Suitability Report (for irrigation from Dept. Agriculture)				
Viability Confirmation (for permanent transfers from Dept. Agriculture)				
Confirmation of no Land Claims (for permanent transfers from Rural Development and Land Reform)				
Recommendation from CCAW (for reserved water)				
Recommendation from WUA or IB (for scheme related water use)				
Stakeholder Consultation with Interested and Affected Parties				
Pump Test Certificate (Groundwater)				
Geo-hydrological Study (Groundwater)				
Technical Design Report in support of the water use applied for				
<b>Other information as requested in the acknowledgement of receipt and where applicable the site visit and meeting:</b>				

Section 21(b) Storing water			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Storing water form (DW 774)				
*Dam and Basin Technical Data Form (DW 789)				
*Dam Classification Form (DW 793) (for dams > 5m and > 50 000m <sup>3</sup> )				
Technical Design Report in support of the water use applied for (Hydrological study)				
Dam Design Drawings or As Build Drawings in case the Dam is already constructed				
Dam Capacity Curve				
Dam Location Map				
Master Layout Plan (1 :100 year flood line and delineation)				
Regional Maximum Flood (RMF) and Spillway Capacity Calculations				
EIA and EMP				
Environmental Authorisation				
Stakeholder Consultation with Interested and Affected Parties				
<b>Other information as requested in the acknowledgement of receipt and where applicable the site visit and meeting:</b>				



Section 21(c) & (i) Impeding & Altering			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
* Impeding or diverting the flow of water in a watercourse form (DW 763)				
* Altering the bed, banks, course or characteristics of a watercourse (DW 789)				
*Supplementary Information for 21(c) & (i) form (DW 775)				
Relevant Environmental Impact Assessment Studies				
Wetland Delineation Study				
Method Statement				
Environmental Management Plan				
Storm Water Management Plan				
Hydrological Studies				
Design Drawings or As Build Drawing if the structure is already been built				
Rehabilitation Plan				
Master Layout Plan (Must include all infrastructure, water courses, scientific determined buffers, flood lines, riparian habitat, and ecologically valued features; on A1 paper				
Landscape Maintenance Plan				
Pollution Plume Map/Drawings				
Cone of Depression Drawings				
Plant Species Plan (A1 paper)				
Monitoring Programme and Auditing Plan				
Alternatives that will address the hierarchy of impacts, starting with the exclusion of watercourses				
Stakeholder Consultation with Interested and Affected Parties				
<b>Other information as requested in the acknowledgement of receipt and where applicable the site visit and meeting:</b>				

Section 21(e): Engaging in a controlled activity			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Engaging in a controlled activity form (DW 765)				
*Monitored Waste Discharge Details form (DW 904)				
*Irrigation Field and Crop Details (DW 787)				
Geohydrological Study				
Water Quality Report				
Soil Analysis				
Stakeholder Consultation with Interested and Affected Parties				
<b>Other information as requested in the acknowledgement of receipt and where applicable the site visit and meeting:</b>				

Section 21(f): Discharging waste or water containing waste into a water resource through a pipe, canal, sewer or other conduit			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Discharging waste or water containing waste into a water resource through a pipe, canal, sewer or other conduit form (DW 766)				
*Monitored Waste Discharge Details form (DW 903)				
Water Quality Report				
Integrated Waste Water Management Plan (IWWMP)				
Stakeholder Consultation with Interested and Affected Parties				
<b>Other information as requested In the acknowledgement of receipt and where applicable the site visit and meeting:</b>				

Section 21(g): Disposing of waste in a manner which may detrimentally impact on a water resource			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Disposing of waste in a manner which may detrimentally impact on a water resource form (DW 767)				
*Monitored Waste Discharge Details form (DW 904)				
*Details of Waste Management Facility form (DW 905)				
Water Balance				
Design Drawings of Waste Management Facility and Report				
Geohydrological Report				
Integrated Waste Water Management Plan (IWWMP)				
GN 704 Motivation				
Stakeholder Consultation with Interested and Affected Parties				
<b>Other information as requested in the acknowledgement of receipt and where applicable the site visit and meeting:</b>				

Section 21(h): Disposing in any manner of water which contains waste from, or when has been heated in, any industrial or power generation process			Official Use	
Description	Application		Submitted	
	Yes	No	Yes	No
*Disposing in any manner of water which contains waste from, or which has been heated in, any industrial or power generation process form (DW 780)				
*Monitored Waste Discharge Details form (DW 903)				
Water Balance				
Water Quality Report				
Integrated Waste Water Management Plan (IWWMP)				
Stakeholder Consultation with Interested and Affected Parties				
<b>Other information as requested in the acknowledgement of receipt and where applicable the site visit and meeting:</b>				

