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 ☐ No ☐

Other relevant permits/licenses/letters from MDAs, MMDAs, etc Yes ☐ No ☐

Site Plan/Concession map Yes ☐ No ☐

Business Certificates (for private establishments) Yes ☐ No ☐

Costed Reclamation Proposals Yes ☐ No ☐

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 ☐ Disapproved ☐ Issue date: ______ Expiry date ______
Detailed Information

5.0 Data on the (proposed) water use:

Point of water use\(^1\): 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 affected\(^2\) (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.
What measures are proposed or undertaken to protect existing riparian buffer zones close to mining concession, avoid pollution, flooding or other adverse affects?

Data on Water Use Activities

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

8.0 Mining
Area of Mining concession (hectare):
Geographic coordinates of concession
Type of mining activities (mining and/or processing):
Mining method (alluvial or hard rock):
Type of mineral ore being excavated:
Type of mining equipment used:

9.0 Dewatering
Type of dewatering activity (e.g. pit, sump, etc....):
Purpose of dewatering:
Rate of dewatering:
Quality of water:
Duration of dewatering: