



**water & sanitation**

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## **DW760 and DW764 Raw Water Use** **Registration Guide**

**A Guide for the Registration of DW760 and  
DW764 Raw Water Use Information under the  
National Water Act, (Act 36 of 1998)**

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## SECTION 1

### 1. PURPOSE AND STRUCTURE OF THIS REGISTRATION GUIDE

This Registration Guide is aimed specifically at explaining how water users must register with the Department of Water and Sanitation

<b>Section 1</b>	<b>explains the set up and structure of this registration guide</b>
<b>Section 2</b>	explains an overview of water use registration process- why water users should register their water use with the Department, which users should and should not register, and when they must register
<b>Section 3</b>	explains some important definitions that will assist users to complete their Part 1 application forms
<b>Section 4-6</b>	explains practical information on the raw water use registration forms and how to complete them.
<b>Section 7</b>	provides a list of registration help lines and contact details of the Department's various offices around the country where users may obtain the forms and assistance to complete the forms

ALSO REFER TO THE FOLLOWING TWO REGISTRATION GUIDES FOR THE FOLLOWING :

- ✚ **REGISTRATION GUIDE: WATER USER REGISTRATION (AVAILABLE AT [HTTP://WWW.DWA.GOV.ZA/PROJECTS/WARMS/REGISTRATION.ASP](http://www.dwa.gov.za/projects/warms/registration.asp) )**
  - Why register?
  - What is registration?
  - Who does not have to register?
  - Who must register their water use?
  - When must users register?
  - How will users be registered?
  - What does it cost to register?
  - Registration no entitlement.
  - How To Complete Registration Part 1 Forms
    - DW 756 Individual
    - DW 757 Water Services Provider (Including Water Boards)
    - DW 758 Company, Business, Partnership or Community, National or Provincial Government
    - DW 759 Water User Association (Including: Established; Government Water Scheme; Irrigation Board; Settlement Board; Subterranean Water Control Board; Water Board For Stock Watering; Water Conservation Board)
  - Etc.

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## SECTION 2

### 2. DEFINITIONS USED IN REGISTRATION OF RAW WATER

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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.

<b>PART 1</b>	Part 1 refers to an applicant's Information.
<b>PART 2</b>	Part 2 refers to the applicant's water use related information.
<b>SUPPLEMENTARY FORMS</b>	<ul style="list-style-type: none"><li>▪ With respect to this guide it refers to forms which details the information about the property where the water use takes place and information about property owner</li></ul>
<b>WATER RESOURCE</b>	<p>A water resource is:</p> <ul style="list-style-type: none"><li>• a river or a spring;</li><li>• a natural channel in which water flows regularly or intermittently;</li><li>• a wetland, lake or dam into which, or from which, water flows;</li><li>• any collection of water which the Minister may declare to be a watercourse; and</li><li>• surface water, estuaries and aquifers (underground water).</li></ul> <p>All water bodies in the hydrological cycle, including underground water, are regarded as water resources.</p>
<b>WATER USES</b>	Eleven different water uses are listed in Section 21 (a) to (k) of the Act. They are briefly outlined below.
<b>S21(a) of Act Taking water from a water resource</b>	<ul style="list-style-type: none"><li>• Commonly this use involves pumping of water from a dam or river, or from a borehole.</li><li>• Nationwide, the greatest volume of water is taken for the purpose of irrigated agriculture.</li></ul>
<b>S21(d) of Act Engaging in a stream flow reduction activity</b>	<ul style="list-style-type: none"><li>• Commercial afforestation is currently the only activity declared to be a stream flow reduction activity.</li><li>• However, community woodlots are also to be registered.</li></ul>

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## SECTION 3

### 3. PERMISSIBLE WATER USE

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<b>USE OF WATER</b>	Permissible water use is described in section 22 of the Act as: <ul style="list-style-type: none"><li>• Schedule 1 use</li><li>• Continuation of an existing lawful use</li><li>• Use authorised under a General Authorisation</li><li>• Licensed use.</li></ul> An overview of these mechanisms for regulating water use is provided below.
<b>SCHEDULE 1 USE OF WATER</b>	“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.
<b>SCHEDULE 1 IN DETAIL</b>	Schedule 1 refers to; <ul style="list-style-type: none"><li>a) taking water for reasonable domestic use in that person's household, directly from any water resource to which that person has lawful access;</li><li>b) taking water for use on land owned or occupied by that person, for -<ul style="list-style-type: none"><li>(i) reasonable domestic use;</li><li>(ii) small gardening not for commercial purposes; and</li><li>(iii) the watering of animals (excluding feedlots) which graze on that land within the grazing capacity of that land, from any water resource which is situated on or forms a boundary of that land, if the use is not excessive in relation to the capacity of the water resource and the needs of other users;</li></ul></li><li>c) storing and using run-off water from a roof;</li><li>d) in emergency situations, taking water from any water resource for human consumption or firefighting;</li><li>e) for recreational purposes -<ul style="list-style-type: none"><li>(i) using the water or the water surface of a water resource to which that person has lawful access; or</li><li>(ii) portaging any boat or canoe on any land adjacent to a watercourse in order to continue boating on that watercourse; and</li></ul></li><li>f) discharging -<ul style="list-style-type: none"><li>(i) waste or water containing waste; or</li><li>(ii) run-off water, including stormwater from any residential, recreational, commercial or industrial site, into a canal, sea outfall or other conduit controlled by another person authorised to undertake the purification, treatment or disposal of waste or water containing waste, subject to the approval of the person controlling the canal, sea outfall or other conduit.</li></ul></li></ul>

