

APPENDIX E

REVIEW OF APPLICATION FOR RELAXATION OF THE CONDITIONS OF A WATER USE AUTHORISATION OR THE NEED FOR A WATER USE AUTHORISATION

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1 PROCESS DIAGRAM

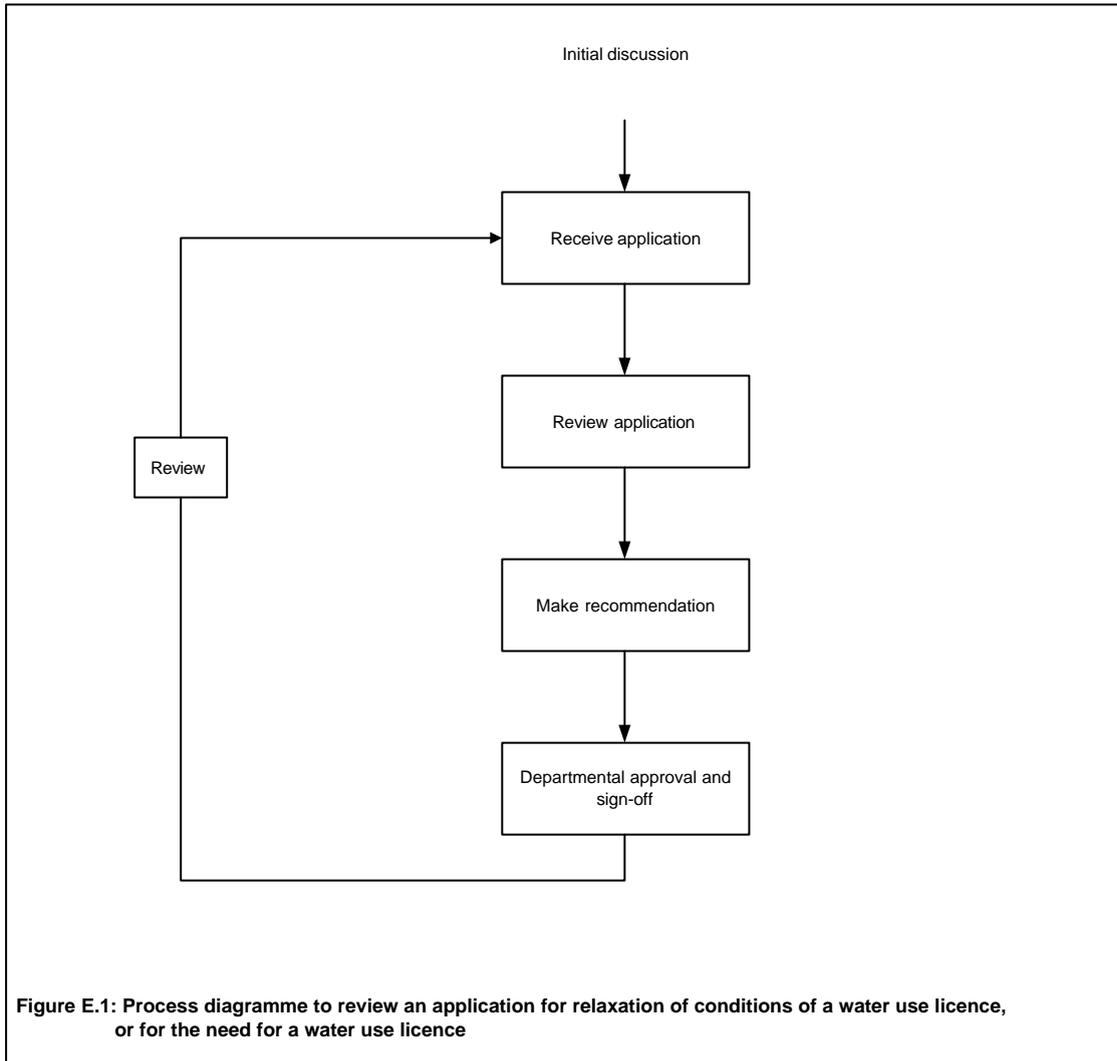


Figure E.1: Process diagramme to review an application for relaxation of conditions of a water use licence, or for the need for a water use licence

2 PROCEDURAL GUIDELINE

2.1 Roles and responsibilities of various role-players

2.1.1 The Department of Water Affairs and Forestry (the Department)

The Regional Deputy Director: Water Quality Management will be responsible to accept the application and will delegate the responsibility for the review of the application to suitably qualified personnel in the regional office (the Review Officer). Based on the review, the Regional Director will make a recommendation to the Manager: Waste Disposal and Discharge in the National Office as to whether to accept or reject the application.

