

**User Manual:**  
**WATER USE APPLICANT**

**e-WULAAS**  
**Electronic Water Use Application and Authorisation System**

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## Table of Contents

1.	Overview.....	1
2.	Accessing the e-WULAAS system.....	2
3.	Registering a Profile .....	4
3.1	Register a profile as a Water User .....	4
4.	How to login to the system .....	9
4.1	Logging in .....	9
4.2	Forgot your password.....	10
5.	Capturing the application information .....	13
5.1	Adding Water Users .....	14
5.2	Adding Water User Contacts and Signatories .....	16
5.2.1	Updating contact information .....	16
5.2.2	Managing user access.....	17
5.2.3	Adding Signatory information .....	17
6.	Capturing the application information .....	18
6.1	Pre-Application Enquiry Phase .....	19
6.1.1	Adding the Pre-Application Enquiry Information .....	19
6.1.2	Submitting the Pre-Application Enquiry.....	25
6.2	Phase 1: Application of water uses .....	27
6.2.1	Add Water Uses .....	27
6.2.1.1	Add Linear Water Uses .....	31
6.2.2	Add Property Details.....	33
6.2.3	Add the supporting Administrative Documents .....	35
6.2.4	Submit the Application.....	36
6.3	Phase 2: Site Visit .....	39
6.4	Phase 3: Tech Report.....	40
6.4.1	Completing the Water User Registration Forms .....	41
6.4.2	Adding Technical Documents.....	42
6.4.3	Submitting the applications .....	44
7.	Withdrawal.....	45
8.	Status .....	46
9.	Communication Log.....	47
10.	Support.....	47
11.	Document Control and History .....	49
11.1	Document Control .....	49
11.2	Summary of changes.....	49

# 1. Overview

e-WULAAS (Electronic Water Use Licence Application and Authorisation System) has a twofold objective:

Firstly to provide an online portal to DWS clients to register and subsequently submit their water uses alongside the current paper based system.

Secondly the system will provide an internal web based interface for the authorisation staff to manage, coordinate, track and finalise the authorisation processes of registered water uses culminating in the issuing of a water use licence.

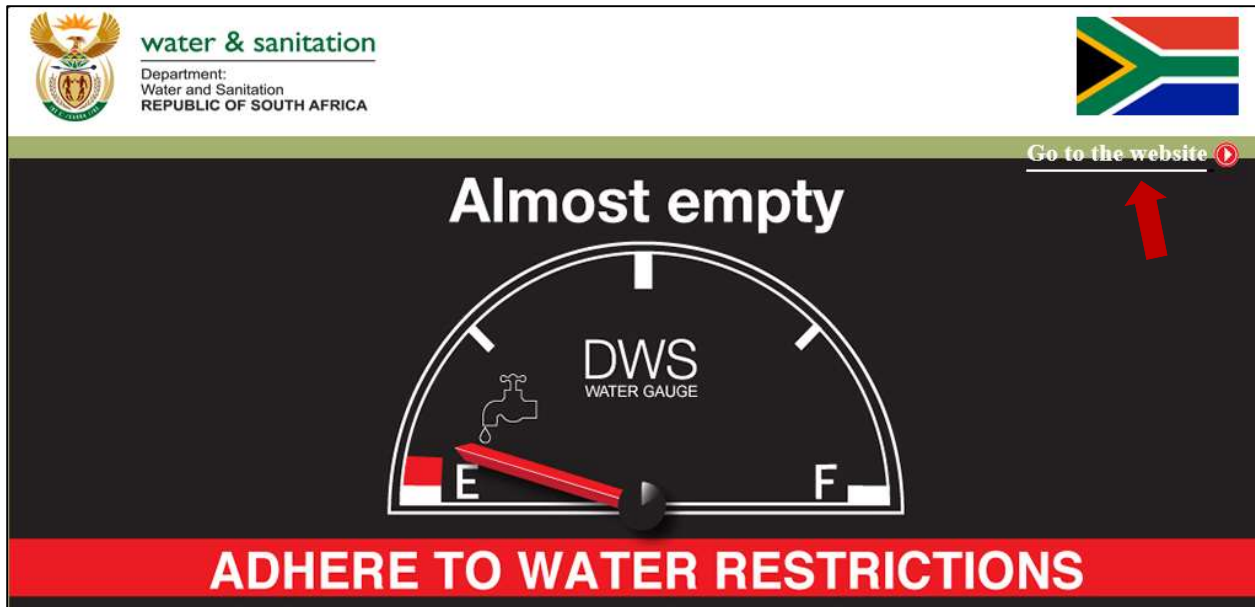
*This document focuses on the actions of the Water Use Applicants (Applicants) during the online application process. The main actions of the Applicant are to*

- *Register a Water Use Profile*
- *Complete and submit the application online*
  - *Phase 0 – Prepare and submit the Pre-application Enquiry*
  - *Phase 1 – Prepare and submit the Application (Administrative Documents, Water Uses and Property Details)*
  - *Phase 2 – Confirm the Site Inspection meeting (where relevant)*
  - *Phase 3 - Prepare and submit the Technical Documents and Water Use Registration Forms*
- *Receiving the Decision Document.*

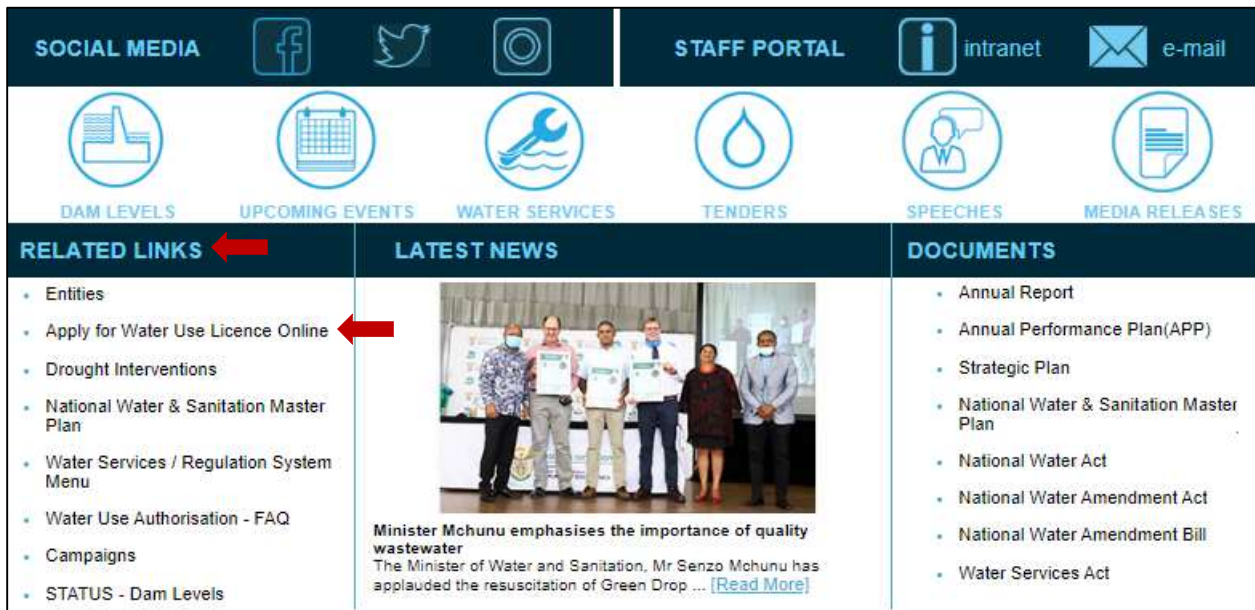
## 2. Accessing the e-WULAAS system

The e-WULAAS system can be accessed at <http://www.dwa.gov.za/ewulaas/> or access it through the DWS website.

- To access it through the DWS website go to <https://www.dws.gov.za/>. Click on the **Go to website** link to open the DWS Home Page.



- Scroll down to the RELATED LINKS section and click on the **Apply for Water Use Licence Online** link to open the e-WULAAS Information Page.



- The e-WULAAS Information Page provides the following information –
  - Overview of the Water Use Authorisation process.
  - Overview of the Water Use Licencing process.
  - Documents.
  - Customer Support.
  - Link to the Online Application Portal. Click on the **Online Portal** button to open the application portal.

The screenshot shows the e-WULAAS website interface. At the top left is the Department of Water and Sanitation logo for the Republic of South Africa. To the right is the 2030 NDP logo. Below these is a dark blue banner with the slogan "WATER IS LIFE, SANITATION IS DIGNITY". A horizontal navigation bar contains links: HOME, About Us, Media Room, Events, Projects & Programmes, Tenders, Career Opportunities, Document Library, and Customer Care. The main header area is titled "e-WULAAS". Below this is a sidebar with buttons for Home, Authorization Process, Licencing Process, Documents, Customer Support, and ONLINE PORTAL. A red arrow points to the ONLINE PORTAL button. The main content area is titled "Electronic Water Use Licence Application and Authorisation System (e-WULAAS)" and contains text explaining the National Water Act (NWA) and the purpose of the system. At the bottom, there is a graphic with a water drop containing the letter 'e' and the text "APPLY. TO ENSURE SOME FOR ALL FOR EVER!".

- The e-WULAAS Online Portal home page provides the following functionalities –
  - Login with e-mail and password after the profile registration (A)
  - Password recovery (B)
  - Register a Water User Profile (C)
  - Links to the e-WULAAS and DWS Landing pages, Contact Us and Frequently Asked Questions (D).

**water & sanitation**  
Department  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

**e-WULAAS**  
Electronic Water Use Licence Application and Authorisation System

[e-WULAAS Home](#) Welcome to the Electronic Water Use Licence Application and Authorisation System.

[Contact Us](#) **D** e-WULAAS is the online web portal for the submission, processing and authorisation of water use licence applications. This online portal allows prospective water users to register free of charge, submit their applications for water uses, make payments and interact with DWS in a secure online environment.

[e-WULAAS FAQ](#) Water Users registered on e-WULAAS can engage with DWS online regarding the:

- Submission of applications and related documentation
- Tracking of applications through the authorisation process
- Communication
- Support and assistance.

[DWS Home](#) Using the online application process is as easy as:

1. Register your water use profile
2. Login with your details
3. Start your application by following the online prompts.

Prospective water users that do not have access to the online portal will still be able to submit their applications by contacting their nearest DWS Office for assistance.

[e-Mail Address](#) **A**

[Password](#) **B**

[Login](#)

[Forgot Password?](#) **B**  
Enter your e-Mail address above

[Not Registered?](#) **C**

[Register your Water Use Profile](#)

This will allow you to apply for your Water Use Licence Online OR this will allow you to apply for a Water Use Licence on behalf of your clients

### 3. Registering a Profile

#### 3.1 Register a profile as a Water User

- Open the e-WULAAS Online Portal page (refer to sec 2).
- Select the **Not Registered?** link (C). The **Profile Registration** page opens. Select the relevant option:
  - *Register as a Client* provides the functionality to apply for your own/company's water uses.

**water & sanitation**  
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**e-WULAAS**  
Electronic Water Use Licence Application and Authorisation System

**e-WULAAS Profile Registration**

Please select your Profile Registration option

**→ Register as a Client**  
(This will allow you to apply for your Water Use Licence online)

[Register as a Consultant](#)  
(This will allow you to apply for a Water Use Licence on behalf of your clients)

[Cancel Profile Registration and Return to the e-WULAAS Login page](#)

- The **Client Profile Registration** page opens. Complete the Client Profile Registration details on the page.

The screenshot shows the 'Client Profile Registration' form. At the top left is the logo for 'water & sanitation' (Department of Water and Sanitation, Republic of South Africa) and at the top right is the 'e-WULAAS' logo with the tagline 'Electronic Water Use Licence Application and Authorisation System'. The form title is 'Client Profile Registration' and the instruction is 'This will allow you to access e-WULAAS with your email address and password.' The form contains the following fields: Title (dropdown), First Name, Surname, Initials, a cell number field with '(Ex +27895555555)' as a hint, Confirm Cell No., e-Mail, and Confirm e-Mail. There are 'Continue' and 'Cancel Profile Registration and Return to Login' buttons.

- To add Postal Codes type the postal code in the textbox and click on the FIND button, select the postal code from the list and click on the OK button.

