



**water affairs**

Department:  
Water Affairs  
REPUBLIC OF SOUTH AFRICA

# **Registration Guide: Water Users**

**A guide for the registration of Water User  
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 Affairs.*

*Section 1 - explains the set up and structure of this registration guide*

*Section 2 – 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*

*Section 3 - explains some important definitions that will assist users to complete their Part 1 application forms*

*Section 4-6 – explains practical information on the water use registration forms and how to complete them.*

*Section 7 - 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.*

## SECTION 2

### 2. REGISTRATION OF WATER USE

<b>WHY REGISTER?</b>	<p>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:</p> <ul style="list-style-type: none"><li>▪ to manage and control water resources for planning and development</li><li>▪ to protect water resources against over-use, damage and impacts</li><li>▪ to ensure fair allocation of water among users.</li></ul>
	<p>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.</p>
	<p>Registration is to the benefit of the country as a whole, and not only to water users.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
<b>WHAT IS WATER USE REGISTRATION?</b>	<p>Registration is the process of officially notifying the Department of a water use and where the applicable water use is.</p>
	<p>Registration is required in terms of a Notice issued under the Registration Regulations, or under a General Authorization published in the Government Gazette.</p>
	<p>Water use is registered by completing the official forms obtainable from the Department.</p>
<b>WHO DOES NOT HAVE TO REGISTER?</b>	<p>The following water use need NOT be registered:</p> <ul style="list-style-type: none"><li>▪ if the water use is listed in Schedule 1 of the Act (see Section 3).</li><li>▪ 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 Authorization (see Section 3).</li><li>▪ 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.</li></ul>

**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 Authorizations (see Section 3).*

*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 7)'*

*To register with the Department complete all the applicable registration forms and submit them to Department.*

*Registration cannot be turned down or denied, if it is for a legitimate water use. Water uses in respect of which a license was requested and/or approved as well as non-license related water uses need to be registered.*

*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 Government Gazette 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.*

**REGISTRATION NOT AN 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.*

**WHAT IS THE FEE FOR LATE REGISTRATION?**

*A late registration penalty, which may be waived in deserving circumstances, shall be charged for*

- *Submitting application for registration of water use not within the predetermined timeframe or*
- *Failing to submit requested outstanding information within the specified timeframe as per issued Government Gazette;*

## SECTION 3

### 3. DEFINITIONS USED IN THIS GUIDE

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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>	<i>Part 1 refers to an Applicant's Information.</i>
<b>PART 2</b>	<i>Part2 refers to the applicant's water use related information.</i>
<b>WATER SERVICES PROVIDER</b>	<p><i>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.</i></p> <p><i>Water Services are defined as water supply and sanitation.</i></p>
<b>WATER USER ASSOCIATION</b>	<p><i>A Water User Association is an association of individual water users who undertake water related activities for their mutual benefit.</i></p> <p><i>A Water User Association is formally established by the Minister, through publication of a Notice in the Government Gazette after approval of its constitution.</i></p> <p><i>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.</i></p> <p><i>Individuals members of a Water User Association should ideally register their water use as individuals for water obtained from a distribution system that is controlled by the applicable Water User Association. However, if the Water User Association included the applicable individual's water use in its registered bulk use, the individual should liaise with both the Department of Water Affairs and the Water User Association and obtain confirmation that water use registration requirements have been complied with.</i></p> <p><i>Individual members who have other types of water use (i.e. water not obtained from a distribution system controlled by the applicable Water User Association), must register these uses as individuals.</i></p> <p><i>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 (if included in the bulk registration of the Water User Association), but it may be necessary to register taking of water from the borehole.</i></p>
<b>WATER USES</b>	<p><i>Eleven different water uses are listed in section 21 of the National Water Act, Act 36 Of 1998. For their definitions refer to Raw Water and Waste Discharge Related Water Use Registration Guides available at <a href="http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp">http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp</a></i></p>

