



# WATER RESOURCES COMMISSION

## APPLICATION for WATER USE PERMIT

**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 different components of the proposed infrastructure of the project, such as intake structure, dams, weirs, ponds, pipelines, treatment facilities, industrial processing plant, effluent point and water meters.
- (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 EIA, EMP and other relevant permit from the Environmental Protection Agency, Forestry Commission, Minerals Commission, Energy Commission, Local authorities, etc. 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) A Water Demand Management Plan (preliminary): A WDMP shall include planned measures to reduce consumption and to monitor water use (metering). A WDMP is only required for consumptive uses, such as water abstraction.
- (e) 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, hearing procedures and public forums.

Administrative fees for processing applications shall be paid on submission of completed application for a Water Use Permit:

Category of Use	Fees GH¢	Category of Use	Fees GH¢
Industrial	2,000.00	Commercial	600.00
Mining	3,000.00	Livestock Watering	600.00
Domestic/municipal	600.00	Irrigation	600.00
Hydropower	3,000.00	Construction	2,000.00
Navigation	1,000.00	Damming	3,000.00
Recreation	1,000.00	Dewatering	3,000.00
Aquaculture (Cage)	2,000.00	Diversion (all categories)	3,000.00
Aquaculture (Pond)	600.00	Dredging	2,000.00
Aquaculture (Hatchery)	600.00	Underwater wood harvesting	3,000.00
Small Town Domestic Water System	600.00	Spillage (freshwater)	2,000.00

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

Applications will be processed by the **WRC ONLY AFTER** the administrative fee has been paid.

### 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 **4 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 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. The applicant will be requested to participate in any public forums relating to the application.

### 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. Non-Consumptive Use: A water use that does not affect the quantity of freshwater. Water for purposes such as hydropower, boating, aquaculture (cage).
- iii. Municipal Use: Freshwater for municipal potable water supply to a population of more than 2000
- iv. Domestic Use: Freshwater water for household use.
- v. Small Town Domestic Water System: Freshwater for a small urban community with population between 2,000 and 30,000.
- vi. Industrial: Freshwater for industrial purposes, e.g. food processing, textile making
- vii. Commercial: Direct sale of freshwater for profit e.g. water tanker services
- viii. Dewatering (e.g. pit-dewatering, discharge): An intentional lowering of water level e.g. groundwater level,
- ix. Spillage (controlled): Controlled release of freshwater and/or effluent into the environment

If you are in doubt of any provision of the application form, please consult the WRC Secretariat on the contacts below. Applications may be delivered in person or at WRC's address, or at our Basin Secretariat or mailbox below:

**Head Office**

Water Resources Commission  
P.O. Box CT 5630 Cantonment, Accra  
Tel: +233(0)302 763651 or 765860  
Fax: +233(0)302 763649  
Website: [www.wrc-gh.org](http://www.wrc-gh.org) Email: [watrecom@wrc-gh.org](mailto:watrecom@wrc-gh.org)  
**Location:** E4 Leshie Crescent, Labone Estates, Accra

**Densu Basin Secretariat**

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

**White Volta Basin Secretariat**

P. O. Box 489, Bolgatanga  
Tel: +233(0)3820 24074  
Fax: +233(0)3820 23931  
Email: [wvolta@wrc-gh.org](mailto:wvolta@wrc-gh.org)  
**Location:** Regional Administration Building, DISCAP Block Bolgatanga

**Ankobra Basin Secretariat**

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

**Pra (Offin) Basin Secretariat**

P. O. Box PC 53, Kumasi  
Tel: +233(0)322 040517  
Fax: +233(0)322 040371  
Email: [prabasin@wrc-gh.org](mailto:prabasin@wrc-gh.org)  
**Location:** Ground floor Immigration Building, Main Ministries, Adum, Kumasi

**Tano Basin Secretariat**

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

**Black Volta Basin Secretariat**

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



# 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): -----

Mailing address: -----

Telephone (Office) : ----- Mobile : -----

Fax : ----- E-mail : ----- Website : -----

Permit: New  Renewal

If renewal, state Permit ID number: .....

### 1.1. Ownership Information:

Cooperation  Partnership\*  Joint Venture  Sole Proprietorship

Others (Please specify) -----

\*Please provide names, addresses and telephone numbers of all partners

### 2.0 Location of the Water Use Activity:

Name of Town: ----- District: ----- Region -----

Indicate type of (proposed) water use: Consumptive  Non-Consumptive

### 3.0 Purpose/type of the water use:

- |                      |                          |                                  |                          |
|----------------------|--------------------------|----------------------------------|--------------------------|
| Industrial           | <input type="checkbox"/> | Small Town Domestic Water System | <input type="checkbox"/> |
| Mining               | <input type="checkbox"/> | Commercial                       | <input type="checkbox"/> |
| Irrigation           | <input type="checkbox"/> | Livestock Watering               | <input type="checkbox"/> |
| Domestic/Municipal   | <input type="checkbox"/> | Construction                     | <input type="checkbox"/> |
| Recreation           | <input type="checkbox"/> | Damming                          | <input type="checkbox"/> |
| Hydropower           | <input type="checkbox"/> | Dewatering                       | <input type="checkbox"/> |
| Navigation           | <input type="checkbox"/> | Diversion (for all categories)   | <input type="checkbox"/> |
| Aquaculture-Cage     | <input type="checkbox"/> | Dredging                         | <input type="checkbox"/> |
| Aquaculture-Pond     | <input type="checkbox"/> | Underwater wood harvesting       | <input type="checkbox"/> |
| Aquaculture-Hatchery | <input type="checkbox"/> | Spillage (freshwater)            | <input type="checkbox"/> |

Others (Please specify) -----

#### 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 _____	

**4.0 Indicate whether the following are included**

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| Environmental Impact Assessment Report                        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Water Demand Management Plan (for consumptive uses only)      | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Business Certificates (for private establishments)            | 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

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

Signature ..... Date .....

Print name: .....

**Detailed Information**

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**5.0 Data on the (proposed) water use:**

Point of water use<sup>1</sup>: Name of Town \_\_\_\_\_ District \_\_\_\_\_ Region \_\_\_\_\_  
 (Pls. state GPS co-ordinates): \_\_\_\_\_

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 affected<sup>2</sup> (if applicable) \_\_\_\_\_ Tributary of \_\_\_\_\_

In case of groundwater abstraction, indicate number of boreholes involved and GPS locations (*attach additional sheet if necessary*) \_\_\_\_\_

Rate of use (m<sup>3</sup>/annum) *being applied for*: \_\_\_\_\_

If water use activity is in progress, state actual rate of use (m<sup>3</sup>/day): \_\_\_\_\_

Indicate any variations in rate of use: Daily: \_\_\_\_\_ seasonal/monthly: \_\_\_\_\_

Please indicate method of determining consumption/rate of use \_\_\_\_\_

**6.0 Data on discharges or return flows:**

Where water is discharged or returned to the natural environment, please state:

Location of discharge or return flow;

Name of Town \_\_\_\_\_ District \_\_\_\_\_ Region \_\_\_\_\_

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

Quantity of return flow (m<sup>3</sup>/day) \_\_\_\_\_

Type of water body receiving discharge or return flow: \_\_\_\_\_

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

Quality of return flow (attach freshwater/effluent quality monitoring results) \_\_\_\_\_

Please indicate method(s) of assessing water quality: \_\_\_\_\_

Please indicate name of water quality testing institution(s): \_\_\_\_\_

Projected duration of use: from \_\_\_\_\_ to \_\_\_\_\_

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

**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.)**

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**8.0 Information on affected parties**

Date of acquisition of interest or right of access -----

Beneficiaries of (proposed) water use activity: -----

Names of other major users (companies and communities) whose activities depend on the same water body/bodies or aquifer system mentioned above: *(attach list)*

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Persons or areas affected by

- 1) the (proposed) use of water: *Up-stream* -----
- Down-stream* -----
- 2) Subsequent discharges: Down-stream. -----

Indicate any major impacts the proposed water use activity will have on the environment:

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What measures are proposed or undertaken to avoid pollution, flooding or other adverse affects?

