



water & forestry

Department:
Water Affairs and Forestry
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)**

Department of Water Affairs

A Guide for the Registration of Water User Information

Under the National Water Act, (Act 36 of 1998)

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PURPOSE AND STRUCTURE OF THIS REGISTRATION GUIDE

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

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

- an overview of water use registration - why water users should register their water use with the Department, which users should and should not register, and when they must register
- some important definitions that will assist users to complete their Part 1 application forms
- practical information on the water use registration forms and how to complete them.

Lastly, this Guide 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.

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SECTION 1

HOW TO USE THIS GUIDE

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

Section 1	How to use this guide	
Section 2	Registration of water use	The process of registration: Why, who, how and when.
Section 3	Definitions	Some useful definitions required to complete Part 1 Forms
Section 4	Permissible Water Use	
Section 5	Overview of registration forms	Structure and approach of the forms.
Section 6	Part 1 forms - user particulars	Part 1 forms for different types of users.
Section 7	Part 2 forms - water use	Part 2 forms for different types of water use.
Section 8	Registration help lines	Where to obtain the forms and assistance to complete them.

SECTION 2

REGISTRATION OF WATER USE

WHY REGISTER?

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

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

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

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

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

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

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

WHAT IS REGISTRATION?

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

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

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

WHO DOES NOT HAVE TO REGISTER?

The following water use need NOT be registered:

- if the water use is listed in Schedule 1 of the Act (see Section 2).
- if the water use is excluded from the requirement to register in terms of a Notice issued under the Registration Regulations, or under a *General Authorisation* (see Section 4).
- if the water use is part of the services offered by a Water Services Provider, such as a Local Authority (municipality) or a Water Board. An example of this is water and sanitation provided to households by a municipality. Each household is not required to be registered. However, the municipality must register its use.

WHO MUST REGISTER THEIR WATER USE?	<ul style="list-style-type: none"> ▪ 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?	<p>From 8 October 1999, all NEW water use must be registered as set out in the General Authorisations (see Section 4).</p> <p>Over time, the Department will publish Notices in the <i>Government Gazette</i> for particular catchments or water management areas and water resources, calling for registration of existing water use.</p> <p>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.</p> <p>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.</p> <p>Ask your local Departmental office to find out if a Notice to register water use in your area has already been issued.</p>
HOW WILL USERS BE REGISTERED?	<p>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.</p> <p>Registration cannot be turned down or denied, if it is for a legitimate water use. Unlicensed water use is also to be registered.</p> <p>Incomplete forms may be returned to the water user, and registration suspended until complete information is provided.</p> <p>A Registration Certificate will be issued bearing the Register Number as soon as the forms have been processed.</p>
WHAT DOES IT COST TO REGISTER?	<p>Registration is free of charge if you submit your application to register within the time period stated in the <i>Government Gazette</i> Notice. If you delay unnecessarily, you may have to pay for the processing of your registration forms.</p> <p>Registration certificates are issued free of charge for the first certificate, and for valid amendments to registration details.</p>
REGISTRATION NOT AN ENTITLEMENT	<p>Registration is not an entitlement to use water.</p> <p>Registration can be seen as the first step in establishing yourself as a water user with the Department.</p>

SECTION 3

DEFINITIONS USED IN REGISTRATION

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

Part 1	<ul style="list-style-type: none">▪ Part 1 refers to an Applicant's Information.
Part 2	<ul style="list-style-type: none">▪ Part 2 refers to the applicant's water use related information.
Supplementary Forms	<ul style="list-style-type: none">▪ With respect to this guide it refers to forms which details the information about the property where the water use takes place and information about property owner
WATER SERVICES PROVIDER	<ul style="list-style-type: none">▪ A Water Services Provider is defined in the Water Services Act (Act No. 108 of 1997) as a municipality, district or rural council, a Water Board or institution that provides water services.▪ Water Services are defined as water supply and sanitation.
WATER USER ASSOCIATION	<ul style="list-style-type: none">▪ A Water User Association is an association of individual water users who undertake water related activities for their mutual benefit.▪ A Water User Association is formally established by the Minister, through publication of a Notice in the Government Gazette after approval of its constitution.▪ Water User Associations will be transformed from existing irrigation boards, subterranean water control boards, water boards established for stock watering, settlement boards and water conservation boards.▪ Individuals members of a Water User Association do NOT have to register their use as individuals for water obtained from a distribution system controlled by the Association. The Association as a whole must register.▪ Individual members who have other types of water use must register these uses as individuals.▪ A common example is a farmer who takes water from the canal of a government water scheme, and also from a borehole on his property. Taking of water from the scheme need not be registered, but it may be necessary to register taking of water from the borehole.
WATER USES	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 http://www.dwaf.gov.za/Projects/WARMS/Registration/registration1.asp