<p><b>EXISTING LAWFUL USE OF WATER</b></p>	<p>In terms of section 32 of the National Water Act, Act 36 of 1998; an existing lawful water use means a water use -</p> <ul style="list-style-type: none"> <li>a) which has taken place at any time during a period of two years immediately before the date of commencement of this Act; or</li> <li>b) which has been declared an existing lawful water use under section 33, and which - <ul style="list-style-type: none"> <li>(i) was authorized by or under any law which was in force immediately before the date of commencement of this Act;</li> <li>(ii) is identified as a stream flow reduction activity in section 36(1); or</li> <li>(iii) is identified as a controlled activity in section 37(1).</li> </ul> </li> </ul> <p>In the case of -</p> <ul style="list-style-type: none"> <li>(a) a stream flow reduction activity declared under section 36(1); or</li> <li>(b) a controlled activity declared under section 38, existing lawful water use means a water use which has taken place at any time during a period of two years immediately before the date of the declaration.</li> </ul>
<p><b>GENERAL AUTHORISATIONS TO USE WATER</b></p>	<p>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”.</p> <p>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.</p> <p>General authorizations allow the Department to authorize large numbers of people to take up water without the need for a license. People taking up water under a general authorization may need to register their water use. This general authorization can be limited to a specific group of people, and/or specific water resources. This has several advantages namely</p> <ol style="list-style-type: none"> <li>1. Smaller scale emerging users would not need to be ready to apply for a license.</li> <li>2. General authorizations can be adapted for specific regional and social needs.</li> <li>3. General authorizations can promote the uptake of smaller amounts of water by many people - and hence can have a greater impact on poverty.</li> <li>4. They can reduce the administrative burden.</li> <li>5. They can allow for the gradual uptake of water by the poor, paralleled with the gradual reduction of use by existing lawful water users.</li> </ol> <p>General authorizations will therefore be used to support the Water Allocation Reform process, both within compulsory licensing and in other areas, to make it easier for the rural poor to take up water.</p> <p>With general authorizations, the regulator normally has no discretion to grant or withhold an authorization to a particular person. If a person meets the eligibility criteria for obtaining the general authorization and complies with the conditions of the general authorization, that person is automatically authorized.</p>

<p><b>REGISTRATION AND THE GENERAL AUTHORISATIONS</b></p>	<p>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.</p> <p>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.</p> <p>The requirements for registration is outlined in the General Authorisations that are/were published in Government Gazette.</p> <p>All forms for registration of water use are obtainable from the Regional offices of the Department, as well as from the Departmental web-site at <a href="http://www.dwa.gov.za">http://www.dwa.gov.za</a></p>
<p><b>LICENCES AND THE GENERAL AUTHORISATIONS</b></p>	<p>Any new water user who does not comply with the terms and conditions of the published General Authorisations must approach the Department for a licence.</p>

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## SECTION 4

### 4. OVERVIEW OF REGISTRATION FORMS

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<b>REGISTRATION FORMS</b>	<p>Registration forms consist of Part 1 and Part 2 as well Supplementary forms.</p> <ul style="list-style-type: none"><li>• <b>Part 1 forms</b> refers to information about the water user</li><li>• <b>Part 2 forms</b> refers to information about the water use.</li><li>• <b>Supplementary forms</b> refers to additional information that may be needed.</li></ul> <p>One Part 1 form, one or more Part 2 forms and DW901/DW902 must be completed to register a water use.</p>
<b>AMENDMENTS TO WATER USE DETAILS</b>	<p>Details about a registered water use may be amended on any registration form:</p> <ul style="list-style-type: none"><li>• quote the Register Number allocated when the water use was first registered</li><li>• amend the registered water use details on a new Part 2 form.</li></ul>
<b>ADD A NEW WATER USE</b>	<p>A registered water user may register additional water uses:</p> <ul style="list-style-type: none"><li>• quote the Register Number</li><li>• give the new water use details on a new Part 2 form.</li></ul>
<b>SURRENDER OF A REGISTERED WATER USE</b>	<ul style="list-style-type: none"><li>• Once registered, a water use may be surrendered if the activity ceases to take place.</li><li>• quote the Register Number and indicate which water use/s are to be surrendered.</li></ul>

