

REPUBLIC OF RWANDA



**MINISTRY OF NATURAL RESOURCES THROUGH
RWANDA WATER AND FORESTRY AUTHORITY**

INTEGRATED WATER RESOURCES MANAGEMENT DEPARTMENT

REGISTRATION FORM FOR EXISTING WATER USERS

Article 20 of the Ministerial Order N°002/16.01 of 24/05/2013 determining the procedure for declaration, authorization and concession for the utilization of water.

IDENTIFICATION OF WATER USER	DETAILS
1. Full name of Applicant (In Block Letters)	
2. Category of Applicant (Individual, Company Organization, Cooperative, Institution, Other (specify))	
3. ID/Passport Number of Applicant (Individual) or Certificate of Registration/Legal personality for Companies, Organization or Cooperative	
4. Registration Number (where applicable)	
Contact address	
1. P.O Box	
2. Town, Province, District, Cell, Village	

3. Telephone contact (Mobile)	
4. Telephone contact (Landline)	
5. Email Address	
Alternative Contact Person	
1. Full names of Alternative Contact Person	
2. ID/Passport Number	
3. Town, Province, District, Cell, Village	
4. Telephone contact (Mobile)	
5. Telephone contact (Landline)	
6. Email Address	
Authorization/Concession N°or other proof authorizing water use if any	
Current owner	
SOURCE OF WATER	DETAILS
From what source of water do you obtain your water?	<input type="checkbox"/> Lake <input type="checkbox"/> River <input type="checkbox"/> Dam <input type="checkbox"/> Stream <input type="checkbox"/> Swamp <input type="checkbox"/> spring <input type="checkbox"/> Underground <input type="checkbox"/> Other (specify)
Name of the Source of Water	
Tributary to	
Location of the Water Source (Point(s) of diversion, abstraction or storage (Town, Province, District, Cell, Village)	Attach geographic/topographic maps
Catchment Name and Level	
Reliability of water source	<input type="checkbox"/> Water always available <input type="checkbox"/> Frequently Dry <input type="checkbox"/> Dry during certain seasons

WATER USE	
For what purpose is the water used?	<input type="checkbox"/> Commercial Irrigation <input type="checkbox"/> Livestock <input type="checkbox"/> Industrial <input type="checkbox"/> Aquaculture <input type="checkbox"/> Water supply <input type="checkbox"/> Mining <input type="checkbox"/> Electricity generation <input type="checkbox"/> Other (specify)
For how long water has been used beneficially? State the starting date.	
Have you installed a measuring device at your point (s) of water withdrawal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe the measuring device and the reading on the date of installation.	
Give the actual measuring device readings for at least the last twelve consecutive month period (this must include date of measuring device readings. Additional sheets may be attached)	
If no measuring device is installed, give sufficient information to determine actual consumption of water.	
Describe the method of water taking (Abstraction of surface water by diversion, pumping, retention of surface water in a reservoir/dam, abstraction of groundwater from an aquifer/borehole...)	
What is the actual rate that the used method delivers water from the source? Provide maximum rate in cubic meter (m ³) per second and by what method that rate was measured.	

If any of the water diverted and used is discharged; indicate what percentage and by what means (reinjection, infiltration, natural watercourse, etc.)	
What is the carrying capacity of the conduit in cubic per second (m ³ /s)?	
Give detailed description of works of water taking and manner by which water is stored for use. Give dimensions (Length in meters, depth in meter, and storage capacity in cubic meters) of any dam, storage tank, etc. If the source is underground, describe the well/borehole (diameter, depth), pump (hand pumping, motorized, etc.)	
Give annual consumption figures (consumption per day/month/year)	
Include any other data or information you judge important for full description of water use.	

LAND OWNERSHIP

Do you own all of the land where the water will be diverted, stored, and used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If your answer is No, do you have a recorded easement or written consent of land owner or lease agreement allowing access to the land?	Attach copies	
If you don't have easement or authorization allowing access, provide the names and addresses of all affected landowners and describe your process for obtaining access.	Landowner's Name: City/Province: District: Cell: Village:	

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge, that the information provided under this application and the information submitted in support of this application is true and accurate. I agree to provide any further information which may be required and I am aware of the penalties against providing false information.

Dated _____, at _____
Date Location

Signature of Water User or duly Authorized Agent _____ Seal/Stamp

Full names _____ Title or Relationship _____