<b>USE OF WATER</b>	<p>Permissible water use is described in section 22 of the Act as:</p> <ul style="list-style-type: none"> <li>▪ Schedule 1 use</li> <li>▪ Continuation of an existing lawful use</li> <li>▪ Use authorized under a General Authorization</li> <li>▪ Licensed use.</li> </ul>
<b>SCHEDULE 1 USE OF WATER</b>	<p>“Schedule 1” refers to Schedule 1 of the Act which lists a range of permissible water use.</p> <p>Schedule 1 water use is NOT required to be either registered or licensed.</p>
<b>SCHEDULE 1 IN DETAIL</b>	<p>The following water use detailed in Schedule 1 need NOT be registered:</p> <ul style="list-style-type: none"> <li>▪ Taking water directly from any water resource to which a person has lawful access, for: <ul style="list-style-type: none"> <li>- Reasonable domestic use in a person's household;</li> <li>- small gardening (but not for commercial purposes); and</li> </ul> </li> <li>▪ 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.</li> <li>▪ Storing and using run-off water from a roof.</li> <li>▪ In emergency situations, taking water from any water resource for human needs or firefighting.</li>   <li>▪ Recreation, if a person has lawful access to that water resource.</li> <li>▪ Discharge of waste or water containing waste or run-off water (including storm water) into a canal, sea outfall or other conduit, provided these are controlled by persons that have been authorized to purify, treat or dispose of this wastewater.</li> </ul>
<b>EXISTING LAWFUL USE OF WATER</b>	<ul style="list-style-type: none"> <li>▪ Existing Lawful Use means any lawful use of water authorized 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.</li> <li>▪ 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).</li> <li>▪ Existing Lawful Users can be required to register their use in terms of a Notice issued under the Registration Regulations.</li> </ul>
<b>GENERAL AUTHORISATIONS TO USE WATER</b>	<p>A General Authorization is an authorization to use water without a licence, provided that the water use is within the limits and conditions set out in the General Authorization.</p> <p>General Authorizations apply only to NEW water use that took place after 1 October 1999 when the Act was fully promulgated. This means that General Authorizations are not retro-active or “back-dated”.</p> <p>Schedule 1 water uses are not included under the General Authorizations, as they are already permissible in terms of the Act and do not require further authorization.</p>



<b>REGISTRATION AND THE GENERAL AUTHORISATIONS</b>	<p><i>The General Authorizations describe the conditions under which a water use must be registered. Water users must acquaint themselves with the terms and conditions of the General Authorizations, as there are specific conditions applicable to certain water use.</i></p> <p><i>For new water use that started after 8 October 1999 and does NOT fall within the areas or limits set out in the General Authorization, the user must approach the Department for a license.</i></p> <p><i>The requirements for registration is outlined in the General Authorisations that are/were published in Government Gazette.</i></p> <p><i>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></i></p>
<b>LICENCES AND THE GENERAL AUTHORISATIONS</b>	<p><i>Any new water user who does not comply with the terms and conditions of the General Authorizations must approach the Department for a license.</i></p>
<b>COMPULSORY LICENSING</b>	<p><i>Compulsory licensing is applied in areas which are, or are soon likely to be, under "water stress" (for example, where the demands for water are approaching or exceed the available supply, where water quality problems are imminent or already exist, or where the water resource quality is under threat), or where it is necessary to review prevailing water use to achieve equity of access to water.</i></p> <p><i>In such cases the responsible authority must publish a notice in the Gazette and other appropriate media, requiring people to apply for licences in the designated area. Applicants may be required to submit additional information, and may also be required to undertake an environmental or other assessment, which assessment may be subject to independent review.</i></p> <p><i>In determining the quantities of water to be allocated to users, the responsible authority must consider all applications received, and draw up a schedule detailing how the available water will be allocated among the applicants. In drawing up an allocation schedule the responsible authority must comply with the plans, strategies and criteria set out elsewhere in the Act and must give special consideration to certain categories of applicants. A responsible authority need not allocate all the available water in a water resource, and may reserve some of the water for future needs. Provision is also made for any water still available after the requirements of the Reserve, international obligations and corrective action have been met to be allocated on the basis of public auction or tender. A system of objections and appeals in relation to proposed and preliminary allocation schedules ensures that licences may be issued only after the allocation schedule has been finalised.</i></p> <p><i>Licences issued under compulsory licensing replace previous entitlements to any existing lawful water use by the applicant.</i></p>