SECTION 4

PERMISSIBLE WATER USE

USE OF WATER	<p>Permissible water use is described in section 22 of the Act as:</p> <ul style="list-style-type: none">▪ Schedule 1 use▪ Continuation of an existing lawful use▪ Use authorised under a General Authorisation▪ Licensed use. <p>An overview of these mechanisms for regulating water use is provided below.</p>
SCHEDULE 1 USE OF WATER	<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>
Schedule 1 in Detail	<p>The following water use detailed in Schedule 1 need NOT be registered:</p> <ul style="list-style-type: none">▪ Taking water directly from any water resource to which a person has lawful access, for:<ul style="list-style-type: none">- Reasonable domestic use in a person's household;- small gardening (but not for commercial purposes); and- the watering of animals (but not for commercial purposes, thus excluding feedlots), provided that the use is not excessive in relation to the capacity of the water resource and the needs of other users.▪ Storing and using run-off water from a roof.▪ In emergency situations, taking water from any water resource for human needs or firefighting.▪ Recreation, if a person has lawful access to that water resource.▪ Discharge of waste or water containing waste or run-off water (including stormwater) into a canal, sea outfall or other conduit, provided these are controlled by persons that have been authorised to purify, treat or dispose of this wastewater.
EXISTING LAWFUL USE OF WATER	<ul style="list-style-type: none">▪ Existing Lawful Use means any lawful use of water authorised by or under any law which took place at any time during the period from 1 October 1996 to 30 September 1998, i.e. the two years before the National Water Act came into effect.▪ Stream flow reduction activities and controlled activities also fall under the requirements of existing lawful use (see Section 3 21(d) and (e) above for definitions).▪ Existing Lawful Users can be required to register their use in terms of a Notice issued under the Registration Regulations.
GENERAL AUTHORISATIONS TO USE WATER	<p>A General Authorisation is an authorisation to use water without a licence, provided that the water use is within the limits and conditions set out in the General Authorisation.</p> <p>General Authorisations apply only to NEW water use that took place after 1 October 1999 when the Act was fully promulgated. This means that General Authorisations are not retro-active or "back-dated".</p> <p>Schedule 1 water uses are not included under the General Authorisations, as they are already permissible in terms of the Act and do not require further authorisation.</p>

**REGISTRATION
AND THE GENERAL
AUTHORISATIONS**

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

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

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

**General Authorisation
for taking water from
a water resource**

- Water taken from surface water resources must be registered if 50 cubic metres or more is taken per property on any given day.
- Water taken from groundwater must be registered if 10 cubic metres or more is taken per property on any given day.

**General Authorisation
for storing water**

- Storing more than 10 000 cubic metres of water on any property must be registered.

**LICENCES AND
THE GENERAL
AUTHORISATIONS**

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

SECTION 5

OVERVIEW OF REGISTRATION FORMS

REGISTRATION FORM

- Registration forms consist of Part 1 and Part 2 as well Supplementary forms.
- **Part 1 forms** - information on the water user and the Water Management Areas where the water use takes place.
 - **Part 2 forms** - information about the water use(refer also to DW901 and DW902 and to their applicable Registration Guide: Raw Water Use and Waste Discharge related Water Use available at <http://www.dwaf.gov.za/Projects/WARMS/Registration/registration1.asp>)
 - **Supplementary forms** - additional information that may be needed.

One Part 1 form, one or more Part 2 forms and one or more DW901 and DW902

CHANGE OF PERSONAL PARTICULARS

- There are Change of Particulars forms for each Part 1 form, should any of the personal or contact details change at a later stage, such as:
- new telephone numbers
 - changes to postal addresses
 - changes to names and titles.

AMENDMENTS TO WATER USE DETAILS

- Details about a registered water use may be amended on any registration form:
- quote the Register Number allocated when the water use was first registered and complete a Part 1 form
 - amend the registered water use details on a new Part 2 form and DW901 and DW902

ADD A NEW WATER USE

- A registered water user may register additional water uses:
- quote the Register Number and
 - give the new water use details on a new Part 2 form.

