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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

NO. 650 **05 JUNE 2020**

DIRECTIONS REGARDING MEASURES TO ADDRESS, PREVENT AND COMBAT THE SPREAD OF COVID-19 RELATING TO NATIONAL ENVIRONMENTAL MANAGEMENT PERMITS AND LICENCES

I, Barbara Dallas Creecy, Minister of Forestry, Fisheries and the Environment hereby issue the Directions set out in the Schedule in terms of regulation 4(10) of the Regulations issued by the Minister of Co-operative Governance and Traditional Affairs in terms of section 27(2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) and published on 29 April 2020 in Government Notice No. R. 480 of Government *Gazette* No. 43258.

BARBARA DALLAS CREECY
MINISTER OF FORESTRY, FISHERIES AND THE ENVIRONMENT

SCHEDULE

1. **Definitions**

In these Directions, any word or expression to which a meaning has been assigned in the Regulations, the National Environmental Management Act, the National Environmental Management: Waste Act, the National Environmental Management: Air Quality Act, the Environmental Impact Assessment Regulations, the National Appeal Regulations and the Waste Tyre Regulations, bears the meaning so assigned and, unless the context otherwise indicates—

"Annexure" or **"Annexures"** means an Annexure or the Annexures attached to these Directions;

"Environmental Impact Assessment Regulations" means the Environmental Impact Assessment Regulations issued in terms of sections 24(5) and 44 of the National Environmental Management Act and published on 4 December 2014 in Government Notice No. R 982 of Government *Gazette* No. 38282;

"National Appeal Regulations" means the National Appeal Regulations issued in terms of section 44(1)(*a*), read with section 43(4) of the National Environmental Management Act and published on 8 December 2014 in Government Notice No.R. 993 of Government *Gazette* No. 38303;

"National Environmental Management Act" means the National Environmental Management Act, 1998 (Act No. 107 of 1998);

"National Environmental Management: Air Quality Act" means the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004);

"National Environmental Management: Waste Act" means the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008);

"Regulations" means the Regulations issued in terms of section 27(2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) and published on 29 April 2020 in Government Notice No. R.480 of Government *Gazette* No. 43258;

"repealed Directions" means the Directions published in Government Notice No. 439 on 31 March 2020 in Government *Gazette* No. 43190;

"Waste Tyre Regulations" means the Waste Tyre Regulations issued in terms of section 69 (1) (*b*), (*e*) and (*ee*) of the National Environmental Management: Waste Act and published on 29 September 2017 in Government Notice No 1064 of *Government Gazette* No. 41157.

2. **Purpose**

The purpose of these Directions is to curtail the threat posed by the COVID-19 pandemic and to alleviate, contain and minimise the effects of the national state of disaster, and in particular to provide directions to ensure fair licensing processes and public participation processes as required by the laws contemplated in paragraphs 5 to 8 of these Directions.

3. **Application**

3.1 These Directions apply to—

(a) all national, local and provincial authorities who are responsible for or involved in the processes listed in paragraphs 5 to 8;

(b) all proponents, applicants, appellants, environmental assessment practioners, specialists, companies, interested and affected parties, commenting authorities, stack emission testers or other professionals obtaining the services or involved in the processes listed in paragraphs 5 to 8;

(c) other parties obtaining the services or involved in the processes listed in paragraphs 5 to 8 or holders of authorisations and licences related to the matters dealt with in paragraph 5 to 8.

3.2 Where any of the licensing authorites or competent authorities affected by these Directions has publicly indicated that a different arrangement applies in respect of paragraphs 4.1, 4.2, 4.3 and 4.4 such an arrangement will prevail over any arrangement indicated in these Directions.

4. **Extension of timeframes**

4.1 The timeframes contemplated in paragraphs 5.1 and 5.2 (a), (b) and (d) of the repealed Directions, for which services and actions are not undertaken from the date of publication of these Directions as referred to in any of the Annexures, remain extended, or deemed to be extended, by the number of days calculated from 27 March 2020 until further notice.

4.2 Authorisations for the export of waste tyres issued in terms of regulation 4(e) of the Waste Tyre Regulations which expired between 27 March 2020 and the date of publication of these Directions, remain valid—

(a) subject to a new application being submitted, as set out in Annexure 1, within 60 days from the date of publication of these Directions; and

(b) until such time as a decision on such new application has been issued.

4.3 Timeframes or periods extended in terms of the repealed Directions, for any services and actions referred to in the Annexures which were suspended on 27 March 2020 and are now resumed in terms of these Directions, are extended or deemed to be extended by an additional 21 days or such further date as may be determined by the relevant authority.

4.4 The prescribed timeframes of any services and actions referred to in the Annexures initiated after the date of publication of these Directions are extended or deemed to be extended by a period of 30 days, on condition that where a service or action can be concluded within a shorter timeframe, it may be concluded within such shorter timeframe and on condition that the relevant authority may determine that a specific action must be performed by a specific date.

5. Applications and actions undertaken in terms of the Environmental Impact Assessment Regulations

5.1 Authorities responsible for the processing of applications contemplated in the Environmental Impact Assessment Regulations, which are allowed in accordance with the Regulations will be receiving such applications from the date of publication of these Directions in the Government *Gazette* and will receive and process applications and issue decisions in the manner as set out in Annexure 2.