The screenshot shows a search dialog box titled 'Client Profile Registration' with the instruction 'This will allow you to access e-WULAAS with your email address and password.' The dialog has a text input field containing '0001' and a 'Find' button. Below the input is a list box containing two items: '0001 - Box Code PRETORIA (PRETORIA)' and '0001 - Box Code TSHWANE (PRETORIA)'. The first item is selected. There is an 'Ok' button at the bottom of the dialog.

- Select the Province from the drop-down list

The screenshot shows a dropdown menu for 'Province of Main Activities / Operations'. The menu is open, showing a list of South African provinces: Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, North West, Northern Cape, and Western Cape. The 'Residential Address' and 'Residential Code' labels are visible above the dropdown. Below the dropdown is a question: 'Do you have a valid South African ID?'.

- Add the valid South African ID Number or Passport Number

Do you have a valid South African ID?  Yes  No

Select Country

Passport Number

- Click on the CONTINUE button. Complete the additional information that is activated.
- Select the Type Of Water User details from the list and complete the related information that is activated:
  - Individual

Type of Water User

Capacity (Your Role/Job Description in the Organisation)

**Please confirm the following information.**

Gender

[Cancel Profile registration and Return to Login](#)

- Company

Type of Water User

Capacity (Your Role/Job Description in the Organisation)

**Please confirm the following information.**

Registration Number

[Cancel Profile registration and Return to Login](#)

and

Registered Name

Trading As Name

[Cancel Profile registration and Return to Login](#)

- National Department

Type of Water User

Capacity (Your Role/Job Description in the Organisation)

**Please confirm the following information.**

Select the National Department

[Cancel Profile registration and Return to Login](#)



○ Provincial Department

Type of Water User

Capacity (Your Role/Job Description in the Organisation)

**Please confirm the following information.**

Select the Provincial Department

[Cancel Profile registration and Return to Login](#)

○ Water Service Providers/Local Municipalities

Type of Water User

Capacity (Your Role/Job Description in the Organisation)

**Please confirm the following information.**

Select Water Service Provider

[Cancel Profile registration and Return to Login](#)

○ Water User Association

Type of Water User

Capacity (Your Role/Job Description in the Organisation)

**Please confirm the following information.**

Select Water User Association

[Cancel Profile registration and Return to Login](#)

- Click on the SUBMIT button. The confirmation page opens.

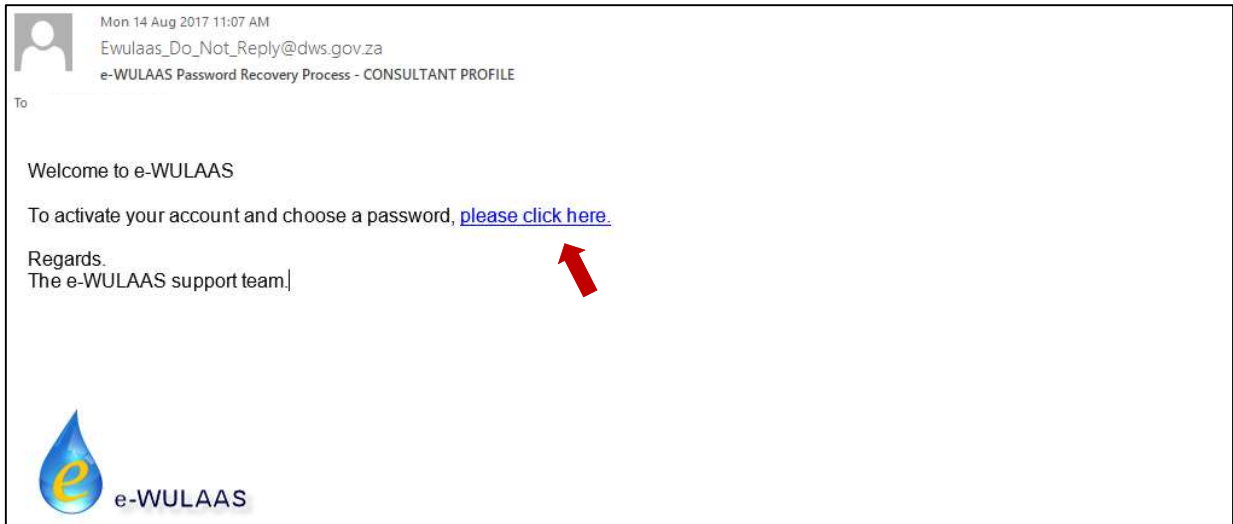
**e-WULAAS Password recovery process**

Thank you for registering on e-Wulaas. Only one more step. You will receive an e-mail with a link to choose a password and activate your account.

Follow the instructions in the e-mail.

[Return to the e-WULAAS home page](#)

- A password activation e-mail is forwarded to your mailbox.
- Click on the link in the e-mail message to activate your account.



- The **e-WULAAS Confirm Password** page opens, displaying the cell phone number used during the profile registration process.



- Click on the REQUEST PIN CODE button. A secure PIN Code is send to the cell number provided during the profile registration process.
- The PIN number Verification pop-up screen opens. Add the code to the PIN Code textbox (A) and click on the VALIDATE PIN button.

- The **e-WULAAS Confirm Password** page opens again activating the password fields. Add the password (A) and confirm it (B).

- Click on the SAVE PASSWORD button. You can now login to the system and start the water use application process.

## 4. How to login to the system

### 4.1 Logging in

- Open the e-WULAAS online portal page (refer to sec 2).
- Enter you e-mail address in the **e-Mail address** textbox (A).
- Enter your password in the **Password** textbox (B).
- Click on the LOGIN button.



## 4.2 Forgot your password

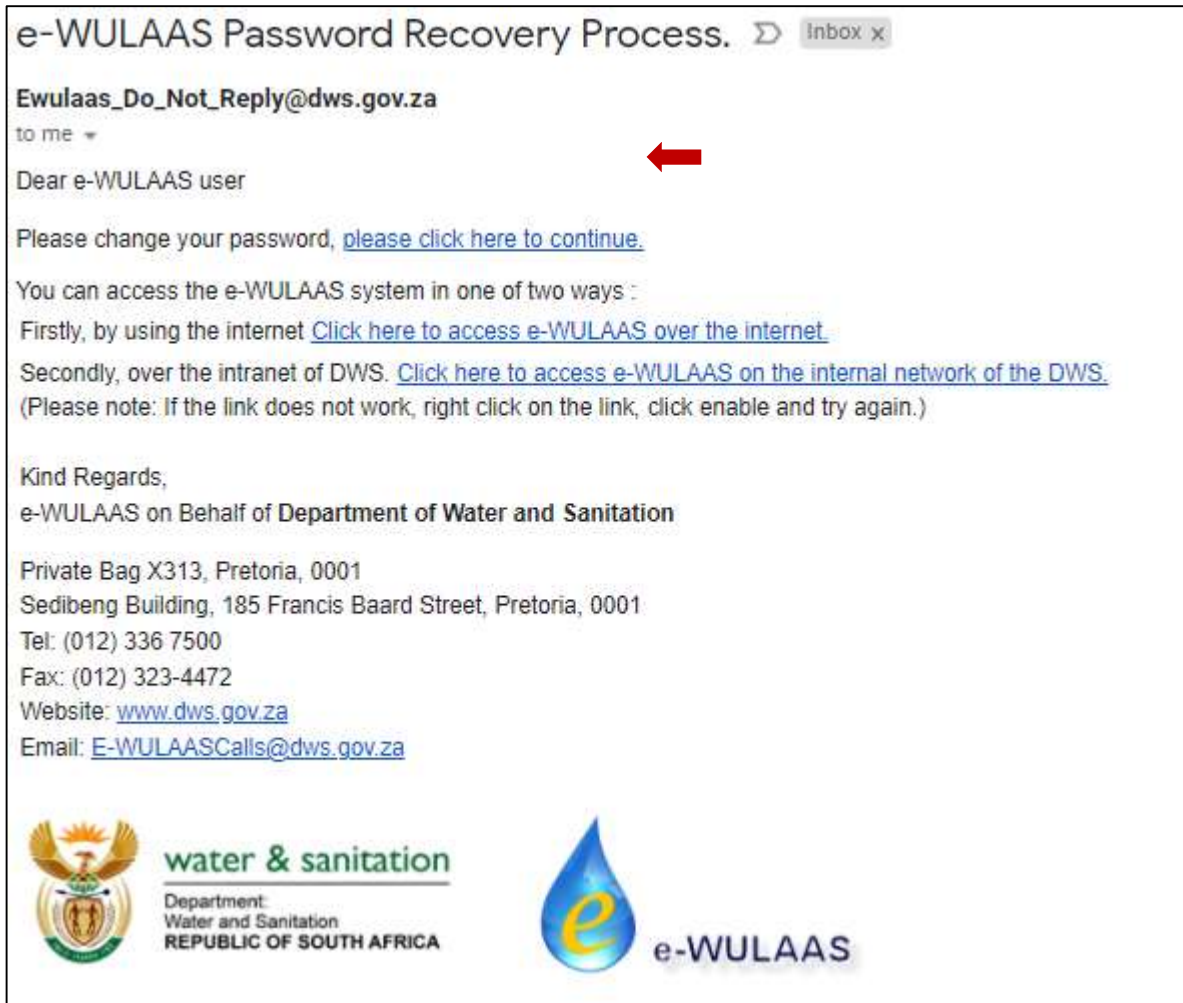
- To recover a forgotten password type the e-mail address in the **e-Mail address** text box (A) on the e-WULAAS home page and click on the [Forgot Password?](#) link (B).



- The link opens the **e-WULAAS Password recovery process** page and sends an e-mail to the user.



- The e-mail message contains a hyperlink directing the user to the **Change Password** page.



- Click on the link in the e-mail to confirm the registration and set the password.
- The link opens the **e-WULAAS Confirm password** page displaying the user's cell number as captured during the user registration process.

**e-WULAAS Confirm Password**

Enter Cellphone Number   
 (Ex +2782 555 55555)

Email Address

PIN Code

New Password

Confirm Password

- Click on the REQUEST PIN CODE button. A secure PIN Code is send to the cell number provided during the profile registration process.
- The PIN number Verification pop-up screen opens. Add the code to the PIN Code textbox (A) and click on the VALIDATE PIN button.

**Pin Number Verification**

Please enter the Pin sent to your Cellphone

Pin Code:  ?

- The **e-WULAAS Confirm Password** page opens again with the password fields activated. Add the password (A) and confirm it (B). Click on the SAVE PASSWORD button.

**e-WULAAS Confirm Password**

Enter Cellphone Number   
 (Ex +2782 555 55555)

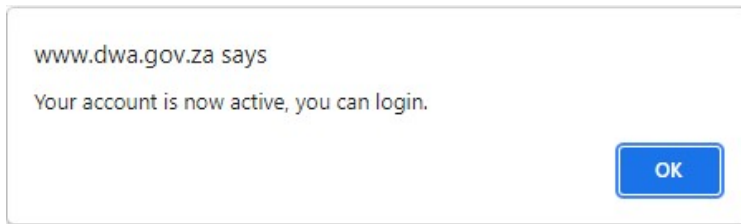
Email Address

PIN Code

New Password

Confirm Password

- The password set confirmation pop-up opens. Click the OK button on to return to the Home page to log in with the new password.



## 5. Capturing the application information

After login the system opens on the **Application Start** page displaying the main menu which is always at the top of all the pages.

- Main menu (A):
  - How to – summary of the process
  - My Water Users – information about the applicant/unit/company
  - Water User Contacts – contact information for all role players
  - Applications – water use application per water user/operational unit
  - Withdraw – facility to withdraw applications
  - Cancel Licence - facility to cancel licences
  - Status – progress record of the application
  - Correspondence – log of all e-mail/SMS messages
  - Support – online support facility
  - Logout.