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## Data on Specific Water Use Activities

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*Additional data is required for certain specific uses. Please provide information as applicable below.*

### **9.0 Abstraction (For all consumptive uses)**

*Names and models of pumps:*

*Pumping/Withdrawal mechanism:*

*Number of pumps installed:*

*Capacity of pumps:*

*Capacity of additional pumps (to be installed):*

*Pumping hours per day:*

*Rate of abstraction (per hour)(m<sup>3</sup>/hr):*

### **10.0 Aquaculture**

#### **10.1. Cage:**

*Proposed concession area (m<sup>2</sup>):*

*Number of Cages:*

*Dimensions of Cages (m):*

*GPS coordinates of Proposed Concession Area Species to be cultivated:*

*Source of fry/fingerling:*

*Name and source of feed:*

*Sizes of feed:*

*Quantities of feed administered per day:*

#### **10.2. Pond:**

*Number of ponds:*

*Dimensions of ponds (m):*

*Frequency of effluent discharge from ponds:*

*Discharge from ponds (m<sup>3</sup>/min):*

*Type of effluent treatment system in place (attach extra sheet if necessary):*

*Species to be cultivated:*

*Source of fry/fingerling:*

*Name and source of feed:*

*Sizes of feed:*

*Quantities of feed administered per day:*

#### **10.3. Tank:**

*Number of tanks:*

*Volume of tanks (m<sup>3</sup>):*

*Frequency of discharge of tanks:*

*Discharge from tanks (m<sup>3</sup>/min):*

*Type of effluent treatment system in place (attach extra sheet if necessary):*

*Species to be cultivated:*

*Source of fry/fingerling:*

*Name and source of feed:*

*Sizes of feed:*

*Quantities of feed administered per day:*



**11.0 Municipal and Domestic Use/Small Town Domestic Water Supply**

The projected number of persons, establishments and institutions to be served (5, 10 and 20 year estimates.):  
Indicate the planned rate of use per capita (5, 10 and 20 year estimates)

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Location and modalities of treatment:

Particulars of distribution of water:

**12.0 Irrigation**

Size of land to be irrigated (ha):

The proposed water demand per hectare:

The types of crops to be irrigated:

Crop water demand (l/ha):

Type of irrigation system:

The type of soil to be irrigated:

Describe any works to drain irrigated land:

**13.0 Hydropower Generation**

The gross head available for power production at low, medium and high water level:

Operational head (max and min):

Power (to be) generated (MW):

Water release for power generation per day (m<sup>3</sup>/day):

System of mandatory releases (spillways etc.):

Comprehensive hydrological assessment (high & low flows):

**14.0 Livestock Watering**

Type (s) of livestock:

Maximum number of livestock:

Water use per day per livestock (litres):

**15.0 Navigation/Transport**

Type of vessel:

Number of vessels:

Route of transport:

Engine capacity (horsepower):

## Data on Specific Water Use activities

### 16.0 Diversion

Indicate whether diversion is permanent or temporary:

Diversion by gravitation, canal or pipe:

Include detailed map/diagram of diversion works including dimensions and GPS coordinates:

Length, width and area of the portion of water body to be diverted:

Details of diversion plan/works including time frames:

Description of vegetation to be removed and/or planted before and after diversion:

Details of land ownership, if other than applicant:

### 17.0 Damming

Height/proposed height of dam:

Length of dam (m):

Freeboard:

Type of construction material:

Maximum capacity of reservoir:

Area of inundation:

Average depth of storage:

System of mandatory releases (spillways etc.):

Type of spillway:

Details of damming works including time frames:

### 18.0 Recreation

Type of recreational activity (e.g. boating, kayaking etc):

Number of vessels:

Name & model of vessel/engine:

Capacity of engine (horse power):

### 19.0 Underwater Wood Harvesting

Type of wood to be harvested:

Proposed concession area:

Harvesting equipment:

Harvesting time-frame:

### 20.0 Spillage (freshwater/effluent)

Rate of spillage (m<sup>3</sup>/sec):

Possible area of inundation:

Quality of spillage (attach water quality monitoring results):

Ecosystem affected e.g. vegetation:

**Data on Specific Water Use activities**

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**21.0 Dredging***Purpose of dredging:**Type & capacity of dredging machine:**Type and quality of material to be dredged:**Depth of dredging works**Proposed dredging area:**Include detailed map/diagram of dredging activity:***22.0 Construction***Type of construction works**Status of construction: proposed*  *partially complete* *Commencement date:* ----- *Completion date* -----**23.0 Dewatering***Type of dewatering activity (e.g. pit, sump, etc...):**Purpose of dewatering:**Rate of dewatering:**Quality of water:**Duration of dewatering:*