First edition
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Registration Guide

A guide to the registration of water use

under the National Water Act (Act 36 of 1998)

Department of Water Affairs and Forestry

A Guide to the Registration of Water Use

Under the National Water Act (Act 36 of 1998)

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PURPOSE AND STRUCTURE OF THIS REGISTRATION GUIDE

This Registration Guide explains how water users must register their water use with the Department of Water Affairs and Forestry.

It starts with a section that explains how to use this Guide, and includes a useful "road map" to the Guide, followed by-

- an overview of water use registration - why water users should register their water use with the Department, which users should and should not register, and when they must register
- some important definitions that will assist users to complete their forms
- practical information on the water use registration forms and how to complete them.

Lastly, the Guide provides a list of registration help lines and contact details of the Department's various offices around the country where users can obtain the forms and assistance to complete the forms.

TABLE OF CONTENTS

SECTION 1
HOW TO USE THIS GUIDE

Use the road map below to familiarise yourself with what this Guide contains.

Section 1	**How to use this guide**	
Section 2	**Registration of water use**	The process of registration: Why, who, how and when.
Section 3	**Definitions**	Some useful definitions, as well as more technical definitions required to complete Part 2 Forms
Section 4	**Permissible water use** ▪ Schedule 1 use of water ▪ Existing lawful use ▪ General authorisations to use water ▪ Licences	You will need to understand these to complete some of the forms.
Section 5	**Overview of registration forms**	Structure and approach of the forms.
Section 6	**Part 1 forms – user particulars**	Part 1 forms for different types of users.
Section 7	**Part 2 forms – water use**	Part 2 forms for different types of water use.
Section 8	**Registration help lines**	Where to obtain the forms and assistance to complete them.

SECTION 2
REGISTRATION OF WATER USE

WHY REGISTER?

Registration of water use is required in terms of section 26 (1)(c) and 34(2) of the National Water Act (Act 36 of 1998). There are several reasons why water users are required to register their water use with the Department. Most important are:

- to manage and control water resources for planning and development
- to protect water resources against over-use, damage and impacts
- to ensure fair allocation of water among users.

Registration is also the first step in recovering the true and actual costs of water use in a fair and systematic manner. These funds in turn will be used to achieve the above goals.

Registration is to the benefit of the country as a whole, and not only to water users.

South Africa is one of the most water-scarce countries in the world. We are on the threshold of being what is internationally defined as a country "under water stress." Estimates are that all freshwater resources will be fully allocated in about 20-30 years from now, depending on economic growth scenarios.

Impacts on freshwater resources from waste discharges can limit the value of water for other use. Contamination can also lead to health problems and can damage the aquatic environment.

Good water resource management and long-term planning are thus essential for South Africa. In order to do this, it is important to understand how much water we have, who is using it and where.

WHAT IS REGISTRATION?

Registration is the process of officially notifying the Department of a water use.

Registration is required in terms of a Notice issued under the Registration Regulations, or under a General Authorisation published in the Government Gazette.

Water use is registered by completing the official forms obtainable from the Department.

WHO DOES NOT HAVE TO REGISTER?

The following water use need NOT be registered:

- if the water use is listed in Schedule 1 of the Act (see Section 4).
- if the water use is excluded from the requirement to register in terms of a Notice issued under the Registration Regulations, or under a General Authorisation (see Section 4).
- if the water use is part of the services offered by a Water Services Provider, such as a Local Authority (municipality) or a Water Board. An example of this is water and sanitation provided to households by a municipality. Each household is not required to be registered. However, the municipality must register its use.
- if the water use has been licensed under the National Water Act.

WHO MUST REGISTER THEIR WATER USE?

- Individuals – such as farmers, small-holders, land-owners or lessees
- Communities – such as communal enterprises, traditional farmers groups
- National or Provincial Government
- Companies and businesses – including partnerships, public companies, private companies, companies not for gain, guarantee companies, foreign companies, incorporated private companies, closed corporations etc.
- Water User Associations.
- Water Services Providers, including Water Boards and Local Government.

WHEN MUST USERS REGISTER?

From 8 October 1999, all NEW water use must be registered as set out in the General Authorisations (see Section 4).

Over time, the Department will publish Notices in the Government Gazette for particular catchments or water management areas and water resources, calling for registration of existing water use.

The Notices will specify the time frame in which registration must be done. Typically the time period will be 60 days from the date of the Notice.

When the Notice appears water users will also be advised by other means of the need to register, such as advertisements in local newspapers and on the radio.

Ask your local Departmental office to find out if a Notice to register water use in your area has already been issued.

HOW WILL USERS BE REGISTERED?

Forms to register are obtainable from any office of the Department (see Section 8). To register your water use, submit completed registration forms to the Department.

Registration cannot be turned down or denied, if it is for a legitimate water use.

Incomplete forms may be returned to the water user, and registration suspended until complete information is provided.

A Registration Certificate will be issued bearing the Register Number as soon as the forms have been processed.

WHAT DOES IT COST TO REGISTER?

Registration is free of charge if you submit your application to register within the time period stated in the Notice. If you delay unnecessarily, you may have to pay for the processing of your registration forms.

Registration certificates are issued free of charge for the first certificate, and for valid amendments to registration details.

Reprints of lost registration certificates can be obtained for a replacement fee from the Departmental office of issue.

REGISTRATION NO ENTITLEMENT

Registration is not an entitlement to use water.

Registration can be seen as the first step in establishing yourself as a water user with the Department.

SECTION 3
DEFINITIONS USED IN REGISTRATION

General definitions of key terms in the registration process are provided here to aid the water user in completing registration forms. Technical definitions for certain fields on the Part 2 forms are also included.

BIODEGRADABLE INDUSTRIAL WASTEWATER

- Biodegradable industrial wastewater is wastewater that contains a high concentration of organic waste arising from industrial activities and premises.
- Biodegradable industrial wastewater does not contain any substances that may accumulate in the environment such as heavy metals and persistent organic compounds.
- Biodegradable industrial wastewater is generated by activities such as:
  - Milk processing
  - Manufacture of fruit and vegetable products
  - Sugar mills
  - Manufacturing and bottling of soft drinks and water bottling
  - Production of alcoholic beverages in breweries, wineries and malt houses
  - Manufacturing of animal feed from plant or animal products
  - Manufacturing of gelatine and of glue from hides, skin and bones
  - Abattoirs
  - Fish processing and feedlots.

CATEGORIES OF MINES

- Mines are classified into 3 categories, according to the potential impacts that may occur on water resources due to the mining activitiy: Category A, B and C.

Category A mines

- All gold and coal mines, irrespective of size;
- Any mine with any kind of extractive metallurgical process, including heap leaching. This includes most other precious and base metal mines; and
- Any mine where pyrites occur in the mineral deposit.

Category B mines

- Mines with potentially significant and/or permanent impact only on non-water quality aspects of the water environment, such as yield or availability of water, dynamics of the river, riparian use etc.

Category C mines

- All other mines, including big mines with no significant impact on the water environment, and small- or low-impact mines and prospecting operations.

DAMS WITH A SAFETY RISK

Storing water is a water use, as outlined in 21(b) below. Safety of dams is also regulated in terms of Chapter 12 of the Act and the Dam Safety Regulations (Government Notice R1560 of 25 July 1986).

- Registration of dams with a safety risk is required in terms of section 120 of the Act.
- These are dams with a storage capacity larger than 50 000 cubic metres and have a dam wall higher than 5 metres, or have been declared as a category of dams or a dam with a safety risk by the Minister.
- A dam is any structure which is capable of containing, storing or impounding water. This includes weirs, even though these may not have been constructed for the purpose of storing water.

DOMESTIC WASTEWATER

- Domestic wastewater consists of 90% or more wastewater by volume that arises from domestic and commercial activities and premises, and may contain sewage.
- Domestic wastewater includes household waste from washing, bathing, toilets.

INDUSTRIAL WASTEWATER

- Industrial wastewater consists of 10% or more wastewater by volume that arises from industrial activities and premises.
- Industrial wastewater may also contain domestic wastewater and sewage.
- Industrial wastewater is generated by a wide range of activities such as:
  - Chemical industries
  - Metal plating
  - Plastics
  - Leather processing
  - Pulp and paper manufacture.

POLLUTION

Pollution is the direct or indirect alteration of the physical, chemical or biological properties of a water resource so as to make it-

a) less fit for any beneficial purpose for which it may reasonably be expected to be used; or

b) harmful or potentially harmful-

- to the welfare, health or safety of human beings;
- to any aquatic or non-aquatic organisms;
- to the resource quality; or
- to property.

SIC CODES

- The diverse range of industrial activities are classified according to Standard Industrial Codes (SIC).
- These Codes are published in the Standard Industrial Classification of All Economic Activities (5th edition), by Central Statistical Services.
- Some common SIC Codes are-

  23000 – mining of gold and uranium
  30202 – manufacture of butter and cheese
  30203 – manufacture of ice cream and other edible ice
  31500 – dressing and dying of fur
  61221 – wholesale trade in foodstuffs

WASTE

Waste includes any material that is dissolved, suspended or transported in water and which is spilled or deposited on land or into a water resource in such volume, composition or manner as to cause, or to be reasonably likely to cause, the water resource to be polluted

WASTE SITES

Disposing of waste in a manner which may impact on water resources is a water use, described in 21(g) under the definition for Water Uses below. Disposal of waste is also regulated in terms of section 20 of the Environment Conservation Act, 1989 (Act No. 73 of 1989).

- Waste disposal sites must be registered in terms of section 20(4) of the Environment Conservation Act.
- Waste disposal sites include landfills, municipal dumps, co-disposal sites, etc.

- Some categories of waste are excluded from registration of waste sites, such as industrial ash dumps and mine dumps. Also excluded are soak-aways, french drains, conservancy tanks, pit latrines and other on-site disposal of household waste.
- These excluded categories are regulated under the National Water Act as outlined in 21(g) below.

WASTEWATER

Wastewater is water containing waste, or water that has been in contact with waste material.

- Wastewater includes
  - domestic wastewater
  - biodegradable industrial wastewater
  - industrial wastewater.

WATER RESOURCE

A water resource is:

- a river or a spring;
- a natural channel in which water flows regularly or intermittently;
- a wetland, lake or dam into which, or from which, water flows;
- any collection of water which the Minister may declare to be a watercourse; and
- surface water, estuaries and aquifers (underground water).

All waterbodies in the hydrological cycle, including underground water, are regarded as water resources

WATER USES

Eleven different water uses are listed in Section 21 (a) to (k) of the Act. They are briefly outlined below.

S21(a) of Act
Taking water from a water resource

- Commonly this use involves pumping of water from a dam or river, or from a borehole.
- Nationwide, the greatest volume of water is taken for the purpose of irrigated agriculture.

S21(b) of Act
Storing water

- This use includes 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.
- This water use also includes water that contains waste, for example water collected through a sewer system, or wastewater from an industrial plant.
- Weirs built on rivers may also store water, unless there is an outlet for drainage under low flow conditions. These structures must comply with the Dam Safety Regulations.

S21(c) of Act
Impeding or diverting the flow of water in a watercourse

- Impeding or diverting flow does not cause any loss in flow.
- Impeding or diverting structures can fully or partially extend into a river, forcing the natural flow direction to be re-directed around the structure.
- 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.
- Gauging weirs are an example of an impedance if 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 not “impeding or diverting flow”.

S21(d) of Act *Engaging in a stream flow reduction activity*	▪ Commercial afforestation is currently the only activity declared to be a stream flow reduction activity. ▪ Examples include commercial pine, eucalyptus, wattle or poplar forests and woodlots for commercial purposes.
S21(e) of Act *Engaging in a controlled activity identified as such in section 37(1) or declared in section 36*	▪ Currently, the following are controlled activities: - irrigating with waste water; - modification of atmospheric precipitation (cloud seeding); - power generation which alters the flow regime of a water resource; and - intentional recharge of underground water with waste water. ▪ 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.
S21(f) of Act *Discharging waste or water containing waste into a water resource through a pipe, canal, sewer, sea outfall or other conduit*	▪ This water use entails the discharge of waste or wastewater **directly** into a water resource. ▪ Common examples of this water use are waste released into a river or dam at a discharge point such as waste water from factories, or partially treated wastewater from treatment plants. ▪ 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.
S21(g) of Act *Disposing of waste in a manner which may detrimentally impact on a water resource*	▪ 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.
S21(h) of Act *Disposing in any manner of water which contains waste from, or which has been heated in, any industrial or power generation process*	▪ This water use refers specifically to the **temperature** of the wastewater which may have a significant effect on the environment.
S21(i) of Act *Altering the bed, banks, course or Characteristics of a water course*	▪ This water use refers to the physical changes that are made to a water course, for example to widen or straighten the channel of a river. ▪ Alteration of the bed and banks is usually needed for construction and infrastructure development near or across a river. ▪ Sand mining is another common example of this water use. ▪ 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.

S21(j) of 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*	▪ This water use applies 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.
S21(k) of Act *Using water for recreational purposes*	▪ This water use refers to organised water sports, fishing competitions, floating restaurants etc. ▪ The recreational activity of a person who has lawful access to a water resource is defined in Schedule 1 of the Act (see Section 4) as permissible water use and need NOT be registered.
WATER SERVICES PROVIDER	▪ A Water Services Provider is defined in the Water Services Act (Act No. 108 of 1997) as a municipality, district or rural council, a Water Board or institution that provides water services. ▪ Water Services are defined as water supply and sanitation.
Water Supply	▪ Water Supply includes treatment and distribution of water through a distribution network. ▪ It can also include bulk supply of untreated water by one Water Services Provider to another for further treatment and distribution.
Sanitation	▪ Sanitation includes collection, removal and treatment of sewage. ▪ Sewage can be routed through a drainage or sewer network, or disposed of into an on-site facility such as a pit latrine, septic tank etc.
WATER USER ASSOCIATION	▪ A Water User Association is an association of individual water users who undertake water related activities for their mutual benefit. ▪ A Water User Association is formally established by the Minister, through publication of a Notice in the Government Gazette after approval of its constitution. ▪ Water User Associations will be transformed from existing irrigation boards, subterranean water control boards, water boards established for stock watering, settlement boards and water conservation boards. ▪ Individuals members of a Water User Association do NOT have to register their use as individuals for water obtained from a distribution system controlled by the Association. The Association as a whole must register. ▪ Individual members who have other types of water use must register these uses as individuals. ▪ A common example is a farmer who takes water from the canal of a government water scheme, and also from a borehole on his property. Taking of water from the scheme need not be registered, but it may be necessary to register taking of water from the borehole.

SECTION 4
PERMISSIBLE WATER USE

USE OF WATER

Permissible water use is described in section 22 of the Act as:

- Schedule 1 use
- Continuation of an existing lawful use
- Use authorised under a General Authorisation
- Licensed use.

An overview of these mechanisms for regulating water use is provided below.

SCHEDULE 1 USE OF WATER

"Schedule 1" refers to Schedule 1 of the Act which lists a range of permissible water use.

Schedule 1 water use is NOT required to be either registered or licensed.

Schedule 1 in detail

The following water use detailed in Schedule 1 need NOT be registered:

- Taking water directly from any water resource to which a person has lawful access, for:
  - Reasonable domestic use in a person's household;
  - small gardening (but not for commercial purposes); and
  - the watering of animals (but not for commercial purposes, thus excluding feedlots), provided that the use is not excessive in relation to the capacity of the water resource and the needs of other users.
- Storing and using run-off water from a roof.
- In emergency situations, taking water from any water resource for human needs or firefighting.
- Recreation, if a person has lawful access to that water resource.
- Discharge of waste or water containing waste or run-off water (including stormwater) into a canal, sea outfall or other conduit, provided these are controlled by persons that have been authorised to purify, treat or dispose of this wastewater.

EXISTING LAWFUL USE OF WATER

- Existing Lawful Use means any lawful use of water authorised by or under any law which took place at any time during the period from 1 October 1996 to 30 September 1998, i.e. the two years before the National Water Act came into effect.

- Stream flow reduction activities and controlled activities also fall under the requirements of existing lawful use (see Section 3 21(d) and (e) above for definitions).

- Existing Lawful Users will be required to register their use in terms of a Notice issued under the Registration Regulations.

GENERAL AUTHORISATIONS TO USE WATER

A General Authorisation is an authorisation to use water without a licence, provided that the water use is within the limits and conditions set out in the General Authorisation.

General Authorisations apply only to NEW water use that took place after 1 October 1999 when the Act was fully promulgated. This means that General Authorisations are not retro-active or "back-dated".

Schedule 1 water uses are not included under the General Authorisations, as they are already permissible in terms of the Act and do not require further authorisation.

REGISTRATION AND THE GENERAL AUTHORISATIONS

The General Authorisations describe the conditions under which a water use must be registered. Water users must acquaint themselves with the terms and conditions of the General Authorisations, as there are specific conditions applicable to certain water use.

For new water use that started after 8 October 1999 and does NOT fall within the areas or limits set out in the General Authorisation, the user must approach the Department for a licence.

The requirements for registration outlined in the five General Authorisations that were published in Government Gazette No. 20526, dated 8 October 1999, are summarised below (note that further General Authorisations will be published in future).

General Authorisation for taking water from a water resource	▪ Water taken from surface water resources must be registered if 50 cubic metres or more is taken per property on any given day. ▪ Water taken from groundwater must be registered if 10 cubic metres or more is taken per property on any given day.
General Authorisation for storing water	▪ Storing more than 10 000 cubic metres of water on any property must be registered.
General Authorisation for engaging in a controlled activity: Irrigating with wastewater	▪ Irrigating more than 10 cubic metres of wastewater per property on any given day, of a certain quality, must be registered. ▪ Only domestic and/or biodegradable industrial wastewater may be irrigated under a General Authorisation.
General Authorisation for discharge of wastewater into a water resource *through a pipe, canal, or other conduit*	▪ All discharge directly into a water resource must be registered regardless of the volume.
General Authorisation for disposing of waste in a manner which may detrimentally impact on a water resource	▪ Storage of more than 1 000 cubic metres of wastewater for disposal, or more than 500 cubic metres for re-use, must be registered per property. ▪ Disposal of more than 50 cubic metres of wastewater per property on any given day must be registered. ▪ In the case of Local Authorities, areas where more than 5 000 households are served by on-site disposal sites and where density of on-site disposal sites exceeds 10 per hectare must be registered. ▪ Only domestic and/or biodegradable industrial wastewater may be disposed under a General Authorisation.

LICENCES AND THE GENERAL AUTHORISATIONS

Any new water user who does not comply with the terms and conditions of the General Authorisations must approach the Department for a licence.

SECTION 5
OVERVIEW OF REGISTRATION FORMS

REGISTRATION FORM

Registration forms consist of Part 1 and Part 2 as well Supplementary forms.

- Part 1 forms – information on the water user and the property where the water use takes place.
- Part 2 forms – information about the water use.
- Supplementary forms – additional information that may be needed.

One Part 1 form and one or more Part 2 forms must be completed to register a water use.

CHANGE OF PERSONAL PARTICULARS

There are Change of Particulars forms for each Part 1 form, should any of the personal or contact details change at a later stage, such as:

- new telephone numbers
- changes to postal addresses
- changes to names and titles.

CHANGE OF PROPERTY OWNERSHIP

Details about a property where a registered water use takes place may be amended on the Change of Property Ownership form:

- update property ownership and property details
- information on any successor in title can be supplied on this form, including new ownership through inheritance or purchase of property.

AMENDMENTS TO WATER USE DETAILS

Details about a registered water use may be amended on any registration form:

- quote the Register Number allocated when the water use was first registered and complete a Part 1 form
- amend the registered water use details on a new Part 2 form.

ADD A NEW WATER USE

A registered water user may register additional water uses:

- quote the Register Number and complete a Part 1 form
- give the new water use details on a new Part 2 form.

SURRENDER OF A REGISTERED WATER USE

Once registered, a water use may be surrendered if the activity ceases to take place. Surrendering a water use cancels the water use registration:

- quote the Register Number and indicate which water use/s are to be surrendered on the Surrender of Water Use form.

REGISTRATION FORM NUMBERS	The numbers of the various kinds of registration forms are provided below	
REGISTRATION PART 1 FORMS	DW 756	Individual
	DW 757	Water Service Provider
	DW 758	Company, Business or Partnership; National or Provincial Government
	DW 759	Water User Association
REGISTRATION PART 2 FORMS	DW 760	Taking water from a water resource
	DW 761	Storing water
	DW 762	Storing water – Dam Safety Registration
	DW 763	Impeding or diverting the flow of water in a watercourse
	DW 764	Engaging in a Stream Flow Reduction Activity
	DW 765	Engaging in a controlled activity: Irrigation of any land with waste or water containing waste generated through any industrial activity or by a waterwork
	DW 766	Discharging waste or water containing waste into a water resource through a pipe, canal, sewer, sea outfall or other conduit
	DW 767	Disposing of waste in a manner which may detrimentally impact on a water resource
	DW 808	Waste site registration
	DW 768	Altering the bed, banks, course or characteristics of a watercourse
	DW 805	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
	DW 806	Using water for recreational purposes
SUPPLEMENTARY FORM NUMBERS	DW 787	Taking water from a water resource: irrigated field and crop information
	DW 790	Storing water: Dam and Technical data
	DW 793	Storing water: Dam classification
	DW 795	Waste disposal site: Classification of waste
	DW 796	Waste disposal site: Classification of site
	DW 797	Waste disposal site: Fatal flaw indicators
	DW 798	Waste disposal site: Feasibility
	DW 800	Change of Particulars: Individual
	DW 801	Change of Particulars: Company, National or Provincial Government
	DW 802	Change of Particulars: Water User Association
	DW 803	Change of Particulars: Water Services Provider
	DW 809	Subdivision of property
	DW 810	Consolidation of property
	DW 811	Change of Property Ownership
	DW 812	Register of Properties
	DW 813	Surrender of Water Use

IMPORTANT NOTES WHEN COMPLETING YOUR FORMS

- Make sure you have the correct Part 1 form and all the Part 2 forms you need.
- Some fields and blocks are marked with a dot, like this: ●. The information required in these fields and blocks is compulsory and must be filled in.
- Please write clearly in black ink.

- Use capital letters.
- Use one letter or digit per square.
- Return completed forms to the nearest office of the Department.
- A Registration Certificate cannot be issued unless the information is complete. The Department may return any incomplete forms received.

SECTION 6
HOW TO COMPLETE REGISTRATION PART 1 FORMS

PART 1 FORMS	Part 1 forms consist of: ▪ **DW756** for Individuals ▪ **DW757** for Water Services Providers (see definition in Section 3) ▪ **DW758** for Companies and National or Provincial Government Departments ▪ **DW759** for Water User Associations (see definition in Section 3)
PARTICULARS OF THE APPLICANT	This section of the forms is for general information such as name, title, address and telephone number. ▪ A South African ID number or temporary ID number is sufficient for identification.
DW756 Individual applicant	▪ Individuals who do not have a South African ID number may use a passport number for identification purposes. ▪ Foreign ID numbers not acceptable. In the case of foreign nationals, supply the passport number, passport date of issue and country of issue.
DW757 Water Services Provider	▪ Each Water Services Provider must submit a Management Plan to the Department in terms of the Water Services Act.
DW758 Company or Business; National or Provincial Government	▪ Company, Business or Partnership means registered companies, close corporations, sole proprietors, partnerships, public companies, private companies, companies not for gain, guarantee companies, foreign companies, incorporated private companies, closed corporations etc. ▪ Registered businesses must give the RCCC number issued when the business registers in terms of the Trade and Industries Act. ▪ In cases where property is owned by a number of shareholders that have not been registered as a company, the principal shareholder must complete form DW756 – Individual. ▪ "Country where established" means a foreign company's country of origin. ▪ For National Government, supply the Department name in full (not just an abbreviation). ▪ For Provincial Government Departments, please also give the name of the Province.
DW759 Water User Association	▪ A Water User Association is formally established through publication by the Minister of a Notice in the Government Gazette. ▪ Formally established Water User Associations must complete section 2. ▪ Other Associations that intend to become Water User Associations must complete section 3. ▪ Please provide the name of the area in which the Association operates. ▪ The total area of operation of the Association includes the properties of all its members at the date of registration, either in hectares or square kilometres. ▪ Previous Irrigation Boards, Settlement Boards and Water Conservation Boards should attach a certified copy of the Register of Properties form that was submitted with the proposal to establish your Water User Association.

PROPERTY WHERE WATER USE OCCURS	▪ The property where water use occurs is not necessarily the same as the residence of the person applying for registration of a water use. ▪ Water use on unsurveyed property may be registered on behalf of the village or community which owns or occupies the land. ▪ Unsurveyed property includes communal lands, tribal lands and some of the lands in the former homelands. ▪ All the necessary information for surveyed properties is available in the office of the Surveyor-General.
Leased Property	▪ If the property is leased for the purpose of the water use then the details must be obtained from the owner of the property by the water user. ▪ The Department recommends that any lease agreement between the lessee and the landowner should include the water use activity, because outstanding water use charges will be recovered from the landowner.
One Property, Many Users	▪ Several users may register water use on the same property, if they are lawful occupiers of the property. An example of this is where different people rent portions of land from the property owner. ▪ In these cases: Use one form per applicant. ▪ For individuals who lease land complete DW756 – Individual. ▪ For companies who lease land complete DW758 – Companies and National or Provincial Government Departments.
One Person, Many Properties	▪ One person or business may use water on many different properties. ▪ The properties may be owned or leased by the person or the business. ▪ In these cases: Use one form per property.
WATER USES OR ACTIVITIES	Indicate the water use or the number of each water use that you wish to register. (See Definition of *Water Use* in Section 3). ▪ Several water uses may be registered on one property. For example there may be water pumped from a river (taking water) into a storage dam (storing water), as well as irrigation of wastewater (controlled activity) all on one property. ▪ More than one of the same water use may be registered on one property. For example, there may be five storage dams on one property. ▪ For each water use that is indicated, a separate Part 2 Form must be completed.
DECLARATION BY APPLICANT	▪ Individual applicants must sign and date the form themselves. ▪ In the case of a power of attorney a certified copy of the appointment must be attached to the application form. ▪ A delegated person must sign on behalf of the Water Services Provider, company or business, National or Provincial Government, or Water User Association. ▪ Use of a thumbprint in the space provided will be acceptable in some cases as an alternative to an applicant's signature.

SECTION 7
HOW TO COMPLETE REGISTRATION PART 2 FORMS

PART 2 FORMS	Part 2 forms require information on: ▪ the ***water resource*** (see definition in Section 3) ▪ ***water use*** and related activities (see definition in Section 3) ▪ ***existing authorisations or permits*** (see Existing Lawful Use of water in Section 4) More than one Part 2 form may need to be completed. For example a farmer who takes water from a river and stores it in a dam of 100 000 cubic metres capacity must complete the following: - a DW760 form for taking water; - a DW761 form for storing water; and - a DW762 form for dam registration. If there are more than one of the same water use on the same property, then separate forms must be completed. For example a farmer who takes water from two rivers must complete two DW760 forms.
AMENDMENTS	Part 2 forms allow existing registered use to be amended. Quote the Register Number and complete a Part 1 form. Complete a Part 2 form for the use that must be amended.
EXISTING AUTHORISATIONS	Existing authorisations may be- - Existing Lawful Use (defined in Section 4) or - General Authorisations (defined in Section 4). Where applicable please supply the number of each permit or other authorisation in respect of each water use. Where no permit or authorisation was obtained ignore this section.

DW760

Registration Part 2A: Taking Water from a Water Resource

- This form is for any instance of taking water from a water resource.
- The water resource may occur on a person's property or be accessed by means of a servitude across another person's property.
- Common examples include pumping from a river or a borehole, taking water from a canal or dam outlet, or pumping water directly out of a dam.

SECTIONS ON FORM	EXPLANATIONS
1. WATER RESOURCE INFORMATION 1.1 1.3	▪ See definition of a Water Resource in Section 3. ▪ If the water resource has no specific name, enter "no name". ▪ Enter the geographic location either in degrees(°), minutes(') and seconds(''), or in decimal degrees. The geographic location can be read from a 1:50 000 topographic map available from the Government Printers at a nominal charge, or at the nearest office of the Department, or by using a Global Positioning System (GPS) instrument.
2. DESCRIPTION OF WATER USE 2.1	▪ See definitions of Water Use in Section 3 and Schedule 1 Use in Section 4. ▪ Indicate the purpose(s) that the water is used for. More than one use may be marked. ▪ Where water is used for irrigation, also complete supplementary form DW787. Guidance on how to complete this supplementary form is given on the next page. ▪ **Watering livestock** means using water for intensive animal production units such as feedlots. It does NOT refer to livestock watering defined under Schedule 1 (see Section 4 for definition). ▪ **Aquaculture** means fish farming such as trout farms, oyster farms and production of other water species. ▪ **Domestic water supply** means water taken for treatment and supply to communities or resorts for domestic consumption. It does NOT mean water taken for reasonable domestic use in households or groups of households on a single property defined under Schedule 1 (see Section 4 for definition).
3. EXISTING AUTHORISATION	▪ See definition of Existing Authorisation in Section 4.

DW787

Supplementary form: Taking Water from a Water Resource – Irrigated field and crop information

- This form is for supplementary information for taking of water from a water resource.
- This form is ONLY to be completed by water users who irrigate crops with water taken from a water resource. This form is NOT applicable to water users who irrigate with wastewater. For these users, complete form DW765.
- The information on this form will be used to determine the total annual requirement of water used in irrigation.
- The method for determining the annual irrigation requirement is the SAPWAT computer program.
- In summary the SAPWAT program determines the crop water requirement for a specific crop in a specific geographic location and the specific irrigation system used.
- More information on the SAPWAT program can be obtained from the Director: Water Utilisation, Tel: (012) 336 8734, Fax: (012) 323 5041
- The volume of water that is determined from the information on this form is the volume that will be registered. It will appear on the registration certificate.
- A person may wish to confirm the volume of water used in irrigation by installing a water meter at the point where the water is taken from the water resource.
- A common example is where water is pumped from a river into an irrigation canal. A water meter can be installed on the pump to measure the amount of water that is pumped into the canal.
- Another common example is where water is pumped from a borehole and into a storage dam for irrigation at a later date. A water meter can be installed to measure the amount of water that is pumped from the borehole into the dam.
- Water meter readings can be provided to the Department, and the amount of water used for irrigation may then be modified.

SECTIONS ON FORM	EXPLANATIONS
IRRIGATION ABSTRACTION	**Field number** Each field on the farm must be entered on a separate line. ▪ The field number is the number of the irrigated field. If there are no numbers, the farmer must allocate numbers that can be used to identify each field. ▪ Field numbers may also contain alphabetical letters. For example, a farmer may have the following field numbers: A100, A101, A102, B231, D5/3, F007 etc **Area** ▪ The **area** in hectares for each field must be entered. This should be as accurate as possible. **Crop** ▪ Each **crop** grown on the field must be entered on a separate line. ▪ The following shows examples of one crop per field, and in the case of field number C1 there are two crops grown in the year:

Field number	Area (hectares)	Crop	Planting date	Growing season (days)	Rotation factor (%)
A 1	1 4 ,5	Cotton	1 0 1 5	2 0 5	1 0 0
B	3 ,9	Spanspek	0 9 0 1	1 2 0	1 0 0
C 1	1 1 ,0	Wheat	0 2 1 5	2 0 0	5 0
C 1	1 1 ,0	Soybeans	0 9 0 1	1 5 0	5 0
C 2	1 1 ,0	Tomatoes	0 9 1 5	2 0 0	2 0

	Planting date ▪ Give the day and month when the crop is planted **Growing season** ▪ Given the number of days that the crop will be in the ground. This is the number of days from planting to harvesting. For perennial crops, the number of days will be 365. **Rotation factor** ▪ The **rotation factor** is the percentage of time that the crop is in the ground. For example, if cotton is grown every year, the rotation factor is 100%. ▪ Where two crops are grown in one year the rotation factor for each is 50%. ▪ In the case of tomatoes which are planted every 5 years, and the remaining 4 years the field is left fallow, the rotation factor is 20%. **Irrigation system code** ▪ Select the code from the table of irrigation system types. For example, the code for flood irrigation using furrows is "A". The code for permanent sprinklers is "F". ▪ If there is no code for your irrigation system, enter the system type in the space provided underneath code "R". **Resource type** ▪ Indicate the type of water resource from which the water is taken such as dam, river, stream, groundwater etc. **Resource name** ▪ If the water resource does not have a specific name, enter "no name". ▪ For boreholes, leave this space blank. **Annual mm used** ▪ Give the annual depth of irrigation applied on each field.
IRRIGATION SCHEDULING METHODS	**Description of any irrigation scheduling methods used** ▪ Describe the scheduling methods used, if any. ▪ For example, if evaporation pans or neutron probes are used, describe the method.
METHODS TO ENHANCE IRRIGATION EFFICIENCY	**Describe any other methods used to enhance irrigation effiency** ▪ An example of efficiency enhancement is lining of irrigation canals with waterproofing such as cement to prevent leakages. ▪ Another common example is levelling of irrigated fields to ensure equal distribution of irrigation water supplied through flooding.

DW761

Registration part 2B: Storing Water

- This form is for any instance of storing water.
- Where water stored in a dam floods several properties, only the owner of the dam is required to register the dam.
- Dams and weirs are examples of storing water in a watercourse.
- Water may also be stored off-channel in structures such as dams and reservoirs built outside of a watercourse.
- Small household water tanks or raintanks defined under Schedule 1 (see Section 4 for definition) are NOT included in this water use.
- Storage of clean water and wastewater on mines must comply with the Mining Regulations.
- Storage facilities must comply with the Dam Safety Regulations, the Building Standards Regulations and any relevant by-laws of the local authority.
- In terms of the Dam Safety Regulations, any dam with a storage capacity greater than 50 000 cubic metres and a dam wall greater than 5 metres in height is regarded as a **dam with a safety risk**.
- Other dams may also be declared as having a safety risk if they do not satisfy the criteria above, for example dams containing potentially hazardous waste or dams located in potentially hazardous locations.
- Dams with a safety risk must be registered in terms of the Dam Safety Regulations. For these dams, also complete form DW762.

SECTIONS ON FORM		EXPLANATIONS
1. STORAGE OF WATER		▪ The total water that can be stored on a single property must be registered. The water may be stored in one dam or several dams on the property. ▪ Dry, empty or silted up dams must also be registered. ▪ **Water not containing waste** is usually water from natural surface runoff or taken directly from a water resource, even though it may not be clean enough to drink. ▪ **Wastewater** is water containing waste that is stored for re-use, discharge and/or disposal.
2. WATER NOT CONTAINING WASTE	2.2 2.4 2.4	▪ If the water resource does not have a specific name, enter "no name". ▪ The total volume is the maximum available capacity for storage, even if the dam/s are not completely full. ▪ Measures for movement of aquatic species include fish ladders for upstream migration of fish.
3. WASTEWATER		▪ See definition of Wastewater in Section 3.
	3.1a)	▪ Storage for **discharge** means the wastewater will eventually be released directly into a water resource. Please also complete DW766.
	3.1b)	▪ Storage for **disposal** means the wastewater will eventually be disposed of into an evaporation dam, oxidation pond, on-site disposal facility such as a french drain, pit latrine, septic tank, or soak-away. Please also complete DW767.
	3.1c)	▪ Storage for **re-use** means the wastewater will be used in the process that generated the wastewater. Please also complete DW767. ▪ Re-use does NOT refer to irrigation. For irrigation with wastewater complete DW765.
	3.2	▪ The total volume is the maximum available capacity for storage, even if the dam/s are not completely full.
4. EXISTING AUTHORISATION		▪ See definition of Existing Authorisation in Section 4.

DW762

Registration Part 2B: Storing Water – Dam Safety Registration

- This form is for any dam that has a dam safety risk.
- In terms of the Dam Safety Regulations, any dam with a storage capacity greater than 50 000 cubic metres and a dam wall greater than 5 metres in height is regarded as a "**dam with a safety risk**".
- Other dams may also be declared as having a safety risk if they do not satisfy the criteria above, for example dams containing potentially hazardous waste or dams located in certain potentially hazardous locations.
- Dams that have already been registered with the Department must also be registered on this form, if required to do so in terms of a Notice in the Government Gazette.