<b>REGISTRATION FORM NUMBERS</b>	<p>The numbers of the various kinds of registration forms that may have to be utilised for the registration of raw water use are provided below</p>
<b>REGISTRATION OF PART 2 FORMS</b>	<p>DW 760 Taking water from a water resource DW 764 Engaging in a Stream Flow Reduction Activity</p>
<b>SUPPLEMENTARY FORM NUMBERS</b>	<p>The following are supplementary forms which must be used in conjunction with DW760 Application Form:</p> <ul style="list-style-type: none"> <li>a) DW 787 : Taking water from a water resource: irrigated field and crop information</li> <li>b) DW784: Taking water from a water resource - Pump technical data</li> <li>c) DW786: Taking water from a water resource - Canal technical data</li> <li>d) DW788: Taking water from a water resource - Power generation, industrial or mining use.</li> <li>e) DW789: Taking water from a water resource - Domestic, Urban, Commercial or Industrial use.</li> <li>f) DW 901 : Details of property where Water Use Take Place</li> <li>g) DW 902 : Details of Property Owner</li> </ul>
<b>IMPORTANT NOTES WHEN COMPLETING YOUR FORMS</b>	<p>Make sure you have the correct Part 1 form and all the Part 2 forms you need.</p> <ul style="list-style-type: none"> <li>• Please write clearly in black ink.</li> <li>• Use capital letters.</li> <li>• Use one letter or digit per square.</li> <li>• Always start on the first square on the left.</li> <li>• This document is also trying to standardise certain components.</li> <li>• Return completed forms to the nearest office of the Department.</li> <li>• A Registration Certificate cannot be issued unless the information is complete.</li> <li>• The Department may return any incomplete forms received.</li> </ul>

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## SECTION 5

### 5. HOW TO COMPLETE REGISTRATION PART 2 FORMS

For completion of Part 1 forms refer to Registration Guide: Water User registration available at <http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp>

<b>PART 2</b>	<i>Part 2 forms require information on:</i>
	<ul style="list-style-type: none"><li>• the <b>water resource</b> (see <i>Definition of a Water Resource</i> on section 2?)</li><li>• <b>water use</b> and related activities (see <i>Definition of a Water Use</i> on section 2)</li><li>• <b>existing authorisations or permits</b> (see <i>Existing Lawful Use</i> on section 3)</li></ul>
<b>AMENDMENTS</b>	<ul style="list-style-type: none"><li>▪ Part 2 forms allow existing registered use to be amended.</li><li>▪ For each separate water use that is registered, a <b>Water Use Number</b> is allocated.</li><li>▪ A <b>Water Use Number</b> is a sequential number given to each water use registered by a water user.</li><li>▪ For example, if 5 dams are registered in respect of water user, the <b>Use Numbers</b> will range from 1 to 5.</li><li>▪ When amending details of, say, Dam number 3, enter the <b>Use Number 3</b> in the box at the top of the part 2 form for Dam registration.</li></ul>
<b>EXISTING AUTHORISATIONS</b>	<ul style="list-style-type: none"><li>▪ Existing authorisations may be-</li><li>▪ Existing Lawful Use (<i>defined on section 3</i>) or</li><li>▪ General Authorisations (<i>defined on section 3</i>)</li><li>▪ Where applicable please supply the number of each permit or other authorisation in respect of each water use.</li><li>▪ Where no permit or authorisation was obtained, ignore this section.</li></ul>

<b>DW760</b>	<b>Part 2A: Taking Water from a Water Resource</b>
	<ul style="list-style-type: none"> <li>- This form is for any instance of taking water from a water resource.</li> <li>- The water resource may occur on a person's property or be accessed by means of a servitude across another person's property.</li> <li>- 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.</li> <li>- Water taken from a municipal supply network is NOT a water use.</li> <li>- Water taken from a Water Services Provider such as a Water Board is NOT a water use.</li> </ul>
<b>Registration / Licensing Part 2A</b>	<p><b>1. WATER USE DETAILS</b></p> <p>Mark the applicable options with an X and/or complete details where</p> <p>1.1 Indicate the nature of this application: Indicate if the application is an application for a water use license in terms of section 21 of the NWA or whether the application is only to register the water use. An application for a license will include registration by the Department. Registration of the water use is NOT an authorization and the application will not be processed for a license.</p> <p>1.2 Have you already registered a water use with the Department of Water and Sanitation? If the water use has been registered with the Department, and/or a license issued, provide the registration number and/or water use number provided on the registration certificate.</p> <p>1.3 <b>Applicant Type:</b> Indicate if the applicant is company, individual, etc and complete the relevant section details</p> <p>1.4 <b>BBBEE Status:</b> If the application is for a water use license (and the applicant type is Company / Individual / Water User Association WUA), and you have been Broad-Based Black Economic Empowerment (B-BBEE) certified, one of the following options should be marked with an X:</p> <ul style="list-style-type: none"> <li>• Historically Disadvantaged Individual (HDI)</li> <li>• Historically Advantaged Individual (HAI)</li> <li>• Black Economic Empowerment (BEE) Compliant</li> </ul> <p><u>Note:</u> If one of the above-mentioned (B-BBEE) statuses was selected, the last (i.e. most recent) BBBEE status certification date must be completed in the space provided.</p>
<b>Declaration by Applicant</b>	<ul style="list-style-type: none"> <li>▪ Individual applicants must sign and date the form themselves.</li> <li>▪ In the case of a power of attorney a certified copy of the appointment must be attached to the application form.</li> <li>▪ Use of a thumbprint in the space provided will be acceptable in some cases as an alternative to an applicant's signature</li> </ul>
<b>SUCCESSION/TRANSFER AND SOURCE PART 2 DETAILS</b>	<ol style="list-style-type: none"> <li>2. For minor changes, amendments transfer or successor in titles, the registration number must be given as shown on the certificates.</li> <li>3. A DW811 Amendment Form should be completed.</li> </ol>

<b>WATER RESOURCE INFORMATION</b> (See definition of a Water Resource in Section 3)	
<b>Name of water resource</b>	<ul style="list-style-type: none"> <li>The name of the water resource (e.g. River name). If the water resource has no specific name (e.g. a borehole), enter "NO NAME". If it is an unnamed stream, provide some indication of the nearest named river or stream (e.g. Unnamed tributary of Olifants River) if possible.</li> </ul>
<b>Name or reference number of abstraction point</b>	<ul style="list-style-type: none"> <li>Name or reference number of abstraction point if available.</li> </ul>
<b>Type of water source</b>	<ul style="list-style-type: none"> <li>The type of water source (only one can be selected). If scheme is selected, also provide the name of the scheme.</li> </ul>
<b>Geographic location</b>	<ul style="list-style-type: none"> <li>Location of abstraction point either in degrees°, minutes' and seconds", or decimal degrees or degrees, decimal minutes. 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 Geographic Positioning System (GPS) instrument.</li> </ul>
<b>Reliability</b>	Reliability of the water resource.
<b>Drainage region</b>	<ul style="list-style-type: none"> <li>The quaternary drainage region within which the water is being used – obtainable from DWA</li> </ul>
<b>DESCRIPTION OF WATER USE SECTOR</b>	
<b>Sector</b>	<ul style="list-style-type: none"> <li>Only one sector must be selected (Complete a separate Part2A form for each sector).</li> <li>Where water is used for <b>irrigation</b>, also complete form <b>DW787</b>.</li> <li>Where water is used for <b>Power Generation</b> also complete <b>DW788</b></li> <li>Where Water is used for <b>Industrial</b> also complete form DW788.</li> <li>Where water is used for <b>Mining</b> also complete form DW788</li> <li>Where water is used for <b>Water Supply Service</b> (also complete form DW789)</li> <li>Where water is used for <b>Agriculture: Watering Livestock</b> also complete form DW794)</li> <li><b>Watering livestock</b> means using water for intensive animal production units such as feedlots. It does NOT refer to properties where the number of livestock is within the grazing capacity of the land.</li> <li><b>Aquaculture</b> means fish farming such as trout farms, oyster farms and production of other water species.</li> <li><b>Domestic water supply</b> means water taken for treatment and supply to communities or resorts for domestic consumption. It does NOT mean water taken for non-commercial domestic use in households or groups of households on a single property.</li> </ul>
<b>Volume taken</b>	<ul style="list-style-type: none"> <li>The volume of water taken for any of the given frequencies. Only one frequency may be completed (either per year, month or day).</li> </ul>
<b>Period of water use</b>	<ul style="list-style-type: none"> <li>Date on which the water use started and also the end date (if known).</li> </ul>

<b>Estimated abstraction pattern</b>	<ul style="list-style-type: none"> <li>▪ If available, provide the water abstraction pattern based on monthly cubic metres used or the monthly use expressed as a percentage of the total annual</li> </ul>
	<ul style="list-style-type: none"> <li>▪ volume.</li> </ul>
<b>Households &amp; date</b>	<ul style="list-style-type: none"> <li>▪ Number of households served if known, and the start date.</li> </ul>
<b>Is this water provided by a Water User Association or Water Services Provider?</b>  <b>Name</b>	<ul style="list-style-type: none"> <li>▪ If water is supplied by a Water User Association or Water Services Provider mark the appropriate block.</li> <li>▪ Name of Water User Association or Water Services Provider if applicable.</li> </ul>
<b>EXISTING AUTHORISATION</b>	
<b>Permit number and Date</b>  <b>General Authorisation</b>  <b>Other Authorisation</b>	<ul style="list-style-type: none"> <li>▪ Supply permit numbers and dates issued if water use was authorised by a permit.</li> <li>▪ Mark box if water use takes place in terms of a General Authorisation.</li> <li>▪ Supply the Law/Regulation if an authorisation to use water has been issued under other legislation.</li> </ul>
<b>Subsidy details</b>	Does the water user qualifies for Resource Poor Farmer Waiver benefit?

DW764	<b>Part 2D: Engaging in a Stream Flow Reduction Activity</b>
<ul style="list-style-type: none"> <li>▪ From time to time, an activity may be defined as a stream flow reduction activity by the Minister.</li> </ul>	
<b>Registration / Licensing Part 2</b>	<p><b>1. WATER USE DETAILS</b></p> <p>Mark the applicable options with an X and/or complete details where</p> <p>1.5 Indicate the nature of this application: Indicate if the application is an application for a water use license in terms of section 21 of the NWA or whether the application is only to register the water use. An application for a license will include registration by the Department. Registration of the water use is NOT an authorization and the application will not be processed for a license.</p> <p>1.6 Have you already registered a water use with the Department of Water and Sanitation? If the water use has been registered with the Department, and/or a license issued, provide the registration number and/or water use number provided on the registration certificate.</p> <p>1.7 <b>Applicant Type:</b> Indicate if the applicant is company, individual, etc and complete the relevant section details</p> <p>1.8 <b>BBBEE Status:</b> If the application is for a water use license (and the applicant type is applicant type is Company / Individual / Water User Association WUA), and you have been Broad-Based Black Economic Empowerment (B-BBEE) certified, one of the following options should be marked with an X:</p> <ul style="list-style-type: none"> <li>• Historically Disadvantaged Individual (HDI)</li> <li>• Historically Advantaged Individual (HAI)</li> <li>• Black Economic Empowerment (BEE) Compliant</li> </ul> <p><u>Note:</u> If one of the above-mentioned (B-BBEE) statuses was selected, the last (i.e. most recent) BBBEE status certification date must be completed in the space provided.</p>

<b>WATER RESOURCE INFORMATION</b>	
<b>Name Location</b>	<ul style="list-style-type: none"> <li>▪ Enter the name of the magisterial district where the afforestation is located.</li> <li>▪ Geographic position of centre of farm or property– The geographic location either in degrees°, minutes' and seconds", or in decimal degrees. Preferable decimal degrees WGS-84. Please attach either an 1:10 000 orthophoto or a 1:50 000 topographic map that clearly indicates where the activity occurs.</li> </ul>
<b>Drainage region</b>	<ul style="list-style-type: none"> <li>▪ Supply the Quaternary Drainage Region.</li> </ul>
<b>SECTOR</b>	
<b>Plantation is used for</b>	<ul style="list-style-type: none"> <li>▪ Mark the type of plantation on the property.</li> <li>▪ Complete a separate form for the area under afforestation that is associated with each sector.</li> </ul>
<b>SPECIES IN THE PLANTATION</b>	
<b>Species in the plantation</b>	<ul style="list-style-type: none"> <li>▪ Indicate each of the species in hectares together with the start and end date for each</li> <li>▪ Only include detail for tree species. Note that orchards are not considered afforestation.</li> </ul>
<b>SERVICE PROVIDER / WATER USER ASSOCIATION INFORMATION</b>	
<b>Is activity controlled by</b>	<ul style="list-style-type: none"> <li>▪ Indicate whether the activity is controlled by a Water User Association or Water Services Provider.</li> <li>▪ Supply name of Water User Association / Water Services Provider.</li> </ul>
<b>EXISTING AUTHORISATION</b>	
<b>Permit number and Date</b>  <b>General Authorisation</b>  <b>Other Authorisation</b>	<ul style="list-style-type: none"> <li>▪ Supply permit numbers and dates issued if water use was authorised by a permit(s).</li> <li>▪ Mark box if water use takes place in terms of a General Authorisation.</li> <li>▪ Supply the Law/Regulation if an authorisation to use water has been issued under other legislation</li> </ul>
<b>Subsidy details</b>	Does the water user qualifies for Resource Poor Farmer Waiver benefit?

## SECTION 6

### 6. HOW TO COMPLETE REGISTRATION SUPPLEMENTARY FORMS

DW787	<b>Supplementary water use information: Taking water from a water resource irrigated field and crop information</b>
<ul style="list-style-type: none"> <li>▪ This form is for supplementary information for taking of water from a water resource</li> <li>▪ 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.</li> <li>▪ The irrigation on this form will be used to determine the total annual requirement of water used in irrigation.</li> <li>▪ The method for determining the annual irrigation requirement is the SAPWAT computer program as stipulated in the Pricing Strategy.</li> <li>▪ 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.</li> <li>▪ A person may wish to confirm the volume of water used in irrigation by installing a water meter at the point where water is taken from the water resource.</li> <li>▪ 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.</li> <li>▪ 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 volume of water that is pumped from the borehole into the dam.</li> <li>▪ Water meter readings can be provided to the Department, and the volume of water used for irrigation may then be modified.</li> </ul>	
<b>SECTIONS ON FORM</b>	<b>EXPLANATIONS</b>
<p><b><u>Information of each field</u></b></p> <p><b>Field number</b></p> <p><b>Area</b></p> <p><b>Crop</b></p>	<ul style="list-style-type: none"> <li>▪ Each irrigated field on the farm must be entered on a separate line</li> <li>▪ 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.</li> <li>▪ The <b>area</b> in hectares for each field must be entered. The area is the actual area on the ground and should be as accurate as possible.</li> <li>▪ Each crop grown on the field should be entered on a separate line. If the same field is used to cultivate wheat in winter and maize in summer, a separate entry with the same field number but different crops and planting dates must be made for Wheat and Maize.</li> <li>▪ The following example is for a property where Lucerne is cultivated all year round on field 1 and where maize and wheat is planted as summer and winter crops (within the same calendar year) on field 2.</li> </ul>

	Field number	Area (hectares)	Crop	Planting date	Growing season (days)	Rotation factor %
	1	24	Lucerne	01/01	365	100
	2	70	Wheat	06/01	180	100
	2	70	Maize	10/15	190	100

  