SURRENDER OF A REGISTERED WATER USE

- Once registered, a water use may be surrendered if the activity ceases to take place. Surrendering a water use closes the water use registration:
- quote the Register Number and indicate which water use/s are to be Surrendered
-

REGISTRATION FORM NUMBERS The numbers of the various kinds of registration forms are provided below

REGISTRATION PART 1 FORMS DW 756 Individual
DW 757 Water Services Provider (Including Water Boards)
DW 758 Company, Business, Partnership or Community, National or Provincial Government
DW 759 Water User Association (Including: Established; Government Water Scheme; Irrigation Board; Settlement Board; Subterranean Water Control Board; Water Board For Stock Watering; Water Conservation Board

REGISTRATION PART 2 FORMS Refer to their applicable registration guide available at Registration Guide: Raw Water Use and Waste Discharge related Water Use available at <http://www.dwaf.gov.za/Projects/WARMS/Registration/registration1.asp>

SUPPLEMENTARY FORMS NUMBERS DW901 Details Of Property Where Water Use Takes Place
DW902 Details Of Property Owner
Other supplementary forms applicable Water Use Registration refer to Raw Water and Waste Discharge related Water Use Registration Guides available at <http://www.dwaf.gov.za/Projects/WARMS/Registration/registration1.asp>

IMPORTANT NOTES WHEN COMPLETING YOUR FORMS

- Make sure you have the correct Part 1, Part 2 and Supplementary forms (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.

This document is also trying to standardise certain components.

- Return completed forms to the nearest office of the Department.
- A Registration Certificate cannot be issued unless the information is complete. The Department may return any incomplete forms received.

SECTION 6

HOW TO COMPLETE REGISTRATION PART 1 FORMS

PART 1 FORMS	<p>Part 1 forms consist of:</p> <ul style="list-style-type: none"> ▪ DW 756 Individual ▪ DW 757 Water Services Provider (Including Water Boards) ▪ DW 758 Company, Business, Partnership or Community, National or Provincial Government ▪ DW 759 Water User Association (Including: Established; Government Water Scheme; Irrigation Board; Settlement Board; Subterranean Water Control Board; Water Board For Stock Watering; Water Conservation Board)
DW757 Water Services Provider (Including Water Boards)	<p>Each Water Services Provider must submit a Management Plan to the Department in terms of the Water Services Act.</p>
DW758 Company, Business, Partnership or Community, National or Provincial Government	<p>Company, Business or Partnership means registered companies, close corporations, sole proprietors, partnerships, public companies, private companies, companies not for gain, guarantee companies, foreign companies, incorporated private companies, closed corporations etc.</p> <p>Registered businesses must give the business registration number issued when the business registers in terms of the Trade and Industries Act.</p> <p>In cases where property is owned by a number of shareholders that have not been registered as a company, the principal shareholder must complete form DW756 - Individual.</p> <p>"Country where established" means a foreign company's country of origin.</p> <p>For National Government, supply the Department name in full (not just an abbreviation).</p> <p>For Provincial Government Departments, please also give the name of the Province.</p>
DW759 Water User Association (Including: Established; Government Water Scheme; Irrigation Board; Settlement Board; Subterranean Water Control Board; Water Board For Stock Watering; Water Conservation Board	<p>A Water User Association is formally established through publication by the Minister of a Notice in the Government Gazette.</p> <p>Formally established Water User Associations must complete section 2.</p> <p>Other Associations that intend to become Water User Associations must complete section 3.</p> <p>Please provide the name of the area in which the Association operates.</p> <p>The total area of operation of the Association includes the properties of all its members at the date of registration, either in hectares or square kilometres.</p> <p>Previous Irrigation Boards, Settlement Boards and Water Conservation Boards should attach a certified copy of the Register of Properties form that was submitted with the proposal to establish your Water User Association.</p>

DW901 Details of Property Where Water Use Takes Place	<p>The property where water use occurs is not necessarily the same as the residence of the person applying for registration of a water use.</p> <p>Water use on unsurveyed property may be registered on behalf of the village or community who owns or occupies the land.</p> <p>Unsurveyed property includes communal lands, tribal lands and some of the lands in the former homelands.</p> <p>All the necessary information for surveyed properties is available in the office of the Surveyor-General.</p>
DW902 Details of Property Owner (Leased Property)	<p>If the property is leased for the purpose of the water use then the details must be obtained from the owner of the property by the water user.</p> <p>The Department recommends that any lease agreement between the lessee and the landowner should include the water use activity, because outstanding water use charges will be recovered from the landowner.</p>
DW902 Details of Property Owner(One Property, Many Users)	<p>Several users may register water use on the same property, if they are lawful occupiers of the property. An example of this is where different people rent portions of land from the property owners.</p> <p>In these cases: Use one form per applicant.</p> <p>For individuals who lease land complete DW756 - Individual.</p> <p>For companies who lease land complete DW758 - Companies and National or Provincial Government Departments.</p>
DW902 Details of Property Owner(One Person, Many Properties)	<p>One person or business may use water on many different properties.</p> <p>The properties may be owned or leased by the person or the business.</p>
Water Uses or Activities	<p>Indicate the water use or the number of each water use that you wish to register.</p> <p>(See Definition of Water Use in Section 3).</p> <p>Several water uses may be registered on one property. For example there may be water pumped from a river (taking water) into a storage dam (storing water), as well as irrigation of wastewater (controlled activity) all on one property.</p> <p>More than one of the same water use may be registered on one property. For example, there may be five storage dams on one property and are to be registered for one applicable water uses.</p> <p>For each water use that is indicated, a separate Part 2 Form must be completed together with DW901 and DW902.</p>
Declaration by applicant	<p>Individual applicants must sign and date the form themselves.</p> <p>In the case of a power of attorney a certified copy of the appointment must be attached to the application form.</p> <p>A delegated person must sign on behalf of the Water Services Provider, company or business, National or Provincial Government, or Water User Association.</p> <p>Use of a thumbprint in the space provided will be acceptable in some cases as an alternative to an applicant's signature.</p>

DW756/769**Registration/Licensing Part 1 – Individual****New registration,
Minor change,
Formal amendment,
Successor in Title**

Make a tick mark in the appropriate block.
For minor changes, amendments or successor in titles, the registration number must be given.

PARTICULARS OF APPLICANT

- Surname:** Supply surname as follow: Strydom; De_Jonge.
- Initials:** Supply initials without spaces - AA
- Title:** Use the following; Mr, Me, Ms, Dr etc.
- ID:** 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.
- Passport No:** Supply the whole number if the ID number is not used. Foreign ID numbers not acceptable. In the case of foreign nationals, supply the passport number, passport date of issue and country of issue.
- Expiry date:** Supply the expiry date of the passport as shown.
- Country of issue:** Supply the country not suburb.
- Postal address:** Supply the address as follow: (underscore is a empty square for "space")
PO_Box_123 or Private_Bag_X123.
Suburb
Town (*Name of Post Office*)
- Postcode:** Postcode: Give the correct postal code of the specific Post Office.
- Street address:** Supply the street address as follow:
123_Smallstreet.
Suburb
Town
- Contact numbers:** Supply the contact numbers where the area is only the first 3 digits and then the number is the next digits without spaces. Ext. is only for extensions where necessary. Cell phones will be the first three digits as "area" and 1234567 as "number". International codes like +27 must not be used.

DW757/770	Registration/Licensing Part 1 - Water Services provider (Water boards incl)
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New registration, Minor change, Formal amendment, Successor in Title	Make a tick mark in the appropriate block. For minor changes, amendments or successor in titles, the registration number must be given.
---	--

PARTICULARS OF APPLICANT

Name of Water Service Provider	Supply the name of the Water Service Provider.
---------------------------------------	--

Management plan	<ul style="list-style-type: none">Each Water Services Provider must submit a Management Plan to the Department in terms of the Water Services Act. Tick the box if such a plan was submitted.
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Date	If a Management Plan was submitted, supply the date when the plan was submitted.
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*The rest of the application form should be completed according to the guidelines set for **DW756/769 : Registration/Licensing Part 1 - Individual***

DW758/771	Registration/Licensing Part 1 - Company, Business or partnership & National or Provincial Government
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New registration, Minor change, Formal amendment, Successor in Title	Make a tick mark in the appropriate block. For minor changes, amendments or successor in titles, the registration number must be given.
---	--

PARTICULARS OF APPLICANT

Mark the appropriate box according to the type of applicant.