## SECTION 4

### 4. OVERVIEW OF REGISTRATION FORMS

<b>REGISTRATION FORMS</b>	<p><i>Registration forms consist of Part 1 and Part 2 and where indicated also Supplementary forms.</i></p> <ul style="list-style-type: none"><li><i>· Part 1 forms – information on the water user and the Water Management Area where the water use takes place.</i></li><li><i>· Part 2 forms – information about the water use.</i></li></ul> <p><i>Refer also to the DW901 and DW902 registration forms and to the following Registration Guides:</i></p> <ul style="list-style-type: none"><li><i>• Water Users</i></li><li><i>• Raw Water Uses</i></li><li><i>• Waste Discharge Related Water Uses</i></li></ul> <p><i>· Supplementary forms – additional information that may be needed.</i></p> <p><i>Typically an application to register one or more water uses will entail the completion and submission of the following: One Part 1 form, one or more Part 2 forms (together with relevant supplementary forms) and one or more DW901 and DW902.</i></p> <p><i>The above-mentioned forms &amp; guides are available at:</i> <a href="http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp">http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp</a></p>
<b>AMENDMENTS TO WATER USE DETAILS</b>	<p><i>Details about a registered water use may be amended by completing another registration form with the identical DW reference (e.g. if the original form that was completed was a DW760 then a new DW760 form needs to be completed with the details as its needs to be amended):</i></p> <ul style="list-style-type: none"><li><i>• amend the registered water use details on a new Part 2 form, quoting the Register Number &amp; Water Use Number allocated when the water use was first registered.</i></li><li><i>• if the applicable property &amp;/or property owner details, where the water use is taking place, also need to be amended a new DW901 and/or DW902 form must also be completed and submitted together with the request to amend the registered water use details.</i></li></ul>
<b>ADD A NEW WATER USE</b>	<p><i>A registered water user may register additional water use(s):</i></p> <ul style="list-style-type: none"><li><i>· quote the Register Number and</i></li><li><i>· give the new water use details on an applicable new Part 2 form.</i></li></ul>

**SURRENDER OF A REGISTERED WATER USE**

*Once registered, a water use may be surrendered if the water use activity ceases to take place. Surrendering a water use will result in the closure of the registered water use:*

*quote the Register Number and indicate which water use/s are to be surrendered together with each registered water use's End Date (i.e. ccyyymmdd).*

*Note that this notification of surrendering a registered water use may also be approached in the same manner as indicated in the afore-mentioned section "AMENDMENTS TO WATER USE DETAILS":*

- complete another Part 2 form registration form with an identical DW reference (e.g. if the original form that was completed was a DW760 then a new DW760 form needs to be completed with the details as its needs to be amended), quoting the Register Number & Water Use Number allocated when the water use was first registered.*
- Populate the applicable water use's End Date (i.e. ccyyymmdd), which will serve to communicate the date from which when the water use is to be regarded as having been surrendered.*

<b>REGISTRATION FORM NUMBERS</b>	<i>The DW reference numbers of the various kinds of registration forms are provided below</i>
<b>REGISTRATION PART 1 FORMS</b>	<p><i>DW 756 Individual</i></p> <p><i>DW 757 Water Services Provider (Including Water Boards)</i></p> <p><i>DW 758 Company, Business, Partnership or Community, National or Provincial Government</i></p> <p><i>DW 759 Water User Association (The various association types provided for are the following: Established Water User Association; Government Water Scheme; Irrigation Board; Settlement Board; Subterranean Water Control Board; Water Board For Stock Watering; Water Conservation Board.)</i></p>
<b>REGISTRATION PART 2 FORMS</b>	<p><i>Refer to the relevant forms and applicable registration guides , Registration Guide: Raw Water Uses and/or Registration Guide: Waste Discharge Related Water Uses, available at:</i></p> <p><i><a href="http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp">http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp</a></i></p>
<b>SUPPLEMENTARY FORM</b>	<p><i>Property and property owner related forms to be completed are the following:</i></p> <p><i>DW901 Details Of Property Where Water Use Takes Place</i></p> <p><i>DW092 Details Of Property Owner</i></p> <p><i>DW811 Supplementary Property Amendment Form</i></p> <p><i>Other supplementary forms (as well as DW901, DW902 &amp; DW811) are available at:</i></p> <p><i><a href="http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp">http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp</a></i></p>

**IMPORTANT  
NOTES FOR WHEN  
COMPLETING**

**YOUR FORMS**

*Make sure you have the correct Part 1, Part 2 and Supplementary forms (e.g. DW901 and DW902) you need.*

