

WATER PERMIT APPLICATION PROCEDURE

1. Applicant requests for application forms. Application forms can be obtained from the Ministry of Water and Environment website via: <https://www.mwe.go.ug/library/manuals-guidelines-and-forms> or <https://www.mwe.go.ug/library/water-resource-planning-regulation-department>
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 rollenenter@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

- TIN must be in the names that will appear on the application forms and therefore the Permit.
 - 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.

5. The Applicant then submits a copy of a URA receipt, PLUS two sets of a completed permit application forms to the Director, DWRM.

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