



WATER RESOURCES COMMISSION

APPLICATION FOR WATER DRILLING LICENCE

Please read the following prior to completing the application form.

Pursuant to the Water Resources Commission Act, No. 522, and the Water Drilling Licence and Groundwater Development Regulations (2006) LI 1827, no person shall drill and develop a water well without a Drilling Licence obtainable from the Water Resources Commission (WRC).

In order for the WRC to process applications for Water Drilling Licence expediently, it is important that you complete the form as detailed as possible and include all the relevant documents. Applications will not be processed unless all the required information is included.

1. Applications shall include:

- (a) Business Particulars including:
 - i. Certificate of Incorporation
 - ii. Certificate to Commence Business
 - iii. Objects of the Company
 - iv. List of Directors
 - v. Certificate of Change of Name (where applicable)
 - vi. Name of company's representatives
 - vii. A brief, if the company is currently under litigation for reasons pertaining to environmental pollution.
(This applies to private businesses only)
- (b) Tax Clearance Certificate
- (c) VAT Certificate
- (d) DVLA documentation proving ownership of Vehicles, Drilling Rigs and Accessories
- (e) Ghana Investment Promotion Centre Certificate (*Applicable to only Foreign/Ghanaian Foreign Ventures*)
- (f) Work Permit from Ghana Immigration Service (*Applicable to only Foreigners*)

2. Attachments

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". **(List of key Personnel and include the CV and Certificate of the Hydro-geologist).**

3. Administrative, Processing and Licence Fees

The administrative fee covers costs for processing the application. Administrative fees for processing the application shall be paid on submission of the completed application for a Water Drilling Licence. **The administrative fee is GH¢ 1,500.00 and it is non-refundable.**

License fees will be payable at the time of issue of the Water Drilling Licence. Licence will not be issued without payment of the applicable Licence Fee. The fees are in the Second Schedule.

Cash and certified cheques payable to the Water Resources Commission are accepted.

4. Time required for processing

On the precondition that the application has been completed correctly, the average length of time required to decide on Drilling Licences is **two (2) months** from date of receipt. *(Delays may occur due to delays in the environmental permitting processes –where applicable-, a usually complicated application, and an application with far-reaching impacts on water resources).*

5. Renewal of Licence

An application for the renewal of the Licence may be made to the WRC not later than thirty (30) days before the expiration of the Licence. Renewal Fee is as stated in the Second Schedule attached.

For any clarification on any provision of the application form, please consult with the WRC Secretariat on the contacts below and applications may be delivered in person at the location of WRC's Head Office or at our Basin Offices below:

Head Office

Water Resources Commission
P. O. Box CT 5630 Cantonment, Accra
Tel: +233 21 763651 or 765860
E-mail: watrecom@wrc-gh.org
Website: www.wrc-gh.org

Located at:

E4 Leshie Crescent, Labone Estates, Accra

Densu Basin Secretariat

P. O. Box 278 Koforidua
Tel: +233 81 21954/21964
E-mail: densu@wrc-gh.org
Website: www.wrc-gh.org

Located at:

Rent Control Building, Oguaa Road, Ministries, Koforidua

White Volta Basin Secretariat

P. O. Box 489 Bolgatanga
Tel: +233 72 24074
Email: wvolta@wrc-gh.org
Website: www.wrc-gh.org

Located at:

Regional Administration Building, DISCAP Block, Bolgatanga

Ankobra Basin Office

P.O.Box 475 Tarkwa
Email: ankobra@wrc-gh.org
Website: www.wrc-gh.org

Located at:

State Housing Company Estates Tarkwa - Abosso Road, Tarkwa

Pra (Offin) Basin Secretariat

P. O. Box PC 53, Kumasi

Tel: +233(0)322 040517

Email: prabasin@wrc-gh.org

Located at:

Ground floor Immigration Building, Main Ministries, Adum, Kumasi

Tano Basin Secretariat

P. O. Box SY 180, Sunyani

Tel: +233(0)352 028096

Email: tanobasin@wrc-gh.org

Located at:

Behind PWD Building, Baakonuaba Road, Sunyani

Black Volta Basin Secretariat

P. O. Box 46, Wa

Tel: +233(0)207855495

Email: blackvolta@wrc-gh.org

Location at:

First floor of Controller and Accountant General Building, Ministries, Wa



WATER RESOURCES COMMISSION

Drilling Licence and Groundwater Development Regulation, 2006 LI 1827

First Schedule, Regulation 2 (1)

APPLICATION FOR DRILLING LICENCE

Company Name:

Company Registration No:

Postal Address:

Town of company's location: Region:

GhanaPost Digital Address of company:

Name(s) of contact person:

Tel. No. :

Mobile No.:

E-mail address:

Licence status: New Renewal If renewal state Licence ID:

Specify the number of rigs owned:

Full name of Directors and their citizenship:

Name and address of Company's bankers:

List of equipment (indicate whether owned or hired) specify and include as Annex 1

List of key personnel (including field personnel of each drilling crew)specify and include as Annex2

List of projects carried out in the last 5 years: specify and include as Annex 3

Name and address of two referees:

I declare that the information given on this form and attachments hereto is correct to the best of my knowledge and belief.

Print Name:

Signature: Date.....

OFFICE USE ONLY

Application. No. _____ Date rec.: _____ Receipt No. _____ Fee rec.: _____ I.D. No



WATER RESOURCES COMMISSION

Drilling Licence and Groundwater Development Regulation, 2006 LI 1827
Second Schedule
Regulation 2(3) Regulation 6 (1), (2) Regulation 7 (3)

DRILLING LICENCE FEES FOR CATEGORIES OF DRILLING COMPANIES		
CATEGORY	NO. OF SETS OF DRILLING EQUIPMENT	AMOUNT(GH¢)
ACQUISITION OF NEW LICENCE		
A	For 5 or more rigs	3,000
B	For 2 to 4 rigs	2,000
C	For 1 rig or leasing	1,000
RENEWAL OF LICENCE		
A	For 5 or more rigs	3,000
B	For 2 to 4 rigs	2,000
C	For 1 rig or leasing	1,000
FOREIGN CONTRACTORS		
ACQUISITION OF NEW LICENCE by foreign contractors		10,000
RENEWAL OF LICENCE by foreign contractors		10,000