HOME	How To	Water User	Applications	Withdraw	Cancel Licence	Status	Correspondence	Support	Logout
<b>How the Online Application Process Works</b>									
<b>Step 1: Verify your profile information</b>									
<ul style="list-style-type: none"> <li>■ Verify and update your profile and contact information.</li> <li>■ Add additional users/administrators.</li> <li>■ Verify and update your status as primary user/signatory.</li> </ul>									
<b>Step 2: Verify the profile information of your clients (Consultants)</b>									
<ul style="list-style-type: none"> <li>■ Verify and update the profile and contact information of your clients.</li> <li>■ Verify and update the status of your client as primary user/signatory.</li> </ul>									
<b>Step 3: Apply for water uses</b>									
The Application process consists of the following steps:									
<ul style="list-style-type: none"> <li>■ <b>Pre-application Enquiry</b> <ul style="list-style-type: none"> <li>● The purpose of the Pre-application Enquiry is to notify the Department of your intent to apply for a water use, to conduct the pre-application engagement and to determine the type of authorisation, i.e.               <ul style="list-style-type: none"> <li>○ Water Use Licence Application (WULA)</li> <li>○ General Authorisation (GA)</li> <li>○ Schedule 1 confirmation</li> <li>○ Existing Lawful Water Use (ELU) confirmation.</li> </ul> </li> <li>● The following information is required for the pre-application enquiry:               <ul style="list-style-type: none"> <li>○ Location of the intended activity.</li> <li>○ Volumes and Distance from the nearest water resource.</li> <li>○ Primary Sector and related activity.</li> <li>○ Contact person and signatory for the application.</li> <li>○ Statement of truth.</li> </ul> </li> </ul> </li> <li>■ <b>Phase 1: Application</b> <ul style="list-style-type: none"> <li>● The purpose of Phase 1 is to upload the application details based on the outcome of the pre-application meeting.</li> </ul> </li> </ul>									

## 5.1 Adding Water Users

The first step is to add information about the applicant/water user on the **Water Users** page. Additional water users/operational units can be added where water uses occur on different properties/operational units.

- Click on the ADD NEW WATER USER button (A) and complete the information in the form (B).
- Select the Equity Status from the drop-down list.

B: BBBEE (HDI Owned Companies)  
 Gov (Spheres of Government)  
 HAI (Historically Advantaged Individuals)  
 HDI (Historically Disadvantaged Individuals)  
 SOE (State Owned Entities)  
 W: BBBEE (HAI owned companies complying with BBBEE standards)

- Select the Type of Water User from the drop-down list. More information is requested based on the selection:

Company, business, partnership or community  
 Individual  
 National Department  
 Provincial Department or Local Gov.  
 Water Services Provider  
 Water User Association  
 WULA Consultant



○ If Company, business, partnership or community:

**Please provide the following information.**

Type of Company, Business, Partnership or Community

Registration Number    
Valid formats for validated numbers: YYYY/MNNNNN/NN

Registered Name of Company, Business, Partnership or Community

Trading as Name

Date Established

Country where Established

○ If Individual:

**Please provide the following information.**

Title

Initials

Full Names

Gender

Do you have a valid South African ID?  Yes  No

ID Number

Birth Date: 9-2-1963  
 Gender: Female  
 SA Citizen: Yes

○ If National Department:

**Please provide the following information.**

Select the National Department

○ If Provincial Department:

**Please confirm the following information.**

Select the Provincial Department

○ If Water Service Provider:

**Please provide the following information.**

Select Water Service Provider

Is the Water Service Provider a Billing Agent?  No  Yes

- o If Water User Association:

**Please provide the following information.**

Select the Type of Water Use Association

Select Water Use Association

Is the Water Use Association a Billing Agent?  No  Yes

- Click on the SAVE INFORMATION button (C) to save the information. To remove the water user, select it from the list and click the REMOVE WATER USER button (D).

## 5.2 Adding Water User Contacts and Signatories

The purpose of the **Water User Contacts** page is to manage access for users and signatory rights to the profile and the applications. Staff members can be added as users/administrators to assist the applicant with the application/s. The Primary Contact is the main contact with the Department for the application and all correspondence will be send to the primary contact. Only one primary contact per application/water user is allowed. The Primary Contact could also be the signatory for the application.

**WATER USER CONTACTS & SIGNATORIES**

Dr Janet Frasier (Main Contact Person) **A**

**E** Add Contact **F** Remove Contact

**B** Title: Dr

First Name: Janet

Surname: Frasier

Initials: JS

Postal Address: Box 123 PEGASUS

Postal Code: 0001

Residential Address: Street 123 PEGASUS

Residential Code: 0002

**C**  I am the Main Contact Person for Water User Pegasus CC

**D**  I am a Director of a Company, Individual or Designated Signatory and therefore HAVE Signatory Rights.  I am a Director/Client Contact Person, and DO NOT have Signatory Rights (Power of Attorney).

Do you have a valid South African ID?  Yes  No

ID Number: 7009090941083

Birth Date: 9-9-1970

Gender: Female

SA Citizen: Yes

Cell No. (Eg. +27895555555): +27828837899

Tel No.: +27335555555

Email: FrasierJ@cosmos.net

Capacity/Position/Job Title: Owner

Website (optional):


**G** Notify Signatory **H** Change Password **I** Save Information

### 5.2.1 Updating contact information

- Update your contact information as main user/signatory of the system:
  - o Select the applicable user from the user list (A)
  - o Complete and/or change the information displayed in the form as necessary (B).
  - o Select the primary contact option if relevant (C). All correspondence regarding the application will be with the selected primary contact.

I am the Main Contact Person for Water User

- Select the relevant Signatory Rights option (D). If you are an administrator and do not have signatory rights, option 2 should be selected. In this scenario, the signatory must be added additionally (refer to sec 5.2.3)

Signatory Rights 

I am a Director of a Company, Individual or Designated Signatory and therefore HAVE Signatory Rights.

I am a Consultant appointed by the Client, and DO NOT have Signatory Rights.

- Click on the SAVE INFORMATION button (I) to save the changes to the system.

### 5.2.2 Managing user access

- To add additional users/administrators to have access to the system:
  - Click on the ADD CONTACT button (E)
  - The user contact e-mail verification window opens

Script Prompt:

Please enter the e-Mail address of the contact.

- Add the e-mail address of the new user and click on the OK button. A new member place holder is added to the user list (A)


**WATER USER CONTACTS & SIGNATORIES**

New Member

- Select the user and complete the information required in the form (B)
- Click on the SAVE INFORMATION button (I) to save and add the new user to the system.
- To remove users from the profile:
  - Select the user from the user list (A)
  - Click on the REMOVE CONTACT button (F).
- To change the passwords of users:
  - Select the user from the user list (A)
  - Click on the CHANGE PASSWORD button (H).
  - An e-mail notification will be send to the user to create a new password.

### 5.2.3 Adding Signatory information

- To set-up a signatory for an application follow the steps under section 5.2.2. and complete the information required in the form (B).
- Select the first option from the Signatory Rights section (D)

Signatory Rights 

I am a Director of a Company, Individual or Designated Signatory and therefore HAVE Signatory Rights.

I am a Consultant appointed by the Client, and DO NOT have Signatory Rights.

- Save the information by clicking on the SAVE INFORMATION button (I)
- Notify the signatory to activate the profile by clicking on the NOTIFY SIGNATORY button (G). The signatory will receive an e-mail notification to activate the profile and to create a password.

**From:** Ewulaas\_Do\_Not\_Reply@dws.gov.za [mailto:Ewulaas\_Do\_Not\_Reply@dws.gov.za]  
**Sent:** 11 November 2018 01:08 PM  
**To:** Signatory  
**Subject:** e-WULAAS User Notification.

Dear e-WULAAS Signatory

XYZ created you as a Signatory on the e-WULAAS System.

To activate your account and choose a password, [please click here](#).

Contact XYZ for more information on +2712555555 / name@mail.com

Regards.  
 The e-WULAAS support team.

## 6. Capturing the application information

The next step is to provide specific information about the water uses being applied for. The **Applications** section starts on the **Pre-Application Water Use Enquiries/Current Water Use Applications** page where a summary of the applications are provided and where new applications are added, updated or removed. It is available under the **Applications** main menu option.



The **Applications** section consists of four (4) phases:

- Pre-application Enquiry phase where details of the intended water use(s) are provided.
- Phase 1 is the Application Phase (A) where more details about the water uses are provided (applicable to both Licence and GA applications).
- Phase 2 is the Site Inspection Confirmation Phase (B) (applicable to Licence applications only).
- Phase 3 is the Technical Report Phase (C) where additional technical documents are uploaded and the water use registration forms captured (applicable to Licence applications only).

Each phase is completed and submitted separately and in sequence to the Department. The next phase will become active after an action by the Department. You will be notified by e-mail message when the next phase is opened and available.

## 6.1 Pre-Application Enquiry Phase

The purpose of the **Pre-application Enquiry** phase is to notify the Department of your intention to apply for a water use and to provide general information about the application. A pre-application consultation meeting will be arranged after submission to determine the extent of the application and the relevant type of authorisation process, i.e. Licence or GA application.

The **Pre-application Enquiry** page provides the following information and functionality

- A list of existing clients (Water Users) and its related applications/projects (A)
- Add or remove applications (B)
- Information about the selected application/project (C)
- Save the application information (D)
- Submit the Pre-application Enquiry (E).

### 6.1.1 Adding the Pre-Application Enquiry Information

- To add the information for the new application select the relevant water user from the Water User(s) list (A) and click on the ADD NEW PRE-APPLICATION ENQUIRY button (C).

- The new application is added to the Application List (B) and the Application Information form (D) is opened. Complete the information.

The screenshot shows a web form titled "Pre-Application Water Use Enquiries/Current Water Use Applications". It is divided into several sections:

- Water User(s):** A dropdown menu (A) showing "CIPRO PTY Ltd" and "WU11396 - Pre-Application Enquiry - EW136" (B). Below it are buttons "Add New Pre-Application Enquiry" (C) and "Remove Application".
- Application Information:** A section with a sub-header "(mandatory fields is indicated with a \*)". It contains:
  - "\*Authorised Signatory for Application Submission" (D) with a dropdown (E) and a link "Add New Authorised Signatory".
  - "\*Primary Contact Person for Application" (F) with a dropdown (F) and a link "Add New Primary Contact".
  - "\*Type of Application" (G) with a dropdown (G) showing "New Application" and a link "Add New Primary Contact".
  - "\*Application Name" (H) with a text box (H) containing "New Application".
  - "Why are you applying for a Water Use Application?" (I) with a text box (I) containing "Water supply to the development".
  - "What is the Main Activity that will take place for this Application?" (J) with a text box (J) containing "Abstraction and storage".
  - "\*What is the Main Purpose of the Application?" (K) with a button (J) "Main Purpose" and a text box (K) containing "Abstraction and storage".
  - "\*Distance to the Nearest Watersource (km)" (L) with a text box (L) containing "0.5".
  - "Total Volume (Cubic Meters/Year)" (M) with a text box (M) containing "0".
  - "Total Discharge Volume (Cubic Meters/Year)" (M) with a text box (M) containing "0".
  - "\*Primary Sector & Activity" (N) with a dropdown (N) containing "Complete Sector & Activity".
  - "\*How many People will Benefit from the Acquisition of the WU Licence?" (O) with a dropdown (O) containing "Complete Equity & Gender Status".
  - "\*Description of Activities in Relation to the Water Use Application (for what purpose)" (P) with a text box (P) containing "Abstraction and storage".
  - "Location of Main Activity":
    - "\*Step 1 - Select the Nearest Town where the Main Activity is taking place" (Q) with a dropdown (Q) containing "Pegasus Park".
    - "\*Step 2 - Select the Nearest Point where the Main Activity is taking place" (R) with a dropdown (R) containing "Pegasus Park".
    - Latitude (S) and Longitude (S) text boxes (S) with "Show Map" and "Remove Coordinates" buttons.
    - QUAT (T) and WMA (T) text boxes (T) with "Authorisation Office" label.
  - "U- Have you received an Authorisation for a Water Use on the Property?" (U) with radio buttons "Yes" and "No".
  - "V- Is the Water Use currently in Operation?" (V) with radio buttons "Yes" and "No".
  - "W- I hereby Confirm that the Information provided is True and Accurate" (W) with a checkbox (W) and a link "Add New Primary Contact".
  - Buttons "Save Application Information" (X) and "Submit Pre-Application Enquiry" (Y) at the bottom.

