



WATER RESOURCES COMMISSION

WATER USE PERMIT APPLICATION FOR SMALL SCALE MINING

Please read the following prior to completing the application form.

Pursuant to the Water Resources Commission Act, No. 522, no person shall divert, dam, store, abstract or otherwise use water resources or construct or maintain any works for the use of water resources prior to obtaining a water use permit. Permits are not required for use of water for fire-fighting or manual abstraction of water for domestic use.

In order for the WRC process applications for water use rights expediently, it is important that you complete the form as detailed as possible and include all the relevant documents. Applications will not be treated unless all the required information is included.

1. Applications shall include:

- (a) A site plan, showing the leased area for mining, and infrastructure such as treatment facilities, dams, ponds, and effluent discharge point.
- (b) A general description of the project entailing water use, including types of works, what the water will be used for and how, proposed production or results of project, proposed project start and completion.
- (c) Relevant documents such as permits from the Environmental Protection Agency, Forestry Commission, Minerals Commission, and Local authorities. If these have not yet been issued, state when application has been submitted and expected approval date. An environmental permit is required for projects subject to EPA regulations before a Water Use Permit may be issued.
- (d) Business Particulars: Including registration, object of the company, representatives, and whether the company is currently under litigation for reasons pertaining to environmental pollution. (*This applies to private businesses only*).

2. Fill out the questionnaire as detailed as possible.

Where attached sheets and other technical documents are used in lieu of the space provided, indicate appropriate cross-references. Paragraphs that are not applicable to your application should be marked as "N/A".

3. Administrative and Processing Fees

The administrative fee covers costs for site-visits. Administrative fee of **GHS 600.00** for processing application shall be paid on submission of completed application for a Water Use Permit. Applications will be processed by the **WRC ONLY AFTER** the administrative fee has been paid.

Cash, Certified cheques, and Bank drafts payable to the Water Resources Commission are accepted. The administrative fee is non-refundable.

4. Time required for processing

On the precondition that the application has been completed correctly, the average length of time required to decide on permits is **2 months** from date of receipt, including if necessary, a public forum. (*Delays may occur due to the processing of the environmental permitting and other permits*)

5. Involvement in permit processing

The applicant or his/her representative is required to be present during the site verification exercise of the project area. The applicant will be informed of any objections raised during the hearing phase and of any information that the WRC receives from other parties.

6. Definitions of some water uses

- i. Consumptive Use: Using any mechanical means to withdraw water from ponds, lakes, rivers, streams, or aquifers, dams/reservoirs, etc for purposes such as mining, aquaculture (pond and hatchery), construction, etc
- ii. Dewatering (e.g. pit-dewatering, discharge): An intentional lowering of water level e.g. groundwater level,

If you are in doubt of any provision of the application form, please consult the WRC offices on the contacts below. Applications may be delivered in person at the Head Office, or Basin Offices or mailbox below:

Head Office

Water Resources Commission
P.O. Box CT 5630, Cantonment, Accra
Tel: +233(0)302 763651 or 765860
Website: www.wrc-gh.org
Email: watrecom@wrc-gh.org
Location: E4 Leshie Crescent, Labone Estates, Accra

Black Volta Basin Office

P. O. Box 46, Wa
Tel: +233(0)207855495
Email: blackvolta@wrc-gh.org
Location: First floor of Controller & Accountant
General Building, Ministries, Wa

Densu Basin Office

P. O. Box 278, Koforidua
Tel: +233(0)3420 21954/21964
Email: densu@wrc-gh.org
Location: Rent Control Building, Oguaa Road, Ministries, Koforidua

White Volta Basin Office

P. O. Box 489, Bolgatanga
Tel: +233(0)3820 24074
Email: wvolta@wrc-gh.org
Location: Regional Administration Building, DISCAP Block Bolgatanga

Ankobra Basin Office

P. O. Box 475, Tarkwa
Tel: +233(0)3120 92815/92431
Email: ankobra@wrc-gh.org
Location: State Housing Company Estates Tarkwa – Abosso Road, Tarkwa

Pra (Offin) Basin Office

P. O. Box PC 53, Kumasi
Tel: +233(0)322 040517
Email: prabasin@wrc-gh.org
Location: Ground floor Immigration Building, Main Ministries, Adum, Kumasi

Tano Basin Office

P. O. Box SY 180, Sunyani
Tel: +233(0)352 028096
Email: tanobasin@wrc-gh.org
Location: Behind PWD Building, Baakoniba Road, Sunyani



WATER RESOURCES COMMISSION

Water Use Regulation, 2001 Schedule A Regulation 2 (2)

Water Rights Application Form

1.0 Applicant Details:

Name of company/organization:

Name of CEO/Director:

Name of contact person(s):

Postal address:

Telephone (Office) : Mobile :

E-mail : GhanaPost Digital Address:.....

Permit: New Renewal

If renewal, state Permit ID number:

1.1. Ownership Information:

Cooperation Group/Partnership* Joint Venture Sole Proprietorship

Others (Please specify)

*Please provide names, addresses and telephone numbers of all partners/group members

2.0 Location of the Water Use Activity:

Name of Town: District: Region:

3.0 Purpose/type of the water use:

Mining

Dewatering

4.0 Indicate whether the following are included

Environmental Permit & Schedule	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other relevant permits/licenses/letters from MDAs, MMDAs, etc	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Plan/Concession map	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Business Certificates (for private establishments)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Costed Reclamation Proposals	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the answer to the above is no, state reasons why and when full documentation can be expected

The information contained in this application is true to the best of my knowledge.

Signature Date:

Print name:

OFFICE USE ONLY

Application No. _____	Date Rec.: _____	Fee rec.: _____	Receipt No.: _____	LD No.: _____
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Issue date: _____	Expiry date _____	

Detailed Information

5.0 Data on the (proposed) water use:

Point of water use¹: Name of Town _____ District _____ Region _____

Current status of the Water Use Activity: Construction/Installation Phase Operational Phase

Date of Commencement of Activity if in Operation: _____

Type of water source affected (e.g. river, lake, groundwater etc.) _____

Name of the water source affected² (if applicable) _____ Tributary of _____

In case of groundwater abstraction, indicate number of boreholes involved (*attach additional sheet if necessary*)

6.0 Data on discharges or return flows:

State where effluent is being discharged to the natural environment (if applicable): _____

Location of discharge or return flow: _____

Point of discharge or return flow (GPS co-ordinates): _____

List of communities downstream of discharge point: _____

Type of water body receiving discharge or return flow: _____

Name of the water body receiving the discharge (if applicable) _____ Tributary _____

7.0 Project Description (Provide a detailed description of your project, including but not limited to type of construction activity, area to be graded or excavated, and how the water will be used. Attach extra sheet if necessary.)

¹ Use is defined in the WRC Act, no. 522 as to divert, dam, store, abstract or use water resources
² Indicate the river, lake, reservoir or aquifer.