<b>Planting date</b>	<ul style="list-style-type: none"> <li>Give the month and day when the crop is planted.</li> </ul>
<b>Growing season</b>	<ul style="list-style-type: none"> <li>Provide 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.</li> </ul>
<b>Rotation factor</b>	<ul style="list-style-type: none"> <li>Rotation factor is the percentage of time that a field is being cultivated. For example, if cotton is grown every year, the rotation factor is 100%</li> <li>In the case of a field that is only irrigated every 5 years (it lies fallow for 4 years) the rotation factor is 20%</li> </ul>
<b>Irrigation system code</b>	<ul style="list-style-type: none"> <li>Select the system code form the table of irrigation system codes at the end of the field information table. For example, the code for flood irrigation using furrows is “A”. The code for permanent sprinklers is “F”.</li> <li>If there is no code for your irrigation system, enter the system type in the space provided below the last irrigation system entry.</li> </ul>
<b>Resource type</b>	<ul style="list-style-type: none"> <li>Indicate the type of water resource from which the water is taken such as dam, river, stream, groundwater etc.</li> </ul>
<b>Resource name</b>	<ul style="list-style-type: none"> <li>If the water resource does not have a specific name, enter “no name”.</li> <li>For boreholes, leave this space blank.</li> </ul>
<b>Annual mm used</b>	<ul style="list-style-type: none"> <li>Supply this number is the annual mm used per hectare is known. The annual mm used can also be determined by the Department through the use of the SAPWAT computer program.</li> </ul>
<b>Irrigation scheduling methods</b>	
<b>Description of any irrigation scheduling methods used</b>	<ul style="list-style-type: none"> <li>Describe the scheduling methods used, if any.</li> <li>For example, if evaporation pa or neutron probes are used, describe the method.</li> </ul>
<b>Methods to enhance irrigation efficiency</b>	
<b>Describe any other methods used to enhance irrigation efficiency</b>	<ul style="list-style-type: none"> <li>An example of efficiency enhancement is lining of irrigation canals with waterproofing such as cement to prevent leakages.</li> <li>Another common example is the levelling of irrigated fields to ensure equal distribution of irrigation water supplied through flooding.</li> </ul>

DW901	Property Where Water Use Occurs
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SECTIONS ON FORM	EXPLANATIONS
<b>1. PROPERTY WHERE WATER USE(S) OCCURS</b>	<p><b>General Comments:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• More than one of the same water use type may be registered on one property. For example, there may be five storage dams on one property and therefore five DW762 forms (one per storage dam) are to be completed.</li> <li>• For each water use that is indicated, a separate Part 2 Form must be completed together with one DW901 per each applicable property and one DW902 per each applicable property owner.</li> <li>• The property where water use occurs is not necessarily the same as the residential (or physical address) of the person/entity applying for registration of a water use</li> <li>• The property must be described as per the following example: <ul style="list-style-type: none"> <li>○ ZAAIHOEK_123_JS_0 where Zaaiohoek is the original farm name, 123 is the property number, JS is the district and the last number the specific portion.</li> </ul> </li> </ul> <p>▪ <b>NB – Only one property per DW901 registration form is allowed.</b></p>
1.1. Property where water use takes place	▪ Unsurveyed property includes communal lands, tribal lands and some of the lands in the former homelands.
1.2 Property type	▪ Property is classified as being agricultural holding, farm, township, unsurveyed etc.
1.3. Unsurveyed property type	<ul style="list-style-type: none"> <li>▪ Property type with no deeds information</li> <li>▪ Unsurveyed property includes communal lands, tribal lands and some of the lands in the former homelands.</li> </ul>
1.4 Property type not equal to unsurveyed (i.e. surveyed)	▪ All the necessary information for a surveyed property which is available from the office of the Surveyor-General. The Deeds Office, Registration Division, Property Number, Portion of Property and Title Deed Number and Cadastral Code Number must be correctly supplied.

1.5 Property Area Size	<ul style="list-style-type: none"> <li>▪ Size or Measurement of property to be provided in hectares or square meters or acres.</li> </ul> <p><i>Note: This information, similar to a lot of other information requirements on the application forms that are to be completed, is compulsory. Unless 'compulsory' information is provided by applicants their applications will remain in an 'INCOMPLETE' state, preventing registration certificate(s) from being generated.</i></p>
1.6 Ownership of the Property	<ul style="list-style-type: none"> <li>▪ Indicates the percentage of shareholder value for the owner of the property.</li> <li>▪ Property may be registered on behalf of the village or community who owns or occupies the land.</li> <li>▪ Unsurveyed property includes communal lands, tribal lands and some of the lands in the former homelands.</li> </ul>
<b>2. PROPERTY OWNER RELATIONSHIP</b>	<p>This section needs to be completed to provide details related to the link between the property and the property owner(s) from the date the ownership(s) became effective and also indicating the owner's share value % of the applicable property.</p> <p>The following property owner (and related property) information needs to be provided:</p> <ul style="list-style-type: none"> <li>• If the property owner is an individual: Identity Number or Passport Number</li> <li>• If the property owner is a Company, Business, Partnership or Community: Business Enterprise Registration Number</li> <li>• Property Owner Name</li> <li>• Property Owner Document Number (i.e. Owner's Title Deed Reference Number)</li> <li>• Property Owner and Property Relationship Dates [i.e. the <i>Date From</i> which ownership commenced &amp; if already terminated (if no longer the property owner) also the <i>Date To</i>.]</li> <li>• Property owner's share value of the property (if the value is less than 100% more than one property owner must be listed)</li> </ul>