- Specify the signatory for the application by selecting the relevant person from the **Authorised Signatory for Application Submission** drop-down list (E). To change or add another signatory click on the [Add New Authorised Signatory](#) link. (refer to sec 7.2.1).
- Specify the person with whom the Department/system will communicate by selecting the relevant person from the **Primary Contact Person for Application** drop-down list (F). To change or add a new primary contact person click on the [Add New Primary Contact](#) link. (refer to sec 7.2).
- Select the **Application of Type** from the drop-down list (G).

\*Type of Application

- New Registration
- Minor Change
- Formal Ammendment

- Add a descriptive name for the application in the **Application Name** text box (H).

\*Application Name Pegasus Park Development

- **Why are you applying for a Water Use Application** text box (I). [Note: It is no longer required. Information from legacy applications will be displayed.]

\*Why are you applying for a Water Use Application? Water supply to the development

- **What is the Main Activity that will take place for this Application** text box (I). [Note: It is no longer required. Information from legacy applications will be displayed.]

\*What is the Main Activity that will take place for this Application? Abstraction and storage

- Provide the main purpose for the application. Select the **What is the Main Purpose of the Application** button (J). The **What is the Main Purpose of the Application** pop-up

page opens.

- Select the relevant option/s on the page and click the NEXT button. Provide the relevant information regarding the selection/s on the pop-up page.

What is the Main Purpose of the Application?			
Volume is measured in Cubic Meters per Year			
a. Taking of Water from a Resource	Total Volume	Hectares Irrigated	Main/Majority Crop Irrigated
for Irrigation	<input type="text"/>	<input type="text"/>	<input type="text"/>
for Mining	<input type="text"/>		<input type="text"/>

- Select the COMPLETE button to complete the process and save the information. The information is displayed in the **Main Purpose** textbox (K). The detailed information for each purpose is available on the **Main Purpose** pop-up page. To open the **Main Purpose** pop-up page and view the information, select the MAIN PURPOSE button.

- The CANCEL button cancel the actions and returns to the main page. Provide the **Distance to the Nearest Watersource (km)** (L).
- **Total Volume (Cubic Meters/Year) and Total Discharge Volume (Cubic Meters/Year)** (M). [Note: It is no longer required. Information from legacy applications will be displayed.]
- Select the relevant sector from the **Primary Sector** drop-down list and the main activity from the list (N).

**Sector & Activity per Application**

Sector

▼ ?

- Agriculture
- Development
- Government
- Industry
- Mining
- SFRA

**Sector & Activity per Application**

Sector

Development ▼ ?

**Main Activity/Activities**

<input type="checkbox"/> Bridge Construction	<input type="checkbox"/> Other	<input type="checkbox"/> Stadium
<input type="checkbox"/> Dam Construction	<input type="checkbox"/> Ports e.g. Air/Sea	<input type="checkbox"/> Town
<input type="checkbox"/> Golf Course	<input type="checkbox"/> Power Line	<input type="checkbox"/> Waste Water Treatment Works
<input type="checkbox"/> Hotel and Lodges	<input type="checkbox"/> Road Construction	<input type="checkbox"/> Water Reticulation System
<input type="checkbox"/> Housing Development	<input type="checkbox"/> Sewer Pipeline	<input type="checkbox"/> Water Treatment Works
<input type="checkbox"/> Office Park	<input type="checkbox"/> Shopping Centres	

Save Information Cancel

- Indicate the beneficiaries from the water uses in the **How many People will Benefit from the Acquisition of the WU Licence** table (O).

**Describe the Equity & Gender Status of the Prospective Beneficiaries**

Equity/Status	Gender		Total Number
Total Number	Total Number	Total Number	Total Number
Black	0	Male 0	Female 0
Coloured	0	Male 0	Female 0
Indian	0	Male 0	Female 0
White	0	Male 0	Female 0
Youth	0	Male 0	Female 0

Save Information Cancel

- Add a brief description of the application activities in the **Description of Activities in Relation to the Water Use Application** textbox (P).

\*Description of Activities in Relation to the Water Use Application (for what purpose)

Abstraction from two boreholes and storage for water supply to the development



- Indicate the **Location of the Main Activity** of the application:

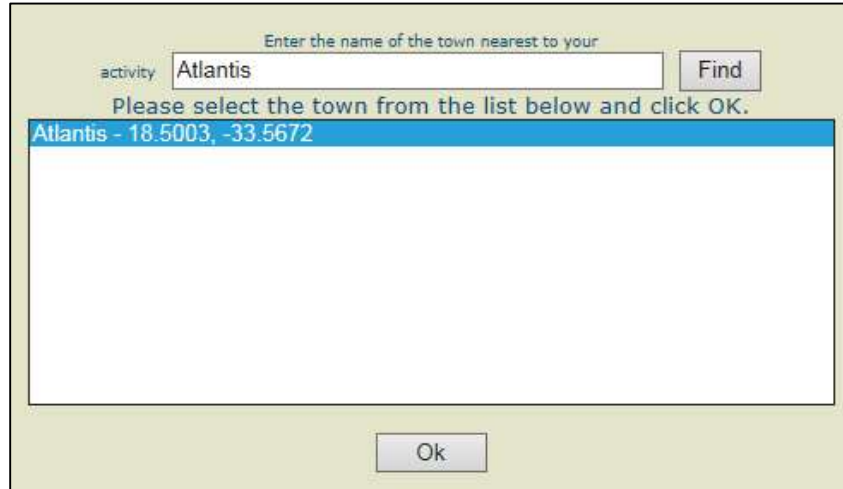
**Location of Main Activity**

\*Step 1 - Select the Nearest Town where the Main Activity is taking place

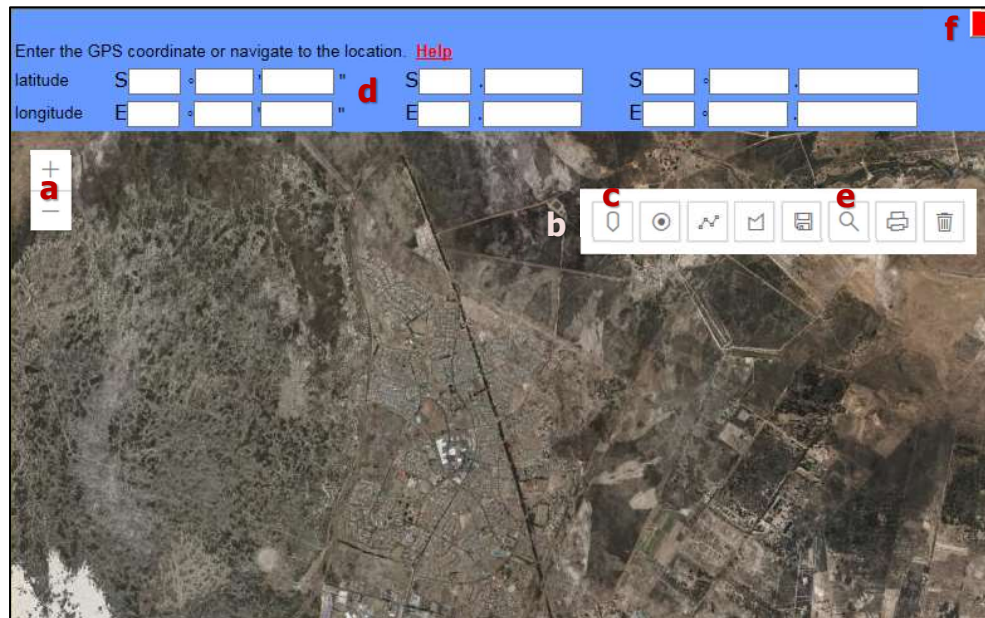
\*Step 2 - Select the Nearest Point where the Main Activity is taking place

Latitude  Longitude

- Step 1: Search for the town from the **Nearest Town where Main Activity is taking place** pop-up page (Q).

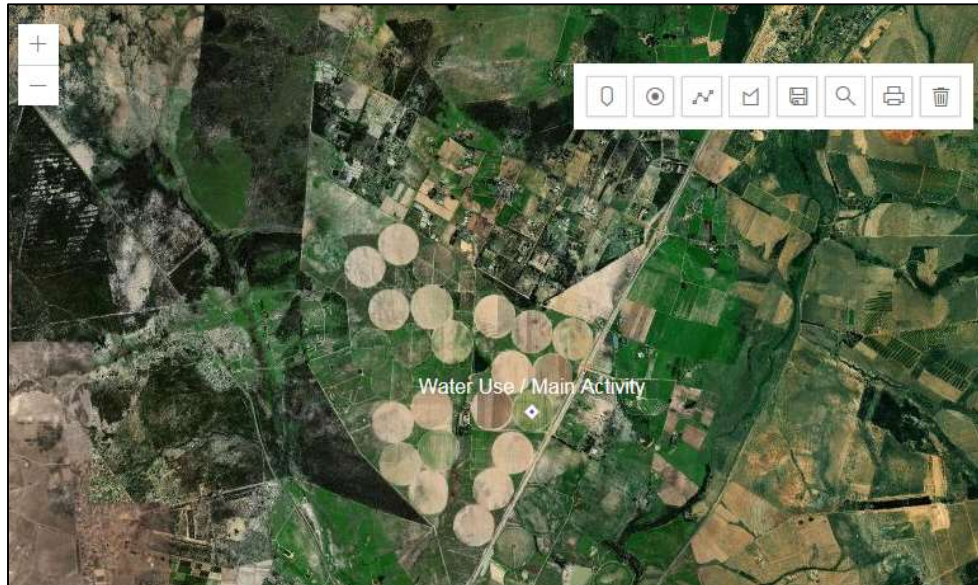


- Step 2: Capture the co-ordinates of the main activity by clicking the SHOW MAP button (R). The map functions opens.



- To zoom in or zoom out click on the + or – buttons on the map (a).
- To move to another location on the map click and hold the mouse button and drag the map to the new location.
- If you know the location of the main activity, zoom to the location on the map. Select the marker icon (c) from the list of icons (b). Select the Marker Icon (c) and move the mouse to the desired location. Click to drop the marker on the

map. The co-ordinates of the main activity are added to the Latitude and Longitude textboxes.



- If you have the co-ordinates of the main activity, enter them in the relevant latitude and longitude fields (d). Click the LOCATE icon (e).
- The map moves the cursor to the centre position of the co-ordinates. Select the Marker Icon (c) and move it on top of the location indicated on the map. Click to drop the marker icon on the map.
- Close the water use map by clicking on the red and white **X** at the top of the map (f).
- The co-ordinates are added to the Latitude and Longitude textboxes.

**Location of Main Activity**

\*Step 1 - Select the Nearest Town where the Main Activity is taking place

\*Step 2 - Select the Nearest Point where the Main Activity is taking place

Latitude  Longitude

- To remove the co-ordinates, click on the REMOVE COORDINATES button (S).
- When the information is saved (X) the Quaternary Area, Water Management Area and Authorisation Office relevant to the location of the main activity, are displayed (T). The application is submitted and directed to this Authorisation Office.

**Location of Main Activity**

\*Step 1 - Select the Nearest Town where the Main Activity is taking place

\*Step 2 - Select the Nearest Point where the Main Activity is taking place

Latitude  Longitude

<b>QUAT</b>	<b>WMA</b>	<b>Authorisation Office</b>
G21D	Berg	Berg-Olifants - Belville

- Indicate if **Have you received an Authorisation for a Water Use on the Property** by selecting either Yes or No (U). If Yes, select the relevant Authorisation Type and provide the required information:

Do you have an Authorisation from the Department in Respect of this Application?  Yes  No

○ If Water Use Licence Application (WUL):

- WARMS Register Number
- Licence Number
- Upload the copies of the Licence and WARMS Certificate by selecting the CHOOSE FILE button.

○ If General Authorisation (GA):

- WARMS Register Number
- Upload the copy of the WARMS Certificate by selecting the CHOOSE FILE button.

○ If Existing Lawful Use (ELU):

- Upload the copy of the Section 35 Letter/Proof of Registration by selecting the CHOOSE FILE button.

- Indicate **Is the Water Use currently in Operation?** by selecting either Yes or No (V).
- Select the tick box to confirm the information as correct (W).

- Click on the SAVE APPLICATION INFORMATION button (X) to save the information. The information can be saved at any time during the capturing process. Remember to submit the Pre-Application Enquiry to the Department when ready. (refer 6.1.2 Submitting the Pre-Application Enquiry).

### 6.1.2 Submitting the Pre-Application Enquiry

- When all the information has been added, click on the SUBMIT PRE-APPLICATION ENQUIRY button (W) to submit the pre-application enquiry to the Department. The **Electronic Signature** pop-up page opens.
  - Click on the REQUEST SECURE ELECTRONIC SIGNATURE PASSCODE button (a). The secure passcode (PIN) will be send to your cell number and e-mail address.
  - Add the PIN to the Enter Electronic Signature Passcode textbox (b).

- o Click on the SIGN button to submit the application to the Department.

**e-WULAAS Electronic Signature**

**I Dr Janet Frasier herewith electronically sign the Pre-Application Enquiry: Pegasus Park Development**

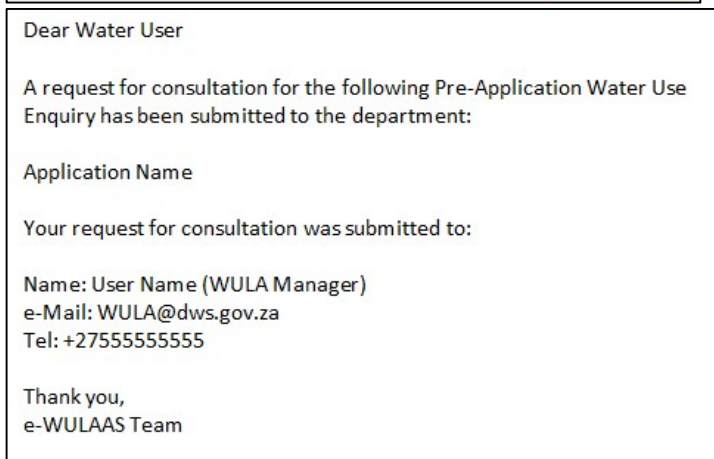
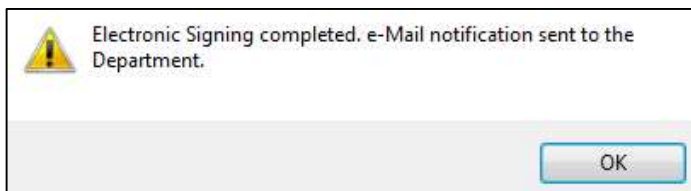
Dr Janet Frasier	+27895555555
<b>Signature</b>	<b>Contact Number</b>
<b>Designation of signatory</b>	May 2 2019 1:08PM
<b>a</b>	<b>Date</b>

Request Secure Electronic Signature Passcode   **b**

Enter any comments you want to appear next to you signature here

**c**

- The application is forwarded to the Department and is confirmed by a pop-up and e-mail message.



- An Assessor/Case Officer will contact you to arrange the pre-application consultation meeting.
- Phase 1 will become available after the decisions made at the pre-application consultation meeting are captured by the Assessor/Case Officer. You will be notified by e-mail message when to continue with Phase.

## 6.2 Phase 1: Application of water uses

The purpose of Phase 1: Application is to provide information about the water use, the property details and the additional administrative documentation and is activated by the Assessor after the pre-application consultation meeting.

Phase 1 provides the following functionalities:

- Current Applications - overview about the application submitted during the Pre-application Enquiry phase.
- Water Uses – details of the water uses applied for.
- Properties - property details where the water uses are to take place and details of the property owner.
- Administrative Documents – additional documentation.
- Submit Pre-application – summary of the application details and submit functionality.

The screenshot shows the 'Pre-Application Water Use Enquiries/Current Water Use Applications' page. The navigation menu includes 'HOME', 'How To', 'Water User', 'Applications', 'Withdraw', 'Cancel Licence', 'Status', 'Correspondence', 'Support', and 'Logout'. The 'Phase 1: Application' menu is active, with sub-items 'Water Uses', 'Properties', 'Admin Docs', 'Application Forms', and 'Submit'. The main content area has a header 'Pre-Application Water Use Enquiries/Current Water Use Applications'. Below this, there are two main sections: 'Water User(s)' and 'Application Information'. The 'Water User(s)' section has a dropdown menu with 'Pegasus CC' selected and a list of water uses including 'WU11351 - Grapes on Mars'. The 'Application Information' section has several fields: '\*Authorised Signatory for Application Submission' (Dr Janet Frasier), '\*Primary Contact Person for Application' (Dr Janet Frasier), and '\*Type of Application' (New Application). There are also links for 'Add New Authorised Signatory' and 'Add New Primary Contact'.

Phase 1 will be activated after the pre-application consultation meeting. An e-mail message will notify you to continue with Phase 1.

### 6.2.1 Add Water Uses

The Water Uses page provides the functionality to add and plot the location and details of the water uses on an interactive map.

To add a new water use to the application:

- Open the Water Uses page by selecting the option from the Phase 1 menu.
- Click on the ADD WATER USE button (A).

The screenshot shows the 'Water Uses' page. The navigation menu includes 'Phase 1: Application', 'Water Uses', 'Properties', 'Admin Docs', 'Application Forms', 'Submit', 'Phase 2: Site Visit', 'Confirm Site Visit', 'Phase 3: Tech Report', 'Application Forms', 'Tech Docs', and 'Submit'. The main content area has a header 'Water Uses'. Below this, there is a message: 'No Water Use Information found. Use the Add Water Use to complete Water Use Information.' Below the message is a red letter 'A' pointing to an 'Add Water Use' button.

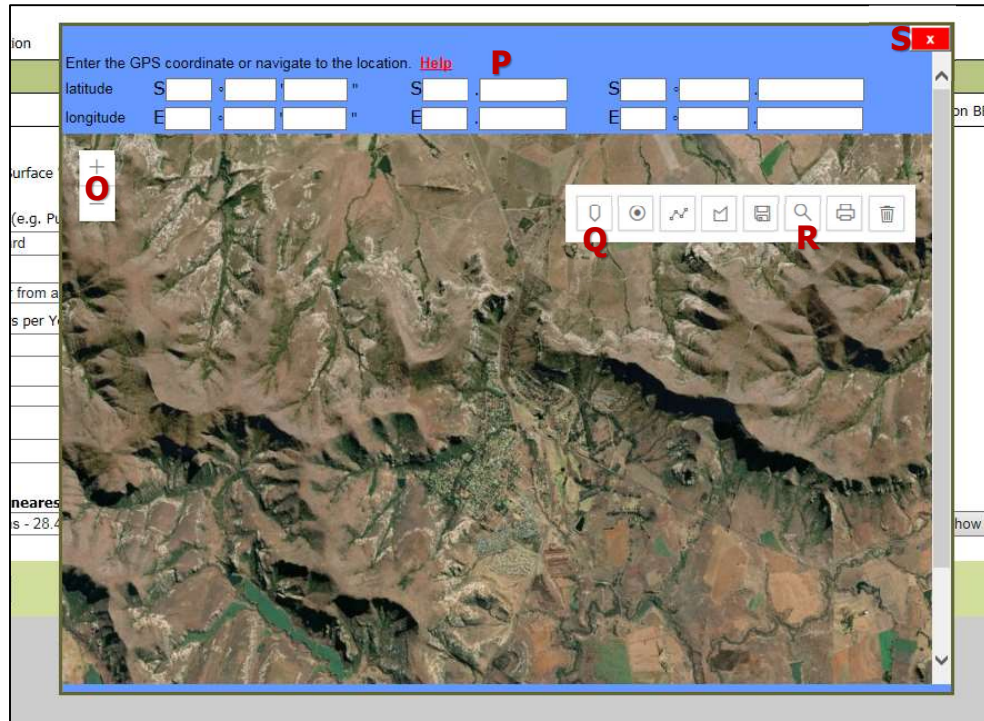
- The Add Water Use Form opens, listing an empty new water use (A) in the **My Water Use(s)** table. Add the details of the water use:

The screenshot shows the 'Water Use(s)' form. At the top, a table lists water uses with columns for #, Loaded On, Short Description, Water Use Type, Register Number, and WU No. Below this is the 'More Water Use Information' section. It includes radio buttons for 'Groundwater' (B) and 'Surface Water'. A text field for 'Water Use Description' (C) contains 'New Water Use'. A dropdown menu for 'Water Use Type' (D) is set to 'DW760 - Taking water from a water resource (a)'. There are input fields for 'Volume in Cubic Meters per Year' (E) and 'Discharge Volume in Cubic Meters per Year'. A dropdown for 'Water Resource Type' (F) is set to 'BOREHOLE'. A text field for 'Total area under activity' is present. Two buttons, 'Complete Sector & Activity' (G) and 'Same as Application Sector & Activity' (H), are available. The bottom section has two steps: 'Step 1 - Select the nearest Town to your Activity' with a 'Nearest Town' field (I) and 'Add Water Use' (M) / 'Remove Water Use' (N) buttons; and 'Step 2 - Indicate the Exact Location of the Water Use on the Map' with 'Latitude' and 'Longitude' fields, 'Show Map' (J), 'Remove Coordinates' (T), and 'Load KML' (U) buttons. A 'Save Water Use Information' (K) button is at the bottom right.

- Select the relevant option between Ground or Surface Water (B).
- Give a short description of the water use (C).
- Select the relevant **Water Use Type** from the drop-down list (D).
- Add the details of the water use, e.g. volume and hectares (E).
- Select the relevant **Water Resource Type** from the drop-down list (F).
- Add the Sector & Activity details by either selecting the COMPLETE SECTOR & ACTIVITY button (G) (refer section ), or the SAME AS APPLICATION SECTOR & ACTIVITY button (H). The information added during the step, will be used.
- Plot the location of the water use by completing steps 1 and 2 –
  - Step 1: Search for the nearest town to the property in the Nearest Town search pop-up page (I).

The pop-up page has a title 'Enter the name of the town nearest to your' and an input field with 'Atlantis' and a 'Find' button. Below the input is the instruction 'Please select the town from the list below and click OK.' A list box shows 'Atlantis - 18.5003, -33.5672' selected. An 'Ok' button is at the bottom.

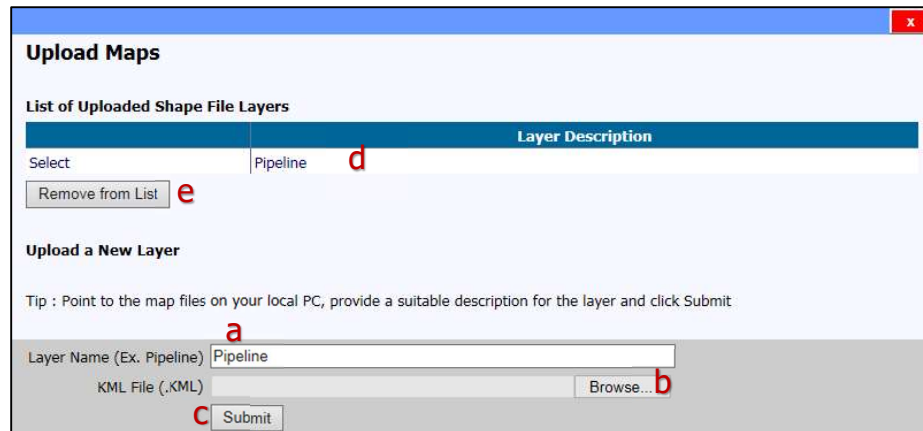
- Step 2: Provide the co-ordinates of the water use by clicking the SHOW MAP button (J). The map functions opens.



- To zoom in or zoom out click on the + or – buttons on the map (O).
- To move to another location on the map click and hold the mouse button and drag the map to the new location.
- If you know the location of the water use, zoom to the location on the map. Select the marker icon (Q) and move the mouse to the desired location. Click to drop the marker on the map. The co-ordinates of the main activity are added to the Latitude and Longitude textboxes
- If you have the co-ordinates of the main activity, enter them in the relevant latitude and longitude fields (P). Click the LOCATE icon (R).
- The map moves the cursor to the centre position of the co-ordinates. Select the marker icon (Q) and move it on top of the location indicated on the map. Click to drop the marker icon on the map.



- To close the water use map, click on the red and white **X** at the top of the map (S).
- To change the co-ordinates, click the REMOVE COORDINATES button (T) and repeat steps (I) – (S).
- A KML File can be uploaded as a visual guide to the location of the water uses. However it will not generate the co-ordinates of the water use locations but servers only a visual layer. The co-ordinates will have to be added by following the above steps.
  - To upload the KML File click the LOAD KML button (U). The **Upload Maps** pop-up page opens.



- Give name to the layer (a). More than one file can be uploaded.
- Browse to the file (b) and click on the SUBMIT button (c).
- The file will be listed in the List of Uploaded Shape File Layers table (d).
- To remove a file, click on the REMOVE FROM LIST button (e).
- Close the pop-up page by clicking on the red and white **X** at the top of the window.
- Click on the SHOW MAP button (J) to open the map and view the KML layer.



- Click on the SAVE WATER USE INFORMATION (K) button to save the information.
- The water use information is displayed in the **More Water Use information** table (L).



- To add another water use click on the ADD WATER USE button (M) and repeat the steps described above.
- To remove a water use, select it from the **My Water Use(s)** table (A) and click on the REMOVE WATER USE button (N).

The screenshot shows the 'Water Uses' application interface. At the top, there is a table titled 'Water Use(s)' with columns: #, Loaded On, Short Description, Water Use Type, Register Number, and WU No. The table contains one entry with #1, loaded on 20 Apr 2022 13:50, description 'Abstraction point', and type 'DW760 - Taking water from a water resource (a)'. Below the table is a 'More Water Use Information' section with a form. The form includes fields for Province (Eastern Cape), Quat (R20G), Property Key (C02300040003145500000), Property Desc (Land Parcel 31455 of the Minor Region EAST LONDON), and WMA (Mzimvubu\_Tsitsikamma). There are radio buttons for Groundwater and Surface Water (selected). The Water Use Description is 'Abstraction point' and the Water Use Type is 'DW760 - Taking water from a water resource (a)'. There are input fields for Volume in Cubic Meters per Year (1000) and Discharge Volume in Cubic Meters per Year (0). The Water Resource Type is 'RIVER/STREAM'. There is a field for Total area under activity (hectares)/Total hectares of crops (1). There are buttons for 'Add Water Use', 'Remove Water Use', and 'Save Water Use Information'.

### 6.2.1.1 Add Linear Water Uses

The Water Uses page also provides the functionality to add linear water uses. The process is to firstly create a parent (main) water use and to create the secondary (child) linear water uses by copying the information from the parent to the secondary (child) water use.

To add liner water uses:

- Create a parent water use by following the steps described in [section 6.2.1 Add Water Uses](#)
- **Error! Reference source not found.**
- When either Section 21 (c) or (1) water uses are selected, the option opens to indicate if this water use is a Linear Water Use Type

The screenshot shows a close-up of the 'Water Use Description (e.g. Pump for Irrigation)' form. The 'Water Use Description' field contains the text 'Linear'. Below it, the 'Water Use Type' dropdown menu is open, showing the selected option 'DW763 - Impeding or diverting the flow of water in a watercourse (c)'. At the bottom of the form, there is a checkbox labeled 'Is this a Linear Water Use Type (Parent c or i)?' with 'Yes' selected and 'No' unselected.

- If YES, this water use, i.e. Linear, will become the parent water use from which the secondary (linear) water uses will be copied.
  - If NO, this water use will not be created as a parent water use, and no secondary water uses will be created from it.
- After the parent water use information is saved it is listed in the **Water Use(s)** table and a COPY button added to the water use

Water Use(s)			
#	Loaded On	Short Description	Water Use Type
2	24 Nov 2021 05:57	Linear	DW763 - Impeding or diverting the flow of water in a watercourse (c)

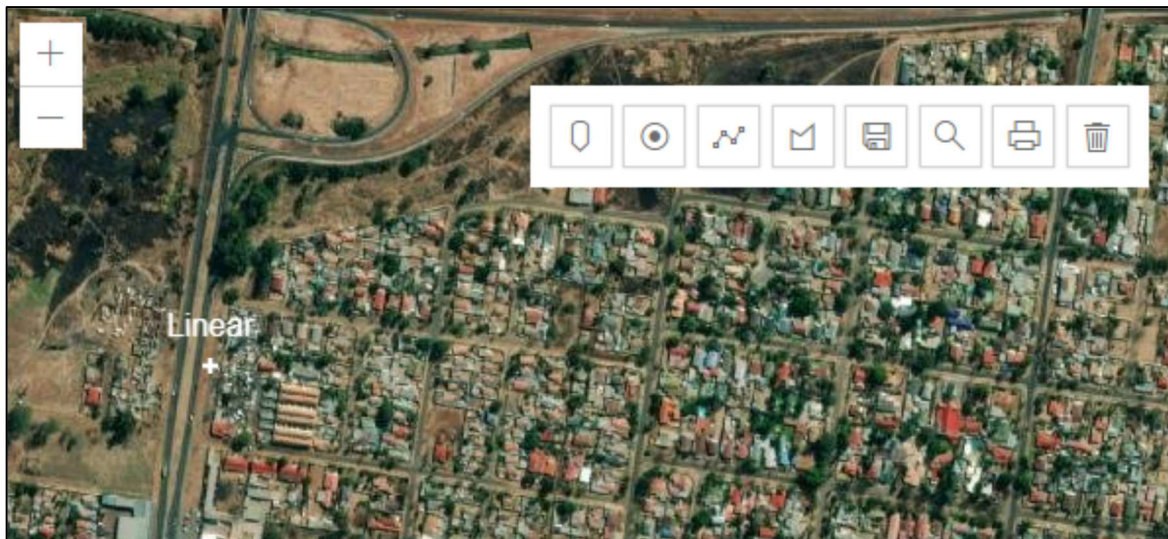
- Select the COPY button. A new water use form is opened as the secondary linear water use with the same name as the parent water use, e.g. Linear 1, Linear 2, etc. The name may be changed if preferred.

Water Use(s)			
#	Loaded On	Short Description	Water Use Type
1	24 Nov 2021 09:14	Linear 1	DW763 - Impeding or diverting the flow of water in a watercourse (c)
2	24 Nov 2021 05:57	Linear	DW763 - Impeding or diverting the flow of water in a watercourse (c)

- The system confirms that a new linear water use was created and to capture the location of the new (child) water use.

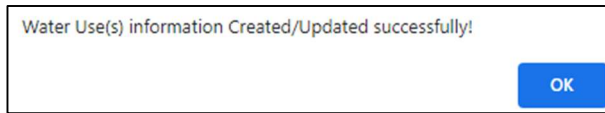
A Copy of the Water Use was Created. Please complete the Coordinates for the new Water Use.

- Select the OK button
- The map function opens to capture the location of the new (child) water use



- Capture the location of the secondary (linear) water use (refer to [section 6.2.1 Add Water Uses](#) **Error! Reference source not found.**).
- Click on the SAVE WATER USE INFORMATION button to save the information. The main information is copied from the parent water use and added to the location details of the new water use, e.g. co-ordinates, Quat, WMA, Province and Property Key.

- The message to confirm the creation of the child water use is displayed. The OK button closes the message window.



- The water use information is displayed in the **More Water Use information** table.
- Note: additional property detail forms and DW Water Use Registration forms are triggered and should be completed. The details of the parent water use are however copied to the additional forms. Please confirm the copied information and add additional information where required.

#	Description	Form	Date Created	Submitted
1	Linear	DW763 - Impeding or diverting the flow of water in a watercourse (c)	11/24/2021 9:11:18 AM	Pending
2	Linear 1	DW763 - Impeding or diverting the flow of water in a watercourse (c)	11/24/2021 2:10:36 PM	Pending

- To add more linear water uses repeat the steps above.

## 6.2.2 Add Property Details

The purpose of the **Property Details** page is to add the information for the properties where the water uses occurs.

To add the property information:

- Open the Properties page by selecting the option from the Phase 1 menu to open the **Properties where Water Use will occur** page.
- Click on the COMPLETE PROPERTY INFO and COMPLETE OWNER INFO buttons (A) and complete the information in the pop-up windows.

#	Property Info / Owner	Property	Province/ Regional Office / WMA
1	<p><b>Complete Property Info</b> (A)</p> <p><b>Complete Owner Info</b></p>	<p>Description: Land Parcel 31455 of the Minor Region EAST LONDON</p> <p>Property Key: C02300040003145500000</p> <p>Property Type:</p> <p>Owner:</p>	<p>Province: Eastern Cape</p> <p>Regional Office: Mzimvubu to Tsitsikamma - East London</p> <p>WMA: Mzimvubu_Tsitsikamma</p>

### 1) Property Information:

- Click on the COMPLETE PROPERTY INFO button to open the **Property Detail** pop-up page.
- The name of the relevant water use/s located on the property is displayed at the top (A).
- Select the relevant District Municipality, as on the Title Deed, from the dropdown list (B).
- Select the relevant property type from the **Property Type** drop-down list (C).
- If a title deed is not applicable to the application, select option D.

- Complete and update the rest of the information on the form (E). The property information generated during the plotting of the water use locations are inserted and displayed in the form.
- If the property description and key generated by the system are incorrect, it can be updated.
  - Add the *Title Deed Number* as on the Title Deed Document (F)
  - Add the *Title Deed Property Description* as on the Title Deed Document (G).
- Click on the SAVE PROPERTY INFORMATION button (H) to save the information and close the pop-up page. Click on the CANCEL button (I) to cancel the action.

**Property Details**

Water Use/s for Property **A** 1) New Water Use for 12 HA of Total 18HA

District Municipality SARAH BAARTMAN DISTRICT MUNICIPALITY **B**

Property Type FARM **C**

I DECLARE that the Property Access Rights is determined by one of the following: Servitude Agreements, PTO, Lease Agreement, Community Resolution, Letter of Consent of the affected Properties, Public Property (NO Deeds Document)

**D**

**Surveyed Property** **E**

Deeds Registration Date 13-Aug-2013

Title Deed Number T38470/2013 **F**

Title Deed Property Description Portion 2 of Farm Lunar Moon 234, Sarah Baartman Municipality **G**

Deeds Office CAPE TOWN

Registration Division CAPE

**Property Description**

Region HUMANSDORP

Parcel Number (Erf / Farm Number) 00000065

Portion Number 00030

Create New Property Desc

Property Key C0340000000006500030

e-WULAAS Property Description Portion 30 of Land Parcel 65 of the Major Region HUMANSDORP

Property Description (e-WULAAS & Title Deed Description) Portion 30 of Land Parcel 65 of the Major Region HUMANSDORP (T38470/2013)

**H** Save Property Information **I** Cancel

## 2) Owner Information:

- Click on the COMPLETE OWNER INFO button to open the **Property Owner Details** pop-up page.
- The relevant water use/s and property details are displayed at the top (A).
- Click on the GET DETAILS FROM OPERATIONAL UNIT & SELECTED CONTACT button (B). The information previously captured on these pages is added to the relevant fields (C).
- Add or update information where relevant.
- Click on the SAVE INFORMATION button (D) to save the information and close the pop-up page. Or click on the CANCEL button (H) to cancel the action.

**Property Owner Details** A

Property Owner Details for Water Use 1) Abstraction point

Property **Land Parcel 31455 of the Minor Region EAST LONDON**

Selected Contact to Pre Populate Information  B

Property Owner Type  ?

Type of Company, Business, Partnership or Community  ?

Registration Number  ?  
Valid formats for validated numbers: YYYY/NNNNNN/NN C

Name of Company, Business, Partnership or Community  ?

Trading Name if different from Name  ?

Date Established  ?

Country where Established  ?

Property Owner Start Date

% Property Share Value

Postal Address  ? Postal Code  ?

Residential Address  ? Same as Postal Address Postal Code  ?

Contact Telephone Number during Office Hours (Ex +27895555555)  Ext  ?

Alternative Contact Number (Ex +27821234567)  Ext  ?

D  E

### 6.2.3 Add the supporting Administrative Documents

The purpose of the **Administrative Documents** page is to add the relevant supporting documents.

To add the Administrative Documents:

- Open the **Administrative Documents** page by selecting the Admin Docs option from the Phase 1 menu.