PARTICULARS OF COMPANY, BUSINESS OR PARTNERSHIP

Name of company, business or partnership	Supply the name of the Company, Business or Partnership. Company, Business or Partnership means registered companies, close corporations, sole proprietors, partnerships, public companies, private companies, companies not for gain, guarantee companies, foreign companies, incorporated private companies, closed corporations etc. In cases where property is owned by a number of shareholders that have not been registered as a company, the principal shareholder must complete form DW756 - Individual. Please supply the full name as registered with the Registrar of Companies.
---	---

Trading name	Supply the trading name if it is different from the name of the company, business or partnership.
---------------------	---

Business Registration Number	Supply the business registration number. The registration number must be in the correct format, namely: yyyy/#####/##.
-------------------------------------	--

Date established	Supply the date when the Company, Business or Partnership was established.
-------------------------	--

Country where established	"Country where established" means a foreign company's country of origin.
----------------------------------	--

PARTICULARS OF NATIONAL OR PROVINCIAL GOVERNMENT

National Dept	For National Government, supply the National Department's name in full (not just an abbreviation).
----------------------	--

Province	For Provincial Government Departments, supply the name of the Province
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Provincial Department	For Provincial Departments, supply the name in full.
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The rest of the application form should be completed according to the guidelines set for DW756/769 : Registration/Licensing Part 1 - Individual

DW759/772	Registration/Licensing Part 1 - Water user Association, incl. irrigation boards, subterranean water control boards, water boards for stock watering, settlement boards & water conservation boards
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**Registration/
Licensing Part 1** Make a tick mark in the appropriate block.
For minor changes, amendments or successor in titles, the registration number must be given.

PARTICULARS OF APPLICANT

Mark the appropriate box according to the type of applicant.
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 "PARTICULARS OF ESTABLISHED WATER USER ASSOCIATION".
Other Associations that intend to become Water User Associations must complete the section "PARTICULARS OF OTHER USER GROUP ASSOCIATIONS"
Previous Irrigation Boards, Settlement Boards and Water Conservation Boards should attach a certified copy of the Register of Properties form that was submitted with the proposal to establish your Water User Association or the latest approved *Schedule of rateable areas*.

PARTICULARS OF ESTABLISHED WATER USER ASSOCIATION

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*

PARTICULARS OF OTHER USER GROUP ASSOCIATIONS

TO BE COMPLETED IF THE WATER USER ASSOCIATION HAS NOT BEEN ESTABLISHED

Type of Association Select the appropriate type of Association

Name of Association Supply the full name of the water user group association

Proposal submitted Indicate whether a proposal to establish a Water User Association has been submitted to the Department.

Date plan submitted If a proposal has been submitted, supply the date of submission

*The rest of the application form should be completed according to the guidelines set for DW756/769 : **Registration/Licensing Part 1 - Individual***

SECTION 7: HOW TO COMPLETE REGISTRATION OF SUPPLEMENTARY FORMS

DW901	Property Where Water Use Occurs
1. PROPERTY WHERE WATER USE(S) OCCURS	<p>The property where water use occurs is not necessarily the same as the residence of the person applying for registration of a water use</p> <p>The property must be describe as follow: ZAAIHOEK_123_JS_0 where Zaaichoek is the original farm name, 123 is the property number, JS is the district and the last number the specific portion.</p> <p>NB - Only one property per registration is allowed!</p>
1.1. Property where water use takes place	<p>Unsurveyed property may be registered on behalf of the village or community who owns or occupies the land.</p> <p>Unsurveyed property includes communal lands, tribal lands and some of the lands in the former homelands.</p>
1.2 Property type	<p>Property is classified as being agricultural holding, farm, township, unsurveyed etc.</p>
1.3. Unsurveyed property type	<p>Property type with no deeds information</p> <p>Unsurveyed property includes communal lands, tribal lands and some of the lands in the former homelands.</p>
1.4 Property type not equal to unsurveyed	<p>All the necessary information for a surveyed property which is available from the office of the Surveyor-General. The Deeds Office, Registration Division, Property Number, Portion of Property and Title Deed Number and Cadastral Code Number must be correctly supplied.</p>
1.5 Property Area Size	<p>Size or Measurement of property to be provided in hectares, square meters or acres.</p>
1.6 Ownership of the Property	<p>Indicates the percentage of shareholder value for the owner of the property.</p> <p>Property may be registered on behalf of the village or community who owns or occupies the land.</p> <p>Unsurveyed property includes communal lands, tribal lands and some of the lands in the former homelands.</p>
2. PROPERTY OWNER RELATIONSHIP	<p>Details the link between the property and the property owner from the date he/she becomes the owner and his/her shareholder value on the property.</p> <p>The property owner document ID number, Title Deeds Number and Register number must be supplied.</p>

