WATER PERMIT APPLICATION PROCEDURE


2. The permit application form is completed (filled-in on line) but if completed in hard copy 3 copies are filled in.

3. The Applicant is issued with a Bank Payment Advice Form (BPAF) whose requirements are e-mailed to rolleenenter@gmail.com or communicated by calling 0779800020:
   
   a. Tax Identification Number(TIN) or Name of District, County, Village and Sub county
   b. Type of permit (Surface water abstraction, Ground water abstraction, Drilling, Wastewater discharge, Construction, Easement)
   c. Reason for payment (Processing or New, Renewal or Annual)
   d. Mode of payment (Cash, EFT, cheque, etc.)
   e. Bank in which payment will be made

   **Note that**
   
   o TIN must be in the names that will appear on the application forms and therefore the Permit.
   o Annual fees vary depending on the rate of water abstraction or the discharged load of wastewater into the environment

4. After payment in the Bank, the applicant submits or e-mails a copy of the Payment Slip to the above given address. The applicant will then receive a URA confirmation Receipt for his or her payment.

Further clarifications can be sought from the Commissioner, Water Resources Planning and Regulation on Tel No 0414 699486 or by e-mail: callist_tindimugaya@yahoo.co.uk
5. The Applicant then submits a copy of a URA receipt, PLUS two sets of a completed permit application forms to the Director, DWRM.