HOME	How To	Water User	Applications	Withdraw	Cancel Licence	Status	Correspondence	Support	Logout
Phase 1: Application									
Water Uses	Properties	<b>Admin Docs</b>	Application Forms	Submit	Phase 2: Site Visit		Confirm Site Visit	Phase 3: Tech Report	
Application Forms									
Tech Docs									
Submit									
Administrative Documents									
Additional Information required : Registration Fee Receipt Number <input type="text"/> <input type="button" value="Save"/>									
Legend: <span style="color: red;">■</span> Outstanding <span style="color: orange;">■</span> Optional <span style="color: green;">■</span> Uploaded									
#	Upload	Document	Description	Loaded By On	View	Remove			
3	<input type="button" value="Upload Now"/>	OPTIONAL - Certified ID copy of the applicant							
1	<input type="button" value="Upload Now"/>	COMPULSORY - Proof of Payment Application Fee							
2	<input type="button" value="Upload Now"/>	OPTIONAL - Copy of Registration Form (Property, Part 1, Part 2, Supplementary Forms)							
4	<input type="button" value="Upload Now"/>	OPTIONAL - Certified Passport copy of the applicant							
5	<span style="color: red; font-weight: bold;">A</span> <input type="button" value="Upload More"/>	Company Registration certificate	Company Registration certificate	Janet Frasier 2022/04/21 08:12:54 AM	<span style="color: red; font-weight: bold;">F</span> <input type="button" value="View Document"/>	<span style="color: red; font-weight: bold;">G</span> <input type="button" value="Remove"/>			
7	<input type="button" value="Upload Now"/>	COMPULSORY - Motivational Report to address sec 27 and proof that proposed water use will redress the result of past racial and gender discrimination /BBBEE status							
6	<input type="button" value="Upload Now"/>	OPTIONAL - Other Document							

To upload a document:

- Click the UPLOAD NOW/UPLOAD MORE button (A) of the relevant document in the **Admin Document** table (B). The **Upload Administrative Document** pop-up window opens.

- Click on the CHOOSE FILE button (C) and select the relevant document on your computer. The file name is displayed next to the CHOOSE FILE button.
- Add a description of the document to the **Description** textbox (D) and click on the UPLOAD DOCUMENT button (E).
- The document is added to the **Admin Document** table (B) and the status changes from Outstanding to Submitted.

To view an uploaded document:

- In the View column of the **Admin Document** table (B), click on the [View Document](#) link (F).
- Choose OPEN WITH to open and view the document or
- Choose SAVE FILE to save the document to your computer to open it later.
- To remove a document click on the REMOVE button (G) of the relevant document.

## 6.2.4 Submit the Application

The **Submit the Application** page gives an overview of the status of the application and provides the functionality to sign-off and submit the application to the Department.

The information on the overview page is available for printing. Click on the VIEW DW755 SUMMARY REPORT button (A).

**Submit Phase 1: Application**

[View DW755 Summary Report](#) A

**WATER USER INFORMATION**

<b>Type of Water User</b>	Company, business, partnership or community
<b>Name of Water User</b>	CIPRO PTY Ltd (2021/123432/07)
<b>Equity Status</b>	HDI (Historically Disadvantaged Individuals)
<b>Primary Contact Person</b>	Dr Janet Frasier Cell: +27828837899 Tel: +27335555555 Email: FrasierJ@cosmos.net

**APPLICATION INFORMATION** *(Return to [New/Current Applications](#) to complete missing or invalid information)*

<b>Ref No</b>	WU11392		
<b>Application Name</b>	Cipro Bottling		
<b>Province / WMA / Quat</b>	Eastern Cape WMA Mzimvubu_Tsitsikamma Quat R20G		
<b>Sector</b>	Industry		
<b>Activity</b>	Water Bottling		
<b>Description of Activities in Relation to the Water Use Application</b>	Description of Activities		
<b>Pre Application Enquiry Submission Date</b>	2022/04/20 09:44:16 AM		
<b>Authorised Signatory</b>	Dr Janet Frasier Cell: +27828837899 Tel: +27335555555 Email: FrasierJ@cosmos.net		
<b>How many People will Benefit from the Acquisition of the WU Licence?</b>	2		
<b>Equity/Status</b>	<b>Gender</b>	<b>Total Number</b>	<b>Total Number</b>
<b>Total Number</b>	<b>Total Number</b>	<b>Male: 1</b>	<b>Female: 1</b>
<b>Youth: 2</b>			

**WATER USE(S)** *(Return to [Water Uses](#) to complete missing or invalid information)*

**WATER USE FOUND**

#	Water Use Type	Province / WMA / Nearest Town / Lat / Lon
1	<b>Abstraction point</b> DW760 - Taking water from a water resource (a)	Province: Eastern Cape WMA: Mzimvubu_Tsitsikamma Nearest Town: East London - 27.8999, -33.0192 Latitude: -33.02176276095931 Longitude: 27.901508878810287

**PROPERTIES & PROPERTY OWNERS** *(Return to [Properties](#) to complete missing or invalid information)*

**PROPERTY FOUND** *(Return to [Properties](#) to complete missing/invalid information)*

#	Property	Property Owner
1	Property Type: MISSING Description: Land Parcel 31455 of the Minor Region EAST LONDON Province: Eastern Cape Nearest Town: East London - 27.8999, -33.0192	Property Owner Type: MISSING Property Owner: MISSING Address: Tel No:

**ADMINISTRATIVE DOCUMENTS** *(Return to [Administrative documents](#) to upload missing documents)*

**Legend:** ■ Outstanding ■ Optional ■ Uploaded

#	Status	Document	Description	Loaded By On
1	Optional	Certified ID copy of the applicant		
2	Missing	Proof of Payment Application Fee		
3	Compulsory	Company Registration certificate	Company Registration certificate	Janet Frasier 2022/04/21 08:12:54 AM
4	Optional	Other Document		

**SUBMIT APPLICATION**

[Submit Application](#) C D

[Submit Application](#) D

The areas indicated in red (B) are missing or incomplete information and must be completed before the application can be submitted. The submit function and SUBMIT APPLICATION button (D) will only be available once all the compulsory information has been added. The submit function and SUBMIT APPLICATION button will be inactive until all the compulsory information has been added (C).

To add the missing information, navigate to the relevant sections to complete the and save the information.

Once all the information has been added submit button will be available. Click on the SUBMIT APPLICATION button (B). The **Electronic Signature** pop-up page opens. (You may have to scroll to the top of the page so view the pop-up page.)

- Click on the REQUEST SECURE ELECTRONIC SIGNATURE PASSCODE button (a). The passcode PIN is send to the cell number displayed on the window (b) and is the number given during the profile registration.
- Enter the passcode (c) and click on the SIGN button (d).
- Request another PIN code by clicking on the RESEND PIN button (e).
- The application is forwarded to the Department and is confirmed by a pop-up page and e-mail message.

Dear Mr Abel Bera (Owner)

The following application has been submitted to the Department:

**Allantis CC Nguni Farms**

The application was submitted to:

**Name : Mr WUL Manager eWulaas (WUL Manager)**  
**e-Mail : [WULmanager@gracesolutions.co.za](mailto:WULmanager@gracesolutions.co.za)**

Thank you,  
**e-WULAAS Team**



## 6.3 Phase 2: Site Visit

The purpose of Phase 2: Site Visit is to confirm and complete the site visit arrangement. Phase 2 provides the following functionality:

Phase 2 will be activated after the review of the application information submitted during Phase 1. An e-mail message will notify you to continue with Phase 2 by proposing a date for the site visit. The date for the site visit should be confirmed within five (5) days of the e-mail notification. If the date is not confirmed within the five days, the application will be closed by the Department and the application process will have to be restarted.

To confirm the site visit:

- Select the Confirm Site Visit option from the Phase 2 menu to open the **Confirm and Arrange Site Visit** page.

- Select the proposed date and time for the site visit meeting (A).
- Add a message (B) and click on the SUBMIT PROPOSED SITE VISIT DATE button to return the application to the Department.
- The submit action is confirmed by a pop-up window. Click on the OK button.

- The Electronic Signature pop-up window opens. Request the secure electronic signature passcode (PIN) and click on the SIGN button.

### e-WULAAS Electronic Signature

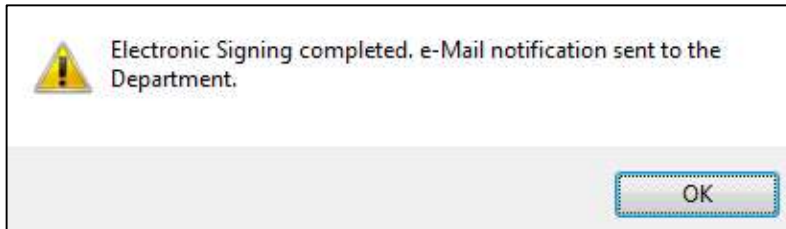
**I Dr Janet Frasier herewith electronically sign the Pre-Application Enquiry: Pegasus Park Development**

Dr Janet Frasier	+27895555555
<b>Signature</b>	<b>Contact Number</b>
<b>Designation of signatory</b>	May 2 2019 1:08PM
<b>Date</b>	

Request Secure Electronic Signature Passcode  Enter Electronic Signature Passcode

Enter any comments you want to appear next to you signature here

- The application is forwarded to the Department and is confirmed by a pop-up window and e-mail message.



- After the site visit has been concluded Phase 3 will be activated by the Department. An e-mail message will notify you when it has been activated and when to continue with Phase 3. The e-mail message includes the Acknowledgement Letter confirming the list of additional documents to be provided.

## 6.4 Phase 3: Tech Report

Phase 3 is the Technical Report Phase where the additional documents are uploaded and the water use registrations forms completed. Phase 3 provides the following functionalities:

- Application Forms – list of the water use registration forms to be completed.
- Technical Docs – list of the Technical Documents to be uploaded, e.g. EIA, Management Plan, etc.
- Overview of the information and submit function.

<a href="#">HOME</a>	<a href="#">How To</a>	<a href="#">Water User</a>	<a href="#">Applications</a>	<a href="#">Withdraw</a>	<a href="#">Cancel Licence</a>	<a href="#">Status</a>	<a href="#">Correspondence</a>	<a href="#">Support</a>	<a href="#">Logout</a>
<a href="#">Phase 1: Application</a>		<a href="#">Water Uses</a>		<a href="#">Properties</a>		<a href="#">Admin Docs</a>		<a href="#">Application Forms</a>	
<a href="#">Submit</a>		<a href="#">Phase 2: Site Visit</a>		<a href="#">Confirm Site Visit</a>		<a href="#">Phase 3: Tech Report</a>		<a href="#">Application Forms</a>	
<a href="#">Tech Docs</a>		<a href="#">Submit</a>							

**Pre-Application Water Use Enquiries/Current Water Use Applications**

Water User(s)	Application Information <small>(mandatory fields is indicated with a *)</small>
CIPRO PTY Ltd	* Authorised Signatory for Application Submission <input type="text" value="Dr Janet Frasier"/> <a href="#">Add New Authorised Signatory</a>
WU11392 - Cipro Bottling	* Primary Contact Person for Application <input type="text" value="Dr Janet Frasier"/> <a href="#">Add New Primary Contact</a>
	* Type of Application <input type="text" value="New Application"/>

## 6.4.1 Completing the Water User Registration Forms

The **Application (Registration) Forms** page provides a list of the water use application forms (DW forms) to be completed. The forms, including the relevant supplementary forms, are generated by the system based on the water uses captured on the **Water Use** page during Phase 1.

#	Description	Form	Date Created	Submitted	Signed	Date Submitted	Register Number	WU No.
1	Client Registration	DW758 - Registration/Licensing Part 1 - Company, Business, Partnership Or Community, National Or Provincial Government	2022/02/11 11:43:49 AM	Pending	Pending	Pending		
2	Land Parcel 31455 of the Minor Region EAST LONDON	DW901 - Property where water use occurs	2022/04/20 02:24:19 PM	Pending	Pending	Pending		
3	Land Parcel 31455 of the Minor Region EAST LONDON	DW902 - Details of Property Owner	2022/04/20 02:24:19 PM	Pending	Pending	Pending		
4	Abstraction point	DW760 - Taking water from a water resource (a)	2022/04/20 02:24:17 PM	Pending	Pending	Pending		


To open and navigate through a form

- Click on the OPEN button (A) in front of the relevant form. The form opens in a pop-up window.
- To navigate through the pages
  - Select the PREVIOUS or NEXT buttons (B) or
  - Select the relevant page from the page dropdown list (C).