SECTIONS ON FORM		EXPLANATIONS
1. GENERAL INFORMATION	1.1	▪ If the dam does not have a name, please supply the name of the property on which the dam is situated.
	1.2	▪ **If the water is to be stored in a watercourse** means the water will be retained behind a weir or dam constructed across a natural river channel.
	1.3	▪ **Off-channel** storage means storage in structures such as dams, reservoirs and tanks built outside of a natural watercourse.
	1.4	▪ Clean water dams store **water not containing waste** which is usually water from natural surface runoff or taken directly from a water resource, even though it may not be clean enough to drink. ▪ If the dam is used for more than one purpose, mark all the applicable blocks.
	1.5	▪ See definition of Wastewater in Section 3. ▪ If the dam is used for more than one purpose, mark all the applicable blocks.
	1.7	▪ The **person in control of the dam** is the person who has the authority to control, manage and administer all safety aspects of the dam. This may be the owner, or any person with delegated authority.
	1.9 + 1.10	▪ Supply the details of the dam designer or consultant and the contractor who constructed the dam and associated structures.
2. LOCATION OF DAM	2.1	▪ The city or town nearest to the dam which may not necessarily be the same as where the dam owner or applicant resides.
	2.2	▪ Measure the distance in a straight line between the centre of the dam wall and the Post Office in the city or town.
	2.3	▪ The arrows show the compass direction of the nearest city or town to the centre of the dam wall, *as the crow flies*, and not along the road. ▪ An up arrow means that the dam is approximately north of the nearest city or town, and so on.
	2.4	▪ 1:50 000 topographic maps are available from the Government Printers at a nominal charge, or at the nearest office of the Department.
	2.5	▪ Enter the geographic location either in degrees(°), minutes(') and seconds(''), or in decimal degrees. The geographic location can be read from a 1:50 000 topographic map available from the Government Printers at a nominal charge, or at the nearest office of the Department, or by using a Global Positioning System (GPS) instrument.

3. CLASSIFICATION INFORMATION	3.1	▪ The classification of the dam is carried out by the Dam Safety Office of the Department. ▪ Any dam with a safety risk that can store more than 50 000 cubic metres and with a wall height exceeding 5 metres must be classified.
4. TECHNICAL INFORMATION	4.2a)	▪ **Maximum wall height** is the vertical difference between the lowest downstream ground elevation on the outside of the dam wall and the non-overspill crest level or the general top level of the dam wall.
	4.2b)	▪ **Crest length of wall** includes the length of the spillway, where applicable.
	4.3	▪ **Water depth at full supply level** is measured from the spillway level (ie. full supply level) to the lowest point in the natural stream if the wall is built across a stream. Otherwise it is measured from the maximum spillway level to the lowest point on the natural ground on which the wall is built.
	4.4 + 4.5	▪ The **dam basin shape** should be the most applicable description of the shape.
	4.6	▪ For **in-stream storage**, measure the length along the centre-line of the dam and the width at the widest point of the dam. Both measurements should be made at maximum water level ie. full supply level. ▪ **Storage for discharge** means the wastewater will eventually be discharged directly into a water resource.
5. EXISTING AUTHORISATION		▪ See definition of Existing Authorisation in Section 4.

DW763

Registration Part 2C: Impeding or Diverting the Flow of Water in a Watercourse

- Impeding or diverting the flow of water in a watercourse refers to an activity or structure which has a minor interference with the normal flow in a river or stream.
- Impeding flow refers to structures such as low water bridges, jetties and weirs with a low flow outlet constructed for the purpose of hydrological monitoring.
- Diverting flow refers to canalisation of a watercourse within the natural course, or to diverting the flow through a pipe within or around the natural course of the watercourse. The watercourse itself remains intact.
- Diverting of flow may be necessary for construction and maintenance of buildings and roads, or for prospecting activities.
- Note: river diversions are NOT part of this water use. River diversions involving reconstruction of a watercourse and diversion of the river from its natural course are part of DW768.
- Note: any structure which is capable of containing, storing or impounding water is NOT part of this water use. These structures must be registered as storing water on DW761.

SECTIONS ON FORM		EXPLANATIONS
1. NATURE OF ACTIVITY		▪ Select either **impeding** or **diverting**. Use a separate form if you wish to register both.
2. WATER RESOURCE INFORMATION		▪ If the water resource does not have a specific name, enter "no name".
3. IMPEDING THE FLOW	3.1	▪ The geographic location either in degrees(°), minutes(') and seconds(''), or in decimal degrees. The geographic location can be read from a 1:50 000 topographic map available from the Government Printers at a nominal charge, or at the nearest office of the Department, or by using a Global Positioning System (GPS) instrument.
	3.2	▪ If the impeding structure does not have a specific name, enter "no name".
	3.3a)	▪ **Height** is the vertical difference between the lowest downstream ground elevation on the outside of the structure and the crest level of the general top level of the structure. ▪ Measure the height on the downstream side of the structure.
	3.3b)	▪ The **width** is the thickness of the structure. The widest part of the structure is usually at the base. For example low water bridges are commonly about 3 metres wide, to allow a single vehicle to cross the bridge at a time.
	3.3c)	▪ The **length** is the length along the top of the structure. For example this may be measured from one river bank to the other if the structure spans the river.
	3.3d)	▪ **Materials** include earth, rocks, concrete etc.
	3.4	▪ The number of impeding structures must include the structure that is described in the current registration form.
4. DIVERTING THE FLOW	4.1	▪ The geographic location either in degrees(°), minutes(') and seconds(''), or in decimal degrees. The geographic location can be read from a 1:50 000 Topographic map available from the Government Printers at a nominal charge, or at the nearest office of the Department, or by using a Global Positioning System (GPS) instrument.

		▪ The start of the diversion is the upstream location, and the end is the downstream location.
	4.2	▪ If the diverting structure does not have a specific name, enter "no name".
	4.3a)	▪ **Height** is the vertical difference between the lowest downstream ground elevation on the outside of the structure and the crest level of the general top level of the structure.
	4.3b)	▪ The **width** is the thickness of the structure. The widest part of the structure is usually at the base.
	4.3c)	▪ The **length** is the distance of the diversion along the watercourse. This is measured from the start to the end of the diversion.
	4.3d)	▪ **Materials** include earth, rocks, concrete etc.
	4.4	▪ The number of diverting structures must include the structure that is described in the current registration form.
5. DESCRIPTION OF ACTIVITY	5.3 + 5.4	▪ Please enter the flow rate before and after the diversion or impedance if you have the information.
	5.5	▪ State the purpose of the activity which affects the flow in the watercourse.
	5.6	▪ This is the distance in metres measured from the centre of the watercourse to the closest edge of the mining activity.
6. EXISTING AUTHORISATION		▪ See definition of Existing Authorisation in Section 4.

DW764

Registration Part 2D: Engaging in a Stream Flow Reduction Activity: Commercial Afforestation

- This form is intended for the stream flow reduction activity of **commercial afforestation**.

