



REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, WATER AND LAND REFORM

DEPARTMENT OF WATER AFFAIRS

**APPLICATION FOR LICENCE FOR THE REMOVAL OF ROCKS, SAND OR GRAVEL
AND**

**APPLICATION FOR RENEWAL OF LICENCE FOR THE REMOVAL OF ROCKS, SAND
OR GRAVEL**

**In terms of Part 12, Regulation 114 (1) of the Water Resources Management Regulations
and Part 18 Section 101 (c) of the Water Resources Management Act No. 11 of 2013.**

LICENCE RENEWAL

Yes Licence number.....

No

A. GENERAL INSTRUCTIONS

1. Applications must be submitted in duplicate to:

The Executive Director
Ministry of Agriculture, Water and Land Reform
Private Bag 13193
Windhoek

Attention: Deputy Director: Water Law Administration

2. Application Fee (receipt to accompany this document): N\$100

3. The various sections have to be completed as follows:

Sections 1-5: All Applicants

Section 6: Required Documents

Annexure 1: Consent of relevant authorities

4. Only the completed relevant information must be submitted as per Regulations 114 – 119.

5. Submit all required documentation (See Section 6)

- 5.1 Required documentation as per the Water Resources Management regulations

- a) For **new applications** as per regulation 114 (2) of the Water Resources Management Act 2013 (Act No. 11 of 2013) regulations the following is required:

- proof of publication in newspapers of intention to apply for licence and objections received, under regulation 113 of the Water Resources Management regulations.
- an Environmental Clearance Certificate issued, to the applicant by the Environmental Commissioner, under regulation 13 of the Environmental Impact Assessment Regulations **or**
- an Environmental Impact Assessment report contemplated in regulation 15 of the Environmental Impact Assessment Regulations, in respect of the proposed removal of rocks, sand or gravel from a watercourse.

- b) For **renewal applications** as per regulation 119(4), together with the application concerned submit report of -

- the viability of the rocks, sand or gravel removal project;
- any changes in groundwater water quality over time; and
- any environmental changes, either positive or negative.

B. GENERAL INFORMATION

- The applicant must furnish all the information requested, complete all items and indicate where the information is not relevant or unavailable.
- If not the registered owner, written proof of an agreement, lease, cession or other document to show authority to act, must be submitted.
- If a company or closed corporation or any other business operation, provide company registration documents and particulars of the person authorised to make the application and submit a resolution to that effect.
- Note that failure to complete this application form properly may result in delays.
- As per Section 101 (c) of the Water Resources Management Act No. 11 of 2013, a licence is required for the removal of rocks, sand or gravel or any other material from a watercourse.

1. PARTICULARS OF THE APPLICANT

a)	Name and Surname/ Company Name		
b)	ID/Company Registration Number		
c)	Postal address		
d)	Physical address		
e)	Contact Numbers	Tel:	Cell:
f)	Email address		

2. PARTICULARS OF THE PROPERTY

a) Where Removal site is located

a)	Registered Name and No. of Farm/Property	
b)	Name of registered owner	
c)	Title Deed Number and Date	
d)	Town/Village	
e)	District	
f)	Region	
g)	Area of Farm/Property (ha)	

3. PARTICULARS OF THE SITE EARMARKED FOR ROCKS, SAND OR GRAVEL REMOVAL

a) Attach a map of the proposed site indicating surrounding features within 1 km radius

The map must include

- Site earmarked for removal
- Land-uses and land cover in 200m upstream and downstream of the proposed site
- Hydraulic structures 200m upstream and downstream of the site such as dams, weirs, pumping station, water intakes, and bridges
- Water bodies such as rivers, lakes, ponds etc
- Any forest area, natural reserve and game reserve etc.

Note: The name of each area on map must be provided

a) Fill in particulars of the site

a)	Region	
b)	District	
c)	Town/Village or Settlement	
d)	Name of site (if applicable)	
e)	Name of the watercourse	
f)	Material to be removed from the site (tick)	Sand <input type="checkbox"/> Rock <input type="checkbox"/> Gravel <input type="checkbox"/>
g)	Coordinates: Latitude of the area	
	Longitude of the area	
h)	Size of the site (hectares)	

c) Intended date to start with removal.....

d) Has previous permission been granted for removal under any authority body?

Yes No

i) If Yes, attach proof of permission granted

4. METHOD AND VOLUME OF REMOVAL OF PROPOSED OF MATERIAL

No.	Type of material to be removed	Method of Removal (manual/ semi-mechanised/ mechanized/ any other)	Total volume (m ³ per annum)
1	Rocks		
2	Sand		
3	Gravel		

5. LOCATION SENSITIVITY DETAILS

(a) Is the proposed activity site near or within the following?

Specify Properties, Buildings, structures, tourist sites, etc. in 200 metres (m) proximity of removal site	Distance (m) from Removal site

Remarks if any:

(b) Type of Land Tenure

(Attach a No Objection Certificate/Letter from the concerned authority, with the application)

Land type	Tick mark (√)
Commercial land	
Freehold land	
Communal land	
Other (specify).....	

c) Specify land use activities dominating site surroundings (e.g agricultural, mining etc)

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Name of Applicant

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Signature of Applicant

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Date

6. REQUIRED DOCUMENTS

6.1. New application

- a) Identification Documents
 - 1) ID/Passport
 - 2) Company Registration Documents
 - 3) Authorization letter if applying on behalf of
Natural person or company
- b) Land/Property Ownership Documents
 - 1) Title Deed
 - 2) Lease Agreement
 - 3) Letter of Consent of the Owner of the Land/property
- c) Location Map
- d) Public notice of proposed project
- e) Objections of Interested and affected parties
- f) Environmental Clearance Certificate
- g) Relevant Studies or Investigation Reports
(such as Environmental Impact Assessment)

6.2. Renewal application

- a) Project Viability Report
- b) Post Project Environmental Impact Report
- c) Environmental Clearance Certificate (If applicable)

7. FOR OFFICIAL USE

Comments and recommendations by the relevant stakeholders in respect of the reasonable water demand and the general viability of the projects, where applicable. Stakeholders may include but is not limited to *OMAs; Basin Management Committee; Local and Traditional Authorities; Water Advisory Council, Water Regulator etc.*

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Annexure 1

Part A CONSENT BY TRADITIONAL AUTHORITY OR FREEHOLDER

FOR TRADITIONAL AUTHORITY OR FREEHOLDER

- 1. Name of TA headman/freeholder _____
- 2. Postal address _____
- 3. Telephone or cell phone no. _____
- 4. Email address (if applicable) _____

Comment and recommendation by the traditional authority/ freeholder (private landowner)

Comment _____
Recommendation _____
Stamp and signature of representative _____ Date _____

Part B CONSENT BY REGIONAL COUNCIL OR LOCAL AUTHORITY

For regional council or local authority represented by Chief Regional Officer (CRO) or Chief Executive Officer (CEO)

- 1. Name of CRO/CEO _____
- 2. Postal address _____
- 3. Telephone or cell phone no _____
- 4. Email address (if applicable) _____

Comment and recommendation by the Chief Regional Officer (CRO) or Chief Executive Officer (CEO)

Comment _____
Recommendation _____
Stamp and signature of representative _____ Date _____