To complete the form:

- Add the information on all the pages. The information is saved as you moved from one page to the other. [It is advisable though, to save regularly if it takes long to complete a page.] Click on the SAVE PAGE button (D) when the last page has been completed.
- The system will alert you when compulsory information has been missed. Field in red as compulsory fields and must be completed.
- To check if all information has been captured, click on the VALIDATE FORM button (E). A list of missing/incorrect information is displayed at the top of the form (F).

- Move through the pages to correct the information or
- Click on the relevant notification to move directly to the required information
- Complete the missing information as indicated and save by clicking the SAVE PAGE button
- Validate the form again to ensure all information has been captured (F).

- Click on the SAVE button when all the information has been added.
- To close the form click on the red and white  at the top of the form. The page will confirm the status of the forms (H).

Legend:		 New	 Incomplete	 Completed	 Submitted	
#	Description	Form	Date Created	Submitted	Signed	Date Submitted
1	 Client Registration	DW756 - Registration/Licensing Part 1 - INDIVIDUAL	2019/05/17 07:11:28 AM	Pending	Pending	Pending

- New (Yellow): new form, has not been opened
- Incomplete (Orange): has been opened but not completed
- Completed (Green): all information has been completed
- Submitted (Blue): the form have been submitted and signed.
- The forms are electronically signed when Phase 3 is submitted on the **Submit Tech Report** page. The electronic signature is added to each form during this process.
- Click on the PRINT PAGE button (G) to print a particular page.

### 6.4.2 Adding Technical Documents

The **Technical Docs** page provides a list of the required *WUL Technical Reports* as well as the *WULA Summary Report* as stipulated in the Acknowledgement Letter. The *WUL Technical Report* is a compiled report that includes all the technical studies conducted by yourselves in order to support your application. The *WULA Summary Report* is a typed summary of all the information contained in your application that must be taken into consideration by the DWS.

This is aimed at insuring that the process of assessing your application is fast-tracked to be finalized within 90 days and information that will end up in the Decision Document has as minimal errors as possible. The Acknowledgement Letter and the WULA Summary Report are both attached in the e-mail message when you are notified that Phase 3 is activated for your attention.

Phase 1: Application							Water Uses		Properties		Admin Docs		Application Forms		Submit		Phase 2: Site Visit		Confirm Site Visit		Phase 3: Tech Report		Application Forms		Tech Docs		Submit	
Technical Documentation																												
Legend: <b>H</b> Outstanding <b>O</b> Optional <b>G</b> Uploaded																												
#	Upload	Document	Description	Loaded By On	View	Remove																						
2	<b>A</b> Upload Now	COMPULSORY - Hydrogeological Report	<b>B</b>																									
4	Upload More	Site Plan	Site Plans	Janet Fraser 2022/04/21 01:59:22 PM	<b>F</b> View Document	<b>G</b> Remove																						
3	<b>A</b> Upload Now	COMPULSORY - WULA Summary Report																										
1	<b>A</b> Upload Now	COMPULSORY - EIA Report																										

To upload a document:

- Click the **UPLOAD MORE** button (**A**) of the relevant document in the **Technical Reports** table (**B**). The **Upload Technical Reports** pop-up window opens.

- Click on the **BROWSE** button (**C**) and select the relevant document on your computer. The file name is displayed next to the **BROWSE** button.
- Add a description of the document in the **Description** textbox (**D**) and click on the **UPLOAD TECHNICAL DOCUMENT** button (**E**).
- The document is added to the **Technical Reports** table (**B**) and the status changes from Outstanding to Uploaded (**H**):
  - Outstanding (Red): documents not uploaded
  - Optional (Orange): additional documents not officially required
  - Uploaded (Green): documents added successfully.

To view an uploaded document:

- In the View column of the **Technical Reports** table (**B**), click on the [View Document](#) link (**F**).
- Choose **OPEN WITH** to open and view the document or
- Choose **SAVE FILE** to save the document to your computer to open it later.
- To remove a document click on the **REMOVE** button (**G**) of the relevant document.

### 6.4.3 Submitting the applications

The **Submit the Application** page provides an overview of the status of the application and the functionality to sign and submit the application to the Department.

The areas indicated in red are missing or incomplete information and must be completed before the application can be submitted. The submit function and button (A) will only be activated when all the information has been added.

To add the missing information, navigate to the relevant sections indicated and add the information.

**Submit Supporting Technical Report**

[View Phase 3 Summary Report](#)

TECHNICAL DOCUMENTS (Return to [Technical Documents](#) to upload Missing documents)

Legend: ■ Outstanding ■ Optional ■ Uploaded

#	Status	Document	Description	Loaded By On
2	Missing	Hydrogeological Report		
4	Optional	Additional Technical Document		
3	Missing	Site Plan		
1	Missing	EIA Report		

APPLICATION FORMS (Return to [Application Forms](#) to complete missing or invalid information)

Legend: ■ New ■ Incomplete ■ Completed ■ Submitted

#	Description	Form	Date Created	Submitted	Signed	Date Submitted
1	Client Registration	DW758 - Registration/Licensing Part 1 - Company, Business, Partnership Or Community, National Or Provincial Government	2022/02/11 11:43:49 AM	Pending	Pending	Pending
2	Land Parcel 31455 of the Minor Region EAST LONDON	DW901 - Property where water use occurs	2022/04/20 02:24:19 PM	Pending	Pending	Pending
3	Land Parcel 31455 of the Minor Region EAST LONDON	DW902 - Details of Property Owner	2022/04/20 02:24:19 PM	Pending	Pending	Pending
4	Abstraction point	DW760 - Taking water from a water resource (a)	2022/04/20 02:24:17 PM	Pending	Pending	Pending

SUBMIT TECHNICAL REPORT **B**

[Submit Technical Report](#) Please complete the missing or invalid information before submitting your Technical Report

[Submit Application](#) **A**

Once all the information has been added click on the SUBMIT APPLICATION button (A).

- Note that only the signatory indicated on the **Applications** page will be allowed to sign and submit Phase 3 (refer to sec 6.1). If you are not the signatory the SUBMIT APPLICATION button will remain inactive (B).

**SUBMIT TECHNICAL REPORT**

[Submit Technical Report](#) This Application can only be submitted by the Authorised Signatory

- The relevant signatory should be notified outside of the system, either by e-mail or telephonically.
- The Sign-off pop-up window opens.

### e-WULAAS Electronic Signature

**I Dr Janet Frasier herewith electronically sign the Pre-Application Enquiry: Pegasus Park Development**

Dr Janet Frasier	+27895555555
<b>Signature</b>	<b>Contact Number</b>
<b>Designation of signatory</b>	May 2 2019 1:08PM
<b>Date</b>	

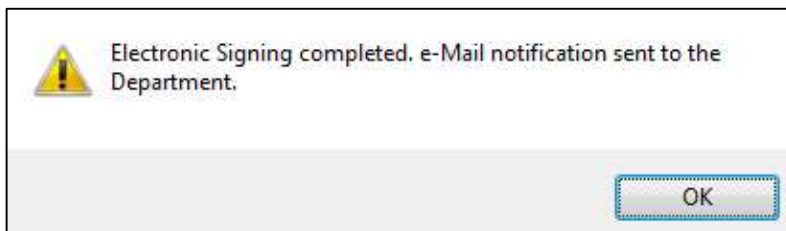
**B**

Request Secure Electronic Signature Passcode  249703 **D**

Enter any comments you want to appear next to you signature here

**E**

- Click on the REQUEST SECURE ELECTRONIC SIGNATURE PASSCODE button (B). The passcode PIN is send to the cell number displayed under **Contact Number** (C) and is the number indicated during profile registration.
- Enter the passcode (D) and click on the SIGN button (E).
- Request another PIN code by clicking on the RESEND PIN button
- The application is forwarded to the Department is confirmed by a pop-up window and e-mail message.



This concludes the Application process. You will be notified when the assessment has been completed and when the decision documents have been dispatched.

## 7. Withdrawal

The purpose of the **Withdraw my Application** page is to provide the facility to compile the withdrawal notification and send it to the Department.

**Withdraw my Application**

Water User ?  
CIPRO PTY Ltd **A**

Application ?  
Cipro Bottling

Motivate Application Withdrawal ?  
I, Dr Janet Frasier (Owner) on 2022/04/21 02:13:01 PM, herewith informs the Department of Water and Sanitation that I formally withdraws the application for a water use by CIPRO PTY Ltd for Cipro Bottling. I understand that the department will not consider the application and the matter is withdrawn.  
**B**

**C** Submit

**Withdrawn Applications**  
No Record(s) Found **D**

- Select the relevant Operational Unit and Application from the drop-down lists (A).
- Add the reason for the withdrawal in the Motivate Application Withdrawal textbox (B).
- Click on the SUBMIT button (C) to forward the notification to the Department
- A list of withdrawn applications is displayed in the Withdrawn Applications table (D).

## 8. Status

The purpose of the **Application Status** page is to display the progress of the application as it moves through the authorisation stages.

**Application Status**

Water User ?  
CIPRO PTY Ltd

Application ?  
WU11392 - Cipro Bottling

Duration: Day 0 of 90

**A** Current Status: Applicant : Prepare Technical Report

#	Date <b>B</b>	Applicant	Department	Duration in Days
1	Apr 21 2022 12:16PM	Applicant : Prepare Technical Report		1 Day (Current)
2	Apr 21 2022 11:13AM	<b>D</b>	Site Inspection Determinations	1 Day
3	Apr 21 2022 10:49AM		Site Inspection Determinations	1 Day <b>E</b>
4	Apr 21 2022 10:48AM		Pre Application Enquiry	1 Day
5	Apr 21 2022 10:34AM		Site Inspection Determinations	1 Day
6	Apr 20 2022 12:57PM	Applicant : Prepares WUL Application for submission		1 Day
7	Apr 20 2022 12:45PM		Pre Application Enquiry	1 Day
8	Apr 20 2022 9:44AM	Applicant : Prepares Pre-application for submission		1 Day

The page shows the

- Total duration (A)
- Current status (B)
- Date is moved to the status (C)
- Current location of the application and the (D)
- Duration in a specific status (E).



## 9. Communication Log

The **Application Communication Log** page displays a log of all communications between you and the Department.

**Application Communication Log**

- 2022/04/21 10:49:42 AM - Acknowledgement Letter - Site Visit Required
- 2022/04/21 11:13:32 AM Dr Janet Frasier --> Dr Janet Frasier : Proposed Site Inspection Date for Water Use Application have been submitted to the department (WU11392)
- 2022/04/21 10:49:42 AM Mr DWS EC WUL Manager --> Dr Janet Frasier : Application has been returned to you (WU11392)
- 2022/04/21 10:49:42 AM Mr DWS EC WUL Manager --> Dr Janet Frasier : e-WULAAS Communication
- 2022/04/20 12:57:55 PM Mr DWS EC WUL Manager --> Dr Janet Frasier : Application has been returned to you (WU11392)
- 2022/04/20 12:45:21 PM Dr Janet Frasier --> Dr Janet Frasier : Pre-Application Water Use Enquiry has been submitted to the department (WU11392)

- To open a document/letter, click on the document icon (A). The document will open as a PDF document.
- To view an e-mail or SMS message, click on the link (B).

## 10. Support

The **Support** page provides the functionality to send general support requests via the system to the Department. The support requests are forwarded to the Water Use Official in the Region selected and a history of the existing general support requests, its progress and outcomes are displayed.

**APPLICATION Support Request**

Region ?  
Mzimvubu Tsitsikamma - East London

Description ?  
Add the description of the support required

Send Support Request

Support Request List C  
No Record(s) Found D

- Select the applicable region from the **Region** drop-down list (A).

Region ?

- BGCMA
- Eastern Cape
- Free State
- Gauteng
- Inkomati CMA
- KwaZulu-Natal
- Limpopo
- Mpumalanga
- National Department
- North West
- Northern Cape (Kimberley)
- Northern Cape (Upington)
- Western Cape

- Type the details of the support needed into the **Description** text box (B).
- Click on the SEND SUPPORT REQUEST button (C).
- The request is send to the relevant regional office and is listed in the **Support Request List** table (D).

END.