DW902	Details of Property Owner
1. DEATAILS OF PROPERTY OWNER	Allows for details of property owner to be provided and/or specified.
1.1. Nature of property owner	Allows for the property owner to be defined as either as an Individual, Water Services Provider, Water User Association, Provincial Department, Company, Business Partnership or Community Etc
1.2 Individual Property owner	South African Property owners must supply his/her SA ID records. Non SA applicant must supply their passport records. Date and country of issue. Foreign ID are not acceptable
1.3 Cooperative property owner (e.g. Company, Business, Partnership or Community)	Allows for the details of the cooperative property owner to be supplied. Indicate whether the it's a company, partnership or community and whether it's a public company, parastatal, external company, close cooperation etc.
1.4 Property owner (If a national Department)	Indicate if the property owner is the national department. List the name of the National Department. That is Department of Water Affairs and Forestry, Department of Environment Affairs and Tourism
1.6 Property owner (If a Water Services Provider)	Indicate if the property owner is the water service provider
1.6.1 Name of Water Services Provider	List the name of the service provider under application
1.7 Property owner (If a Water User Association)	Specify if the applicant is a water user association.
1.7.1 Name of Water User Association	Indicate the name of the water Use services provider
1.8 Postal Address	Specify the postal details of the Property Owner
1.9 Street Address	Specify the residential address for the Property Owner
1.10 Contact Telephone Number During Office Hours	Indicate the applicant cell number/home telephone number.
2. DECLARATION BY PROPERTY OWNER	Applicants or property representative 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.
2.1 Property owner or delegated person	Designated signatories must indicate if they are the owner of the property or representative.
2.2 Property owner passport (If not holder of South African I.D)	Property owner who is not the SA citizen must indicate their passport details i.e. date and country of issue

DW902	Details of Property Owner
2.3 Position or official status	Occupation of the property owner must be provided
2.4 Declaration	Property owner or property representative with power of attorney must sign the application
3. LIST OF ATTACHED DOCUMENTS	
3.1 Certified copy of identity document or passport	Applicant must attach copies of their identity document in their application form
3.2 Certified copy of property owner document	Property owner must attach copies of their attached as detailed in the application form
3.3 Certified copy of lease agreement	Applicant must attach copies of the property leasing agreement
3.4 Certified copy of the "power of attorney" or appropriate supporting documentation	Person signing on behalf of the applicant must attach his/her relationship document with the applicant.

SECTION 7

HOW TO COMPLETE REGISTRATION PART 2 FORMS

Refer to the applicable registration guide for Raw Water and Waste Discharge related water use available at <http://www.dwaf.gov.za/Projects/WARMS/contacts.asp>

SECTION 8

REGISTRATION HELP LINES AND CONTACTS IN THE DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

- Forms can also be obtained from the Departmental web-site: (available at <http://www.dwaf.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.

Head office and regional offices

Head Office

Department of Water Affairs and Forestry
Private Bag X313
PRETORIA
0001
Tel: 012-336 7500
Fax: 012-326 1488

Free State

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

Northern Cape

Department of Water Affairs and Forestry
Private Bag X6101
KIMBERLEY 8300
Tel: 053-830 8800
Fax: 053-831 5682

Northern Cape

Department of Water Affairs and Forestry
Private Bag X5912
Upington
8800
Telephone: 054-3385840
Fax: 054-3385849

Eastern Cape

Department of Water Affairs and Forestry
Private Bag X7485
KING WILLIAM'S TOWN
5600

Tel: 043-643 4352
Fax: 043-642 1136

KwaZulu/Natal

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

Gauteng

Department of Water Affairs and Forestry
Private Bag X335
PRETORIA
0001
Tel: 012-392 2880

Limpopo

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

Western Cape

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

Mpumalanga

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

North West

Department of Water Affairs and Forestry
Private Bag X5
MMABATHO
2735
Tel: 018-387-9500
Fax: 018-384-2059