SECTIONS ON FORM		EXPLANATIONS
1. WATER RESOURCE INFORMATION	1.1	▪ Enter the name of the magisterial district in which the stream flow reduction activity occurs. This is the magisterial district in which the property is located.
	1.2	▪ Enter the geographic location either in degrees(°), minutes(') and seconds(''), or in decimal degrees. The geographic location can be read from a 1:50 000 topographic map available from the Government Printers at a nominal charge, or at the nearest office of the Department, or by using a Global Positioning System (GPS) instrument.
	1.3	▪ Please attach either an 1:10 000 orthophoto or a 1:50 000 topographic map that clearly indicates where the activity occurs.
	1.4	▪ Mark the type/s of water resources on the property with an X. Mark more than one block if there is more than one type of water resource.
2. DESCRIPTION OF WATER USE	2.1	▪ Indicate each of the species in hectares.
	2.1a)	▪ Self-sown trees are existing plantation species which may be scattered over an area of land. In this case provide an estimate of the number of hectares that are covered by these trees.
	2.1b) + c)	▪ **Planted before 1972** refers to plantations established before 1972, and does not include self-sown trees. ▪ **Planted after 1972** refers to plantations established after 1972, and does not include self-sown trees.
	2.2	▪ Only include details for tree species. Note that fruit orchards are not considered afforestation. ▪ **Other species** include any declared alien and invasive species found on the property.
3. EXISTING AUTHORISATION		▪ See definition of Existing Authorisation in Section 4.

DW765

Registration Part 2E: Engaging in a Controlled Activity: irrigation of any land with waste or water containing waste generated through any industrial activity or by a waterwork

- This form is intended for the **Controlled Activity** of **Irrigating with Wastewater**.
- Irrigating with wastewater is NOT the same as irrigation with water taken from a water resource.
- Irrigating with wastewater can be seen as an extended form of wastewater treatment, whereby a water user may be unable to treat the wastewater to an acceptable quality and return it to a resource. In irrigating this wastewater instead of discharging it, the possible impacts on the resource are minimised.
- Irrigation with wastewater should be carried out in such a manner that a crop is produced through the irrigation process. This is an indication that the irrigation is sustainable, and is not causing deterioration to the soil.
- Irrigation of lawns and pasture with wastewater is also acceptable. However, irrigation of undeveloped veld without growing a crop is not considered to be a productive water use activity.
- Irrigation with wastewater must comply with any Health Regulations and zoning by-laws.

SECTIONS ON FORM		EXPLANATIONS
1. DESCRIPTION OF WASTEWATER		▪ See definition of Wastewater in Section 3.
	1.2	▪ This option is for any combination of domestic and biodegradable industrial wastewater.
	1.3	▪ The **percentage by volume** is the proportion of the total wastewater that is made up of industrial wastewater.
	1.3b)	▪ See definition of SIC codes in Section 3.
2. DESCRIPTION OF IRRIGATION	2.1	▪ Give the total area in hectares that is irrigated with wastewater, at any time.
	2.2	▪ The **total volume of wastewater** irrigated is the wastewater applied to the land area specified in 2.1. This volume should not include any rainwater or stormwater runoff that is also irrigated during the year.
	2.3	▪ Many wastewater irrigation activities take place only at certain times of the year. Indicate the volume irrigated per month, or alternatively give the percentage of the total amount as an estimate.
3. EXISTING AUTHORISATION		▪ See definition of Existing Authorisation in Section 4.

DW766

Registration Part 2F: Discharging waste or water containing waste into a water resource through a pipe, canal, sewer, sea outfall or other conduit

- This form is for discharge of wastewater directly into a surface water resource, usually through a pipe or canal.
- Discharge of wastewater into an aquifer, or into groundwater is NOT included in this water use. This is a controlled activity (see Section 3 for definition).
- Commonly, water containing domestic or industrial waste is discharged.
- Wastewater that has been heated in an industrial process or in any power generation activity may also be discharged into a resource, and can be registered on this form.

SECTIONS ON FORM		EXPLANATIONS
1. DESCRIPTION OF WASTEWATER		▪ See definition of Wastewater in Section 3.
	1.2	▪ This option is for any combination of domestic and biodegradable industrial wastewater.
	1.3	▪ The **percentage by volume** is the proportion of the total wastewater that is made up of industrial wastewater.
	1.3b)	▪ See definition of SIC codes in Section 3.
	1.3d)	▪ This should be the temperature on discharge. If the wastewater is retained in a holding tank until it reaches ambient temperature then ignore this question.
2. DESCRIPTION OF WATER USE	2.2	▪ Discharge may occur at different rates during the year. Indicate the exact volume discharged per month, or alternatively give the percentage of the total amount as an estimate.
3. WATER RESOURCE INFORMATION		▪ See definition of a Water Resource in Section 3.
	3.1	▪ If the water resource does not have a specific name, enter "no name".
	3.2	▪ The type of water resource refers to surface water bodies only. Note that only one type of resource should be selected. For registration of more than one discharge point, complete a separate DW766 form.
	3.3	▪ Enter the geographic location either in degrees(°), minutes(') and seconds(''), or in decimal degrees. The geographic location can be read from a 1:50 000 topographic map available from the Government Printers at a nominal charge, or at the nearest office of the Department, or by using a Global Positioning System (GPS) instrument.
	3.4	▪ Indicate the reliability of the water resource by selecting one option only.
4. EXISTING AUTHORISATION		▪ See definition of Existing Authorisation in Section 4.

DW767

Registration Part 2G: Disposing of waste in a manner which may detrimentally impact on a water resource

- This form is applicable to disposing of wastewater into evaporation dams, oxidation ponds or a wastewater pond system. It also applies to disposal of industrial ash and mine residue, which may consist primarily of solid waste materials.
- On-site disposal systems must be also registered on this form, for:
  - Industrial wastewater; and
  - Domestic wastewater into communal septic tanks serving more than 50 households.
- Disposal of wastewater that has been heated in an industrial process or in any power generation activity must be registered on this form.
- Disposal of waste into a solid waste site must be registered on form DW808.

SECTIONS ON FORM	EXPLANATIONS
1. NATURE OF WASTE TO BE DISPOSED	▪ See definition of Wastewater in Section 3. ▪ The **percentage by volume** is the proportion of the total wastewater that is made up of domestic (1a) or industrial (1b) wastewater.
1c)	▪ **Industrial ash deposits** refer to the solid ash waste from burning of coal in the power generation industry.
1d)	▪ **Mine residue deposits** refer to solid and semi-solid waste from mining activities.
2. DOMESTIC WASTEWATER	▪ See definition of Wastewater in Section 3.
2.1	▪ Give the system capacity as the total of all ponds in cubic metres, the number of ponds and the annual total volume of wastewater disposed in cubic metres.
2.2	▪ This section applies only to local authorities.
2.2b)	▪ The **density of disposal sites** refers to residential areas where on-site disposal is the predominant means of sanitation.
2.2c)	▪ The **number of households** refers to the total estimated number of households served by on-site disposal within the area of the local authority.
3. INDUSTRIAL WASTEWATER	▪ See definition of Wastewater in Section 3.
3.1b)	▪ See definition of SIC codes in Section 3.
3.2	▪ Give the size in hectares of the disposal site, and the annual amount of waste disposed in units of either cubic metres or tons. ▪ If the disposal site does not have a specific name, enter "no name".
4. INDUSTRIAL ASH DEPOSITS	▪ Give the size in hectares of the ash deposit site, and the annual amount of waste disposed in units of either cubic metres or tons. ▪ If the ash deposit site does not have a specific name, enter "no name".
5. MINE RESIDUE DEPOSITS	▪ See definition of Categories of Mines in Section 3. ▪ Give the size in hectares of the mine residue deposit site, and the annual amount Of waste disposed in units of either cubic metres or tons. ▪ If the mine residue deposit site does not have a specific name, enter "no name".
6. EXISTING AUTHORISATION	▪ See definition of Existing Authorisation in Section 4.

