

GUIDELINES TO APPLICANTS ON WATER USE AUTHORISATION INFORMATION REQUIREMENTS

SECTION 1: ADMINISTRATIVE REQUIREMENTS

ITEM	NOTES
<p>Proof of Payment of Water Use Licence Application Processing Fee (<i>Compulsory</i>)</p>	<ol style="list-style-type: none"> 1. The fee is only payable after the Department has determined a type of a water authorisation application as a water use licence. 2. The amount to be paid is R115.00. The water use licence processing fee will be included in the Water Use Licence Regulations. Once the fee is included in the Regulations applicants will be expected to pay the amount determined. 3. The fee is payable by means of a bank direct deposit, electronic payment or paying cash at the Department's Regional Offices. 4. When making payment the applicant's name and Departmental Reference No: 30000001 must reflect on the deposit slip and/or proof payment. The Backing Details are as follows: <ol style="list-style-type: none"> a) Name: Department of Human Settlements, Water and Sanitation. Bank: First National Bank. Account Number: 62030646311 Branch Number: 210554. Account Type: Current Account b) Name: Department of Human Settlements, Water and Sanitation. Bank: ABSA Bank. Account Number: 4054697285 Branch Number: 632005. Account Type: Current Account c) Name: Department of Human Settlements, Water and Sanitation. Bank: Standard Bank. Account Number: 010215808 Branch Number: 010045. Account Type: Current Account. d) BREEDE-GOURITZ CATCHMENT MANAGEMENT AGENCY (BGCMA). Bank: ABSA Bank. Account name: BGCMA; Account number: 40 7200 0995; Branch Code: 632005; SWIFT Code: ABSAZAJJ e) NKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY (IUCMA): Bank: ABSA Bank. Account name: Inkomati Catchment Management Agency; Account number: 4065451981; Branch: ABS COMM PUBL MP; Branch Code: 630565; SWIFT Code: ABSAZAJJ 5. Proof of payment must accompany a water use licence application. 6. Only those applicants whose requests for waiver of the water use licence processing fee has been approved by the Responsible Authority can apply without the processing fee. Further guidance
<p>Copy of Identity Document of Applicant or Delegated Person (<i>Compulsory</i>)</p>	<ol style="list-style-type: none"> 1. A copy of the identity copy of the applicant is required 2. If a company is making application an Identity Document of the any nominated representative who forms part that company is required. 3. The copy of the ID must be certified with a date stamp not older than 3 months.
<p>Copy of Company Registration Certificate (<i>Compulsory</i>)</p>	<ol style="list-style-type: none"> 1. If the applicant is a company, copy of company registration certificate from Companies and Intellectual Property Commission (CIPC) is required.

Copy of Trust Registration Certificate (Compulsory)	1. If an applicant is a Trust, a copy of a deed of Trust is required.
Letter of Authority or Power of Attorney to Apply on behalf of Applicant	<ol style="list-style-type: none"> 1. If an applicant uses services of another person or a company to apply on his or her behalf, a formal letter of appointment or Power of Attorney is required. 2. The formal letter of appointment or Power Attorney must contain an Identity Number of the person who signed on either of the document. 3. Either of the two documents must be accompanied by certified copies of the IDs of a person. 4. A service provider / consultant who submits an application must provide a certified copy of ID.
Proof of lawful access to the property in respect of the water uses and activity for which the application is submitted	<ol style="list-style-type: none"> 1. If the applicant is the owner of the property in respect of the water uses or the activity for which the application is made, a proof is required including but not limited to: <ol style="list-style-type: none"> a) Title deed b) Permission to Occupy 2. If the applicant does not own the property, the owner of the property must complete and sign form DW902 and provide either of the following document: <ol style="list-style-type: none"> a) Lease agreement b) Servitude c) Wayleave d) Community Resolutions e) A letter of consent from the property owner 3. A person who signed on the document in 2 (a, c, d, and e) above must provide a certified copy of an ID.
*Applicant Information Form: Individual (DW 756 / 769)	1. All individual applicants must complete the form in full and sign it
*Applicant Information Form: Water Service Provider (DW 757 / 770)	2. All water service providers must complete the form in full and sign it. Water Services Providers includes District Municipality, Water Boards or Utilities, or any other person appointed by the Water Services Authority to provide water services.
*Applicant Information Form: Company, Partnership, Government (DW 758 / 771)	1. All companies that apply for water use authorisation must complete this form in full and sign it.
*Applicant Information Form: Water User Association (DW 759 / 772)	1. All water user associations that apply for a water use authorisation must complete the form in full and sign it.
*Property Details Form (DW 901)	1. All applicants must complete this form and sign it.
Property Owner Details (DW 902)	1. All applicants must complete this form and sign it.
Description of location using coordinates in the forms	1. When providing coordinates, such coordinates must be provided in degrees, minutes and seconds using the Hartebeesthoek94 WGS84 co-ordinate system.
Proof of acceptance of an application for any right or permit in terms of the Mineral and Petroleum Resources Development Act, 2002 or environmental authorisation as per regulation 7 must be provided	1. All applications for prospecting, mining, and processing minerals must be accompanied by a letter of acceptance of an application or an authorisation from the responsible Department.

Agreement with a Water Services Authority to provide water services	1. All applicants who intend to apply for a water use licence for the purpose of providing water services (potable water for domestic or industrial use and or waste management management) within the supply area of the Municipality must provide an agreement or a letter of consent from the Municipality responsible.
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The Department reserves a right to request any additional information beyond the information listed above. In such a case the Department will include such additional information in the letter of information requirements following a pre-application engagement.