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**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.
  - Use of a thumbprint in the space provided will be acceptable in some cases as an alternative to an applicant's signature
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<b>DW902</b>	<b>Details of Property Owner</b>
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<b>SECTIONS ON FORM</b>	<b>EXPLANATIONS</b>
<b>1. DETAILS OF PROPERTY OWNER</b>	<ul style="list-style-type: none"> <li>▪ This form allows for details of property owner to be provided and/or specified.</li> </ul>
1.1. Nature of property owner	<p>Identify which of the following property owner types is applicable (and complete the other relevant sections as indicated):</p> <ul style="list-style-type: none"> <li>• Individual (complete 1.2)</li> <li>• Provincial Department (complete 1.5)</li> <li>• Company, business, partnership or community (complete 1.3)</li> <li>• Water Services Provider (complete 1.6) National Department (complete 1.4)</li> <li>• Water User Association (complete 1.7)</li> </ul> <p><b>NB – Only one property owner per DW902 registration form is allowed.</b></p>
1.2 If the property owner is an 'Individual'	<ul style="list-style-type: none"> <li>▪ South African Property owners must supply his/her SA ID records.</li> <li>▪ Non SA applicant must supply their passport records. Date and country of issue. Foreign ID is not acceptable</li> </ul>
1.3 If the property owner is a Company, Business, Partnership or Community	<p>Details required, as indicated in section 1.3 of the forms, needs to be completed.</p> <p>Note the following: The Business enterprise registration number of the following enterprise types do not have to conform to the format dictated by CIPC (Companies and Intellectual Property Commission):</p> <ul style="list-style-type: none"> <li>• Parastatal</li> <li>• Trust</li> <li>• Other [i.e. non-CIPC Company types (e.g. Churches, Schools, Community Groups, etc.) excluding Trust and Parastatal]</li> </ul>
1.4 If the property owner is a National Department	<ul style="list-style-type: none"> <li>▪ Provide the official (and complete) name of the applicable National Department.</li> </ul>
1.5 If the property owner is a Provincial Department	<ul style="list-style-type: none"> <li>▪ Provide the name of the relevant Province as well as the official (and complete) name of the applicable Provincial Department</li> </ul>
1.6 If the property owner is a Water Services Provider	<ul style="list-style-type: none"> <li>▪ Provide the name of the Water Services Provider</li> </ul>

1.7 If the property owner is a Water User Association	<ul style="list-style-type: none"> <li>Provide the name of the Water User Association</li> </ul>
1.8 Postal Address	<ul style="list-style-type: none"> <li>Specify the postal address details of the Property Owner</li> </ul>
1.9 Physical Address	<ul style="list-style-type: none"> <li>Specify the residential/physical address of the Property Owner</li> </ul>
1.10 Contact Telephone Number During Office Hours	<ul style="list-style-type: none"> <li>Indicate the property owner's contact telephone number(s).</li> </ul>
<b>2. DECLARATION BY PROPERTY OWNER</b>	<ul style="list-style-type: none"> <li>Property owner or delegated person/representative must sign and date the form themselves.</li> <li>In the case of a power of attorney a certified copy of the appointment must be attached to the application form.</li> </ul>
2.1 Property owner or delegated person	<ul style="list-style-type: none"> <li>Designated signatories must indicate if they are the owner of the property or representative of the owner of the property.</li> </ul>
2.2 Property owner passport (If not holder of South African I.D)	<ul style="list-style-type: none"> <li>Property owner who is not the SA citizen must indicate their passport details i.e. date and country of issue</li> </ul>
2.3 Position or official status	<p>If the person who completes and signs this section of the DW902 form does it on behalf of any of the following property owner types, then this section is to be utilised to indicate the position held by the person or to indicate the official capacity of the person who completes and signs this section of the DW902: Provincial Department; National Department; Water Services Provider; Water User Association; or Company, business, partnership or community.</p> <p>If the property owner is an individual and this section is completed and signed by the property owner himself/herself, this may be completed to reflect 'private property owner'.</p>
2.4 Declaration	<ul style="list-style-type: none"> <li>Property owner or property representative with power of attorney must sign the application.</li> </ul>
<b>3. LIST OF ATTACHED DOCUMENTS</b>	
3.1 Certified copy of identity document or passport	<ul style="list-style-type: none"> <li>Applicant must attach a copy of their identity document (or passport) to their application form.</li> </ul>
3.2 Certified copy of property owner document	<ul style="list-style-type: none"> <li>Applicant must attach a copy of 'Property Owner Document' (i.e. Property Title Deed or Deed's print-out).</li> </ul>

3.3 Certified copy of lease agreement	<ul style="list-style-type: none"> <li>▪ If the property, where water use is to take place, is leased by the applicant, the applicant must attach a copy of the property leasing agreement.</li> </ul>
3.4 Certified copy of the “power of attorney” or appropriate supporting documentation	<ul style="list-style-type: none"> <li>▪ Person signing on behalf of the applicant must attach certified copy of the “power of attorney” or appropriate supporting documentation.</li> </ul>

## SECTION 7

### 7. REGISTRATION HELP LINES AND CONTACTS IN THE DEPARTMENT OF WATER AFFAIRS

The various offices of the Department of Water and Sanitation or Catchment Management Agency around the country may be contacted for enquiries and to obtain the correct forms to fill in, and if required also to assist you to fill in the relevant forms.

Forms can also be obtained from the Departmental web-site: (available at <https://www.dws.gov.za/Projects/WARMS/Notices.aspx> ) or Call the toll-free line on 0800 200 200 and ask for the Registration Help Desk at the Regional or Catchment Management Agency Offices that serves your area.

<b>Department of Water and Sanitation/Catchment Management Agency Water Use Registration Office Contact Details</b>	
<p><b>Head Office</b>            Physical Address: <b>Sedibeng Building, 185 Francis Baard Street, Pretoria, 0001</b>            eMail Address: <a href="mailto:register@dws.gov.za">register@dws.gov.za</a></p> <p>Call Centre Toll Free Line: 0800 200 200</p>	
<p><b>Eastern Cape</b></p> <p>Physical address: Ocean Terrace, Moore Street, Quigney, East London, 5201</p> <p><b>Tel:(043) 701 0220</b></p> <p>E-mail: <a href="mailto:#WARMSECAPE@dws.gov.za">#WARMSECAPE@dws.gov.za</a></p>	<p><b>Free State</b></p> <p>Physical address: Corner Charlotte Maxeke &amp; East Burger Street, Bloemfontein 9300</p> <p><b>Tel: 051 405 9000</b></p> <p>E-mail: <a href="mailto:#WARMFS@dws.gov.za">#WARMFS@dws.gov.za</a></p>
<p><b>Northern Cape (Kimberley)</b></p> <p>Physical address: 28 Central road, Beaconsfield, Kimberley, 8300</p> <p>Tel: (053) 836 7600</p> <p>E-mail Address: <a href="mailto:#WARMSLV@dws.gov.za">#WARMSLV@dws.gov.za</a></p>	<p><b>Northern Cape (Upington)</b></p> <p>Physical Address: Lyvenhouts Drift Settlement, Louisvale Road, Upington, 8800</p> <p>Tel: 054 338 5800</p> <p>Email Address <a href="mailto:#WARMLO@dws.gov.za">#WARMLO@dws.gov.za</a></p>

<p><b>North West (Hartbeespoort)</b> Physical address: Old Rustenburg Road (between Damdoryn Crossing and Tan Malie se Winkel), Hartbeespoort Dam, 0216</p> <p>E-mail: <a href="mailto:#WARMSNW@dws.gov.za">#WARMSNW@dws.gov.za</a></p> <p>Tel.: 012 336 6832</p>	<p><b>KwaZulu-Natal</b> Physical address: Southern Life Building 9th floor, 88 Field Street, Durban, 4000</p> <p>Tel: (031) 336 2700</p> <p>Email Address: <a href="mailto:#WARMSKZN@dws.gov.za">#WARMSKZN@dws.gov.za</a></p>
<p><b>Western Cape</b> Physical Address: De Goede Hoop Park, 17 Strand Street, Sanlamhof, Bellville, 7532</p> <p>Tel: (021) 941 6000</p> <p>E-mail Address: <a href="mailto:#WARMSWC@dws.gov.za">#WARMSWC@dws.gov.za</a></p>	<p><b>Gauteng</b> Physical Address: Sanlam Plaza East, 285 Francis Baard Street, Pretoria, 0001</p> <p>Tel: (012) 392 1300</p> <p>Email Address: <a href="mailto:#WARMSGP@dws.gov.za">#WARMSGP@dws.gov.za</a></p>
<p><b>Inkomati Usuthu CMA</b> Physical address: 8th floor, Maxsa Building, 13 Streak Street, Nelspruit, 1200</p> <p>Tel: +27 13 753 9000</p> <p>eMail address: <a href="mailto:warms@iucma.co.za">warms@iucma.co.za</a></p>	<p><b>Breede Olifants CMA</b> Physical Address: 51 Baring Street, Worcester, 6850</p> <p>Tel: (023) 346 8000</p> <p>E-mail Address: <a href="mailto:info@bocma.co.za">info@bocma.co.za</a></p>
<p><b>Mpumalanga</b> Physical address: Prorom Building, 5th Floor c/o Paul Kruger and Brown Streets, Nelspruit, 1200</p> <p>Tel: (013) 759 7491/7300</p> <p>Email Address: <a href="mailto:#WARMSMP@dws.gov.za">#WARMSMP@dws.gov.za</a></p>	<p><b>Limpopo</b> Physical address: Azmo place 49, Joubert street, POLOKWANE, 0700</p> <p>Tel: (015) 290 1200</p> <p>E-mail Address: <a href="mailto:#WARMSLP@dws.gov.za">#WARMSLP@dws.gov.za</a></p>