DW768

Registration Part 2I: Altering the Bed, Banks, Course or Characteristics of a Watercourse

- Altering the **bed** and **banks** of a watercourse refers to those activities which take place in or adjacent to a watercourse, but do NOT impede or divert flow in the watercourse. For impeding and diverting structures, complete DW763.
- Examples of altering the bed and banks of a watercourse are typically sand mining and small-scale prospecting activities.
- Examples of bank alterations can range from landscaping of river banks to canalisation activities (where no diversion of flow occurs) and construction of footpaths, roads, bridges and other development on a river bank.
- Altering the **course or characteristics** of a watercourse refers to major alterations which re-route a watercourse along a new path for a substantial distance.
- **Altering the course of a watercourse was previously known as a "river diversion". However, the term "diverting flow" is now used to refer only to minor modifications as discussed in DW763. The term "diversion" is no longer applied to a watercourse alteration.**
- Some alterations may be temporary and remain in place for a limited time period after which the original watercourse is restored. Other alterations are permanent with no intention to restore the original watercourse.
- The altered watercourse-
  - may eventually rejoin the original path of the watercourse some kilometres downstream;
  - may join another watercourse, in another catchment; or
  - may never rejoin the original path, and eventually flow into the sea or a dam or lake.

SECTIONS ON FORM		EXPLANATIONS
1. WATER RESOURCE INFORMATION	1.1	▪ If the water resource does not have a specific name, enter "no name".
	1.2	▪ If the alteration does not have a specific name, enter "no name".
2. DETAILS OF THE WATER USE ACTIVITY	2.1	▪ The geographic location either in degrees(°), minutes(') and seconds(''), or in decimal degrees for both the start and end of the alteration. The geographic location can be read from a 1:50 000 topographic map available from the Government Printers at a nominal charge, or at the nearest office of the Department, or by using a Global Positioning System (GPS) instrument.
	2.2	▪ The **length of the watercourse that is affected** refers to the distance measured along the watercourse, for example along the river banks in the case of an altered river.
	2.3	▪ Indicate if the bed or banks, or both are affected by the alteration. Note that application for altering the course of a watercourse must be made on DW781.
	2.5	▪ A **temporary alteration** is for a limited period of time, after which the watercourse will be returned to its original state. This can be for a few months or several years. ▪ A **permanent alteration** is one in which there is no intention to restore the original watercourse.
3. EXISTING AUTHORISATION		▪ See definition of Existing Authorisation in Section 4.

DW805

Registration Part 2J: 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

- This form is for registration of removing underground water such as water that seeps into mine works or construction sites.
- It does NOT refer to the taking of groundwater for another purpose such as for drinking water, irrigation or industrial activities. For taking of groundwater, complete form DW760.
- Common examples of this water use include:
  - dewatering of mines,
  - removing underground water from construction sites to allow construction activities, or
  - removing water from under buildings that experience groundwater seepage into their foundations.
- Mine dewatering and the subsequent use of the water must comply with the Mining Regulations.

SECTIONS ON FORM		EXPLANATIONS
1. WATER RESOURCE INFORMATION	1.1	▪ If the site where removal of underground water does not have a specific name, enter "no name".
	1.2	▪ Enter the geographic location either in degrees(°), minutes(') and seconds(''), or in decimal degrees. The geographic location can be read from a 1:50 000 topographic map available from the Government Printers at a nominal charge, or at the nearest office of the Department, or by using a Global Positioning System (GPS) instrument.
2. DETAILS OF THE WATER USE	2.1a)	▪ This is the total amount of water removed over a period of one year. The removal may take place continuously throughout the year, or at certain times of the year.
	2.1b)	▪ The **maximum amount removed per day** is the greatest volume that has ever been removed on any given day.
	2.2	▪ After removing the water, the discharge or disposal must be registered on the relevant forms DW766 and DW767. ▪ If the water is stored after removal from underground, also complete form DW761.
3. EXISTING AUTHORISATION		▪ See definition of Existing Authorisation in Section 4.

DW806

Registration Part 2K: Using Water for Recreational Purposes

- This form is for registration of recreational activities in or on a water surface.
- It does NOT refer to the water use activities that may be related to the recreation, such as taking of water for use in ablution blocks at resorts or disposing of waste in recreational facilities.
- Private recreational activities such as fishing on a farm dam or swimming in a river are not required to be registered, provided the person has lawful access to the water resource.
- Organisers of commercial recreational activities must register the water use.
- Individual recreational water users do NOT have to register if they are using facilities of a registered organisation.

SECTIONS ON FORM		EXPLANATIONS
1. WATER RESOURCE INFORMATION	1.1	▪ If the water resource does not have a specific name, enter "no name".
	1.2	▪ Enter the geographic location either in degrees(°), minutes(') and seconds(''), or in decimal degrees. The geographic location can be read from a 1:50 000 topographic map available from the Government Printers at a nominal charge, or at the nearest office of the Department, or by using a Global Positioning System (GPS) instrument.
	1.3	▪ If the recreational activity spans more than one water resource, complete a separate DW806 form for each resource.
2. DESCRIPTION OF WATER USE	2.1	▪ Select any of the listed activities, or specify an additional activity. Where there are no water craft used, leave this column blank. ▪ The **number of people** refers to the people engaging in the recreational activity. It does NOT include people servicing the activity, such as the staff at a resort.
3. EXISTING AUTHORISATION		▪ See definition of Existing Authorisation in Section 4.

SECTION 8
REGISTRATION HELPLINES AND CONTACTS IN THE DEPARTMENT OF WATER AFFAIRS AND FORESTRY

The various offices of the Department of Water Affairs and Forestry around the country are standing by to provide you with the correct forms to fill in, and to assist you to fill in the forms.

Forms can also be obtained from the Departmental web-site: http:\\www-dwaf.pwv.gov.za

Ask for the Registration Help Desk at the Regional Office that serves your area.

Head office and regional offices

Head Office
Department of Water Affairs and Forestry
Private Bag X313
PRETORIA
0001
Tel: 012-336 8752
Fax: 012-326 1488

Free State
Department of Water Affairs and Forestry
P O Box 528
BLOEMFONTEIN
9300
Tel: 051- 4303134
Fax: 051-4308146

Northern Cape
Department of Water Affairs and Forestry
Private Bag X6101
KIMBERLEY
8300
Tel: 0531-814125
Fax: 0531-815682

Eastern Cape
Department of Water Affairs and Forestry
Private Bag X7485
KING WILLIAM'S TOWN
5600
Tel: 043-643 4352
Fax: 043-642 1136

KwaZulu/Natal
Department of Water Affairs and Forestry
P O Box 1018
DURBAN
4000
Tel: 031-3362700
Fax: 031-3049546

Gauteng
Department of Water Affairs and Forestry
Private Bag X8007
HENNOPSMEER
0046
Tel: 012-672 2880
Fax: 012-6722885

Northern Province
Department of Water Affairs and Forestry
Private Bag X9506
PIETERSBURG
0700
Tel: 015-2959410/1/2/3/4/5
Fax: 015-2953215

Western Cape
Department of Water Affairs and Forestry
Private Bag X16
SANLAMHOF
7532
Tel: 021-950 7100
Fax: 021-946 3664

Mpumalanga
Department of Water Affairs and Forestry
Private Bag X11259
NELSPRUIT
1200
Tel: 013-752 4183/4
Fax: 013- 7551678

North West
Department of Water Affairs and Forestry
Private Bag X5
MMABATHO
2735
Tel: 0140-843270
Fax: 0140-22998