The Manager: Waste Disposal and Discharge will be responsible for final approval of the application.

2.1.2 The applicant

The applicant will be responsible for:

- submitting the application to the Departments Regional Office, together with all the required details,
- submitting additional information to the Regional Office, if required,
- provide all details and information within the time-frames set by the Review Officer.

2.1.3 Interested and affected parties

Should input from interested and affected parties be required, these will be responsible to:

- provide input and comments on the application,
- provide their inputs and comments within the context of the process and within the timeframes as specified by the Review Officer.

2.2 Initial discussions

At this stage, the Review Officer, or other personnel within the Regional Office, will advise the applicant on the details and information to submit in support of the application. **Appendix 1** gives an indication of the details that will be required.

2.3 Receive application

The Review Officer will receive the application and assess the details for level of completeness. The Review Officer will then acknowledge receipt of the application in writing. Should the application, or supporting details, be incomplete the Review Officer will notify the applicant of the requirement for additional information, together with a time-table for provision of this information.

2.4 Review application

The Review Officer will review the application. Guidelines for this review are provided in the sections below.

2.4.1 ISO 14 000 certification

The Review Officer must assess whether the applicant is certified as ISO 14 000 compliant and has demonstrated the adoption of the environmental performance standards. The following should be assessed:

- is the ISO 14 000 documentation complete and current?,
- have reviews and audits of the operations been regularly undertaken and correctly recorded?,
- are the water and waste control measures adequate, and
- is a risk management protocol and emergency procedure in place.

2.4.2 Incident report

The Review Officer must assess the following:

- the number of out-of-compliance incidents that have been recorded in the last five years; the Review Officer must correlate the information provided in the application with information from the Departments water quality database and other water quality data sources;
- the extent, severity, duration and long-term impact of each incident(s), and
- the response of the applicant to the incident(s), i.e. the level of pro-active remedial work carried out by the applicant.

2.5 Make recommendation

Based on the review, the Review Officer will make a recommendation, as follows:

- if discharge from the operation is to sewer, make a recommendation that a water use authorisation is not required, or
- if discharge is to stream, make a recommendation that the conditions of the water use authorisation, such as regular reporting, may be relaxed; or
- reject the application.

2.5.1 Departmental approval and sign-off

The Review Officer will present the recommendation and supporting documentation to the Manager: Waste Disposal and Discharge in National Office for approval.

The decision made at this level will be communicated in writing to the applicant. This communication will also include details of the duration of the decision, i.e. the time period to the next review of the operations activities.

APPENDIX 1

DETAILS TO BE SUBMITTED BY THE APPLICANT IN SUPPORT OF AN APPLICATION FOR RELAXATION OF CONDITIONS (OR NEED FOR) A WATER USE AUTHORISATION

1. APPLICATION

A covering letter requesting the Department to review the conditions of the water use authorisation held by the applicant, or to review the need for a water use authorisation, based on the information provided in the supporting documentation below.

2. BACKGROUND INFORMATION

A copy of the water use authorisation (or the application for a water use authorisation) should be appended to the application, giving details on type of water resource receiving the discharge, geographic location, description of wastewater to be discharged and description of water use.

3. ISO 14 000 STANDARDS

The applicant must demonstrate ISO 14 000 compliance and that the environmental performance standards have been fully adopted at the operation. This will include:

- documentation in support of ISO 14 000 certification and performance compliance with the environmental standards ,
- demonstration of periodic review and audit of the operation activities,
- details of water and waste management control measures, including a description of all:
 - waste minimisation and waste substitution,
 - management and re-use of process water,
 - use of cleaner technology,
- demonstrated adherence to discharge standards set for the catchment or to the resource water quality objectives,
- details of risk management, and
- details of emergency preparedness and procedures that are in place in the case of an emergency.

4. INCIDENT RECORD

A full record of any out-of-compliance incidents recorded in the last five years at the operation. The following details of any out-of-compliance incidents should be provided for each incident:

- a description of the incident (what was discharged and the extent, severity and duration of the impact on the water resource),

- details of the reporting of the incident to the relevant authority,
- details of remedial measures that were undertaken to address the impacted of the incident,
- details of the long-term effect of the discharge on the water quality of the resource.