*Please write clearly in black ink.*

*Use capital letters.*

*Use one letter or digit per square.*

*Always start on the first square on the left.*

*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 5

### 7. HOW TO COMPLETE REGISTRATION PART 1 FORMS

DW756/769	Registration/Licensing Part 1 – Individual
<b>New registration, Minor change, Formal amendment.</b>	<i>Mark the appropriate block with an X, to 'indicate the nature' of this application. For minor changes or formal amendments, the registration number (allocated/provided when the water user was first registered) must be given.</i>
<b>Surname:</b>	<i>Supply surname as per the following example: Strydom; De_Jonge.</i>
<b>Initials:</b>	<i>Supply initials without spaces – AA</i>
<b>Title:</b>	<i>Use the following; Mr, Me, Ms, Dr etc.</i>
<b>Gender</b>	<i>Make the appropriate block with an X.</i>
<b>Population Group</b>	<i>Make the appropriate block with an X.</i>
<b>ID Number:</b>	<i>Supply the whole number. A South African ID number or temporary ID number is sufficient for identification. Individuals who do not have a South African ID number may use a passport number for identification purposes. The expiry date of passports must be given.</i>
<b>Passport No:</b>	<i>Supply the whole number if the ID number is not used. Foreign ID numbers are not acceptable. In the case of foreign nationals, supply the passport number, passport date of issue and country of issue.</i>
<b>Expiry date:</b>	<i>Supply the expiry date of the passport as shown on the applicable passport.</i>
<b>Country of issue:</b>	<i>Supply the country not suburb.</i>
<b>VAT Registration Number:</b>	<i>If you have registered for Value-Added Tax (VAT), provide the VAT Registration Number in the space provided.</i>
<b>Postal address:</b>	<i>Supply the postal address as per the following example: (underscore is a empty square for "space")</i>  <i>PO_Box_123 or Private_Bag_X123</i> <i>. Suburb, Town/City</i> <i>Postal Code: Give the correct postal code of the applicable Post Office nearest to the suburb/town/city provided in the postal address.</i>
<b>Street/Physical address:</b>	<i>Supply the street/physical address as per the following example:</i> <i>123_Smallstreet.</i> <i>Suburb</i> <i>Town</i>
<b>Contact telephone numbers:</b>	<i>Supply the contact numbers where indicated/required:</i> <i>Area or cell code: Provide the applicable first 3 digits in the first 3 blocks of the area marked 'Area/cell code'</i>
<b>E-mail:</b>	<i>Supply the relevant email address</i>

### **CONTACT PERSON DETAILS**

*In this section provision is made for you to provide the details of the person who must be contacted for any further/future communication.*

*Kindly provide the details, where available and/or applicable, for each of the sections indicated (e.g. Title, Name, Surname, etc.).*

*In the area provided to indicate “preferred form of communication”, indicate which (landline, cell phone, fax or email) is your preferred option.*

### **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.*

### **LIST OF PART 2 DOCUMENTS (WATER USE RELATED FORMS)**

*This section provides the applicant to indicate which other water use related forms have been submitted with this application.*

### **SECTION IS RESERVED FOR OFFICE USE ONLY**

*This section is to be utilized by the office (that will receive and process your application) to:*

- *Identify which Water Management Area is applicable to this application (based on the water use related information supplied in the Part 2 forms).*
- *Allocate a file number (i.e. Office Hardcopy Register File No) to the application.*
- *Indicate which water use Register number was allocated to this application.*
- *Etc.*

<b>DW757/770</b>	<b>Registration/Licensing Part 1 – Water Services Provider (This includes the various municipalities and Water Boards – such as Rand Water, Umgeni Water and Overberg Water )</b>
	<i>This form allows for the registration of water services providers, which includes the various municipalities and Water Boards – such as Rand Water, Umgeni Water and Overberg Water.</i>
<b>New registration, Minor change, Formal amendment</b>	<i>Mark the appropriate block with an X, to ‘indicate the nature’ of this application. - For minor changes or formal amendments, the registration number (allocated/provided when the water user was first registered) must be given.</i>
<b>PARTICULARS OF APPLICANT</b>	
<b>Name of Water Services Provider</b>	<i>Supply the name of the Water Services Provider.</i>
<p><b>Declaration by applicant</b>  <i>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.  Use of a thumbprint in the space provided will be acceptable in some cases as an alternative to an applicant’s signature.</i></p>	
<p><b>The rest of the application form should be completed in accordance with the general guidelines set for DW756/769 : Registration/Licensing Part 1 – Individual</b></p>	



<b>DW758/771</b>	<b>Registration/Licensing Part 1 – Company, Business, Partnership or Community, National or Provincial Government</b>
<b>New registration, Minor change, Formal amendment,</b>	<ul style="list-style-type: none"> <li>- Mark the appropriate block with an X, to ‘indicate the nature’ of this application.</li> <li>- For minor changes or formal amendments, the registration number (allocated/provided when the water user was first registered) must be given.</li> </ul>
<b>PARTICULARS OF APPLICANT</b>	
<b>Company, Business, Partnership or Community, National or Provincial Government</b>	Make a tick mark in the appropriate block, identifying the type of entity for which the application is being submitted.
<b>PARTICULARS OF COMPANY, BUSINESS OR PARTNERSHIP</b>	
<b>Name of company, business, partnership or community</b>	<p>Supply the name of the company, business, partnership or community. With reference to the type of enterprise that is applicable, unless a Parastatal / Trust / Other, the full name as registered with the Registrar of Companies.</p> <p>Note: The name provided will be reflected on NRWU Certificates and subsequent billing documentation that may be generated in the future.</p>
<b>Trading name</b>	Supply the trading name if it is different from the name of the company, business, partnership or community.
<b>Type of enterprise</b>	<p>Mark the appropriate block, identifying the applicable type of enterprise, with an X,</p> <p>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> <p>Should you have selected the enterprise type ‘Co-Operative’, you are obliged to also indicate which one of the following co-operative levels is applicable:</p> <ul style="list-style-type: none"> <li>• Primary</li> <li>• Secondary</li> <li>• Tertiary</li> </ul>

<b>Business enterprise registration number</b>	<i>Supply the business registration number. The registration number must be in the correct format, namely: yyyy/#####/##. Registered businesses must give the business registration number issued (by CIPC) when the business was registered in terms of the Trade and Industries Act.</i>
<b>Date established</b>	<i>Supply the date when the Company, Business or Partnership was established.</i>
<b>Country where established</b>	<i>Country where established" means a foreign company's country of origin. ("Country where established" is to be completed where the country, where the foreign company was not established in South Africa.)</i>
<b>VAT registration number</b>	<i>If you have registered for Value-Added Tax (VAT), provide the VAT Registration Number in the space provided.</i>

#### **PARTICULARS OF NATIONAL OR PROVINCIAL GOVERNMENT**

<b>National Dept</b>	<i>For National Government, supply the National Department's name in full (not just an abbreviation).</i>
<b>Province</b>	<i>For Provincial Government Departments, supply the name of the applicable Province</i>
<b>Provincial Department</b>	<i>For Provincial Departments, supply the name in full (not just an abbreviation).</i>

#### **Declaration by applicant**

*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 a Company, Business, Partnership or Community, National Government Department or Provincial Government Department.  
Use of a thumbprint in the space provided will be acceptable in some cases as an alternative to an applicant's signature.*

**The rest of the application form should be completed in accordance with the general guidelines set for DW756/769 : [Registration/Licensing Part 1 – Individual](#)**

DW759/772	Registration/Licensing Part 1 – Water User Association. (The various association types provided for are the following: Established Water User Association; Government Water Scheme; Irrigation Board; Settlement Board; Subterranean Water Control Board; Water Board For Stock Watering; Water Conservation Board.)
New registration, Minor change, Formal amendment	<p>Mark the appropriate block with an X, to 'indicate the nature' of this application.</p> <ul style="list-style-type: none"> <li>- For minor changes or formal amendments, the registration number (allocated/provided when the water user was first registered) must be given.</li> </ul>
	<p>Mark the appropriate box according to the type of applicant.</p> <ul style="list-style-type: none"> <li>- 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 the section "For established Water User Association".</li> <li>- Other Water User Associations that intend to become Water User Associations must complete the section "For non-established Water User Association"</li> <li>- If a proposal to establish the Water User Association have been submitted to the Department (a certified copy of the Register of Properties form (that was submitted with the proposal to establish your Water User Association) or the latest approved Schedule of rateable areas should be attached to this application.</li> </ul> <p>If the Water User Association application is to be registered as a 'Billing</p>
<b>PARTICULARS OF ESTABLISHED WATER USER ASSOCIATION</b>	
Name of Water User Association	Supply the full name of the Water User Association as published in the Government Gazette.
Gazette notice number	Supply Gazette notice number
Gazette notice date	Supply Gazette notice date
<b>PARTICULARS OF OTHER USER GROUP ASSOCIATIONS</b>	

<b>Type of Association</b>	<b>To be completed if the water user association has not been established</b>
<b>Name of Association</b>	<i>Select the appropriate type of Association</i>
<b>Proposal submitted</b>	<i>Supply the full name of the water user group association</i>
<b>Date plan submitted</b>	<i>Indicate whether a proposal to establish a Water User Association has been submitted to the Department.</i>
<b>Date plan submitted</b>	<i>If a plan has been submitted, supply the date of submission.</i>
<b>Declaration by applicant</b>	
<ul style="list-style-type: none"> <li>• <i>In the case of a power of attorney a certified copy of the appointment must be attached to the application form.</i></li> <li>• <i>A delegated person must sign on behalf of the Water User Association.</i></li> <li>• <i>Use of a thumbprint in the space provided will be acceptable in some cases as an alternative to an applicant's signature.</i></li> </ul>	
<p><b>The rest of the application form should be completed in accordance with the general guidelines set for DW756/769 : <a href="#">Registration/Licensing Part 1 – Individual</a></b></p>	

## **SECTION 6**

### **8. HOW TO COMPLETE REGISTRATION PART 2 FORMS**

*Refer to the applicable registration guides for Raw Water Uses and Waste Discharge Related Water uses available at <http://www.dwa.gov.za/Projects/WARMS/contacts.asp>*

## SECTION 7

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

The various offices of the Department of Water Affairs 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 <http://www.dwa.gov.za/Projects/WARMS/Registration/registration1.asp>) or Call the toll-free line on 0800 200 200 and ask for the Registration Help Desk at the Regional Office that serves your area.

Department of Water Affairs Registration Office	
Head Office (enquiries only) Private Bag X313, Pretoria, 0001 E-mail: <a href="mailto:warmdatarequests@dwaf.gov.za">warmdatarequests@dwaf.gov.za</a> <a href="mailto:warmsenquiries@dwaf.gov.za">warmsenquiries@dwaf.gov.za</a> Call Centre Toll Free Line: 0800 200 200	Northern Cape (Upington) Tel: (054) 338 5840 Fax: (054) 338 5849 Private Bag X5912 Upington 8800 E-mail: <a href="mailto:WARMSORANGE@dwa.gov.za">WARMSORANGE@dwa.gov.za</a>
Eastern Cape Tel: (043) 701 0376 Fax: 086 510 0918 Private Bag X7485 King William's Town 5600 E-mail: <a href="mailto:WARMSECAPE@dwa.gov.za">WARMSECAPE@dwa.gov.za</a>	North West (Hartbeespoort) Tel: (012) 253 1093 Fax: (012) 253 1905 Private Bag X352 Hartbeespoort 0216 E-mail: <a href="mailto:WarmEnquiries@dwa.gov.za">WarmEnquiries@dwa.gov.za</a>
Free State Tel: (051) 405 9212 Fax: (051) 447 1901 PO Box 528 Bloemfontein 9300 E-mail: <a href="mailto:WARMSFreeState@dwa.gov.za">WARMSFreeState@dwa.gov.za</a>	KwaZulu-Natal Tel: (031) 3362710 Fax: (031) 3059927 PO Box 1018 Durban 40000 E-mail: <a href="mailto:WARMS-Enquiries-KZN@dwa.gov.za">WARMS-Enquiries-KZN@dwa.gov.za</a>
Northern Cape (Kimberley) Tel: (053) 836 7600 ext 519 Fax: 053 842 3258 28 Central road Beaconsfield Kimberley 8300 E-mail: <a href="mailto:warmslowervaal@dwa.gov.za">warmslowervaal@dwa.gov.za</a>	Western Cape Tel: (021) 941 6000 Fax: (021) 950 7269 Private Bag X16 Sanlamhof 7532 E-mail: <a href="mailto:WARMSWCAPE@dwa.gov.za">WARMSWCAPE@dwa.gov.za</a>
Gauteng Tel: (012) 392 1317 Fax: (012) 392 1422 Private Bag X995 Pretoria 0001 E-mail: <a href="mailto:koshaner@dwaf.gov.za">koshaner@dwaf.gov.za</a>	Northern Cape (Upington) Tel: (054) 338 5840 Fax: (054) 338 5849 Private Bag X5912 Upington 8800 E-mail: <a href="mailto:WARMSORANGE@dwa.gov.za">WARMSORANGE@dwa.gov.za</a>
LIMPOPO Tel: (015) 306 7300 Fax: (015) 307 6868 Private Bag X4012 Tzaneen 0850 E-mail: <a href="mailto:WARMS-Enquiries-TZN@dwa.gov.za">WARMS-Enquiries-TZN@dwa.gov.za</a>	Limpopo Tel: (015) 290 1200 Fax: (015) 0152953249 Private Bag X9506 POLOKWANE 0700 E-mail: <a href="mailto:WARMS-Enquiries-TZN@dwa.gov.za">WARMS-Enquiries-TZN@dwa.gov.za</a>