Section 21(j): Removing discharging or disposing of water found underground if it is necessary for the efficient continuation of an activity or of the safety of people			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Removing, discharging or disposing of water found underground if it is necessary for the efficient continuation of an activity or for the safety of people form (DW 780)				
Water Balance				
Geohydrological Report				
Stakeholder Consultation with Interested and Affected Parties				
<b>Other information as requested in the acknowledgement of receipt and where applicable the site visit and meeting:</b>				

Section 21(k): Using water for recreational purposes			Official Use	
Description	Applicable		Submitted	
	Yes	No	Yes	No
*Using water for recreational purposes form (DW 780)				
Public Private Partnership (PPP) Approval				
Approval as per section 116 of the National Water Act, 1998 (Act 36 of 1998)				
Stakeholder Consultation with Interested and Affected Parties				
<b>Other information as requested in the acknowledgement of receipt and where applicable the site visit and meeting:</b>				

**Site Inspection Information**

Date of Site Inspection	
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**Parties Present at the Site Inspection**

Name and Surname	Designation	Contact Number	Signature

**Site Inspection Report**




**ANNEXURE E**

**SECURITY AND GUARANTEE**

DEED OF SURETYSHIP *(to be completed prior to award of licence)*

WHEREAS: the responsible authority awarded a licence to ..... (hereinafter called "the Licencee") dated ...../...../..... for the authorisation of water use activities in the licence, and it is provided by such licence that the Licencee shall provide the responsible authority with security by way of suretyship for the due and faithful fulfilment of such conditions of the Licencee;

AND WHEREAS .....

Has/have at the request of the Licencee, agreed to give such security;

NOW THEREFORE WE,

.....

do hereby guarantee and bind ourselves jointly and severally as Sureties and Co-principal Debtors to the responsible authority under renunciation of the benefits of division and excursion for the due and faithful performance by the Licencee of all the terms and conditions of the said Licence, subject to the following conditions:

1. The responsible authority shall, without reference and/or notice to us, have complete liberty of action to act in any manner authorised and/or contemplated by the terms of the said Licence, and/or to agree to any modifications, variations, alterations, directions or extensions of the conditions under said Licence, and at that its rights under this guarantee shall in no way be prejudiced nor our liability hereunder be affected by reason of any steps which the responsible authority may take under such Licence, or of any modification, variation, alterations of the conditions which the responsible authority may make, give, concede or agree to under said Licence.
2. The responsible authority shall, at any time during the subsistence of this licence and within five years after the licence has expired, be entitled, without reference to us, to release any securities held by it, and to give time to or compound or make any arrangement with the Licensee, if any licence condition or provision of the Act is being violated.
3. This guarantee shall remain in full force and effect until the issue of the Certificate of Rehabilitation in terms of the Licence, unless we are advised in writing by the responsible authority before the issue of the said Certificate of his intention to institute claims, and the particulars thereof, in which event the guarantee shall remain in full force and effect until all such claims have been paid or liquidated.
4. Our total liability hereunder shall not exceed the sum of .....  
... (R .....)

5. The licensee hereby attaches a letter of credit from the bank, a surety or a bank guarantee, a bond, or an insurance policy [**\*delete whichever is not applicable**], in favour of the responsible authority
  
6. We hereby choose *domicilium citandi et executandi* for all purpose arising hereof at  
.....  
.....

**ANNEXURE F:**

**NOTICE ON INTENT TO APPEAL FORM**

*(Publisher's note – Annexure F has not been published in the original Gazette)*

**ANNEXURE G:**

**WATER USE AUDIT REPORT**

*(Publisher's note – Annexure G has not been published in the original Gazette)*

**ANNEXURE H**

**REQUIREMENTS FOR CIVIL DESINGS[sic] DRAWINGS AND REPORT FROM APPLICANT:**

To be fully completed in block letters or typed

Date and time of presentation by Case Officer (and applicant):            /            /20 ..... :

Proto CMA/

CMA .....

Tel: (w) ..... (cell) ..... E-Mail:

Project Title: .....

District/Municipality[sic]: ..... Property: .....

<u>Requirements</u>	<u>Submitted</u>	<u>Details</u>	<u>For office use only</u>
Water uses applicable in terms of Section 21 (NWA: Act 36 of 1998)		Section 21:	
Design report and drawings signed by PrEng			
ECSA registration of engineer confirmed		Reg No.	
Site geology summarised			
Site geohydrology report attached			
WUL 21f, g & j uses: Waste classification type (Norms and Standards, R. 635 August 2013) applicable		Type 0/1/2/3/4	
Life span for the proposed activity		Years:	

.....  
Signature of Applicant

.....  
Date