5.2 The additional requirements in Annexure 3 in respect of the provision, supporting or obtaining of services contemplated in subparagraph 5.1 apply as indicated.

6. Applications and actions undertaken in terms of the National Environmental Management: Waste Act and the Waste Tyre Regulations

6.1 Authorities responsible for the processing of applications contemplated in the National Environmental Management: Waste Act, which are allowed in accordance with Regulations will be receiving such applications from the date of publication of these Directions in the Government *Gazette* and will receive and process applications and issue decisions to the extent and in the manner as set out in Annexure 4.

6.2 The additional requirements in Annexure 3 in respect of the provision, supporting or obtaining of services contemplated in subparagraph 6.1 apply as indicated.

6.3 Authorities responsible for the processing of applications for the amendment of orders to remediate contaminated land in terms of section 38 of the National Environmental Management: Waste Act will be receiving such applications from the date of publication of these Directions in the Government *Gazette* and will receive and process applications and isssue decisions to the extent and in the manner set out in Annexure 5.

6.4 Authorities responsible for the processing of applications for the export of waste tyres in terms of the Waste Tyre Regulations will be receiving such applications from the date of publication of these Directions in the Government *Gazette* and will receive and process applications and issue decisions to the extent and in the manner as set out in Annexure 1.

7. **Applications and actions undertaken in terms of the National Environmental Management: Air Quality Act**

7.1 Authorities responsible for the processing of applications contemplated in the National Environmental Management: Air Quality Act which are allowed in accordance with the Regulations will be receiving such applications from the date of publication of these Directions in the Government *Gazette* and will be receiving and processing applications and issue decisions to the extent and in the manner as set out in Annexure 6 to these Directions.

7.2 The additional requirements in Annexure 7 in respect of the provision, supporting or obtaining of services contemplated in subparagraph 7.1 apply as indicated.

8. **Appeals contemplated in the National Appeal Regulations**

Authorities responsible for the processing of appeals contemplated in the National Appeal Regulations which are allowed in accordance with the Regulations will be receiving such appeals from the date of publication of these Directions in the Government *Gazette* and will receive and process appeals and issue decisions to the extent and in the manner as set out in Annexure 8.

9. **Repeal of Directions**

The Directions published in Government Notice No. 439 on 31 March 2020 in Government *Gazette* No. 43190 are hereby repealed.

10. **Commencement and duration**

These Directions come into effect on the date of publication in the Government *Gazette*, and will apply during Alert Level 3.

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Annexure 1: Permitting services to be provided by issuing authorities in terms of the Waste Tyre Regulations

General provisions:

1. The provision of services indicated in the table below, in addition to the specific requirements indicated in the table, is subject all the applicable health and safety and other restrictions, directions and requirements determined in terms of section 27(2) of the Disaster Management Act.
2. If there is any uncertainty about whether an activity is allowed or not, the relevant official of the applicable authority should be approached for guidance and/or confirmation.

Authority	Service to be provided	Mechanism for the provision of the service
Department of Environment, Forestry and Fisheries	Export of waste tyres	
	Queries	• General queries on processes may be sent to: DButhelezi@environment.gov.za or RSooklal@environment.gov.za
	Receipt of applications	• All applications to be submitted in electronic format via email to: DButhelezi@environment.gov.za or RSooklal@environment.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant.

Annexure 2: Permitting services to be provided by issuing authorities in terms of the National Environmental Management Act and the Environmental Impact Assessment Regulations

General provisions:

1. The provision of services indicated in the table below, in addition to the specific requirements indicated in the table, is subject to all the applicable health and safety and other restrictions, directions and requirements determined in terms of section 27(2) of the Disaster Management Act.

2. If there is any uncertainty about whether an activity is allowed or not, the relevant official of the applicable authority should be approached for guidance and/or confirmation.

3. At all times it must be ensured that reasonable opportunity is provided for public participation and that all administrative actions are reasonable. While the COVID-19 pandemic is a unique circumstance, the specific circumstances in each case must be considered in order to determine what will be reasonable. If in the circumstances of a particular case reasonable alternative methods to give notice to potential interested and affected parties are available, then the relevant competent authority can be approached for an agreement in this regard as provided for in regulation 41(2)(e) of the Environmental Impact Assessment Regulations, as per the table below.

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Authority	Service to be provided	Mechanism for the provision of the service
DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES	**General actions**	
	Pre-application meeting requests;	• Requests for pre-application meetings to be submitted in electronic format via email address listed below: EIAapplications@environment.gov.za
	Public Participation Plan Discussion meetings;	• Public Participation Plan discussion meetings for pending applications must be submitted to the relevant assigned case officer.
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams, if required.
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email address listed below: EIAapplications@environment.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification to be submitted in electronic format via email address listed below: EIAapplications@environment.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Site visits	• Officials may conduct site visits.

	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and EAP.
	Electronic documents	• Please note all documents submitted must be in an electronic format, which includes all signatures, annexures which are included as part of the application form and/or reports.
	New applications and pending applications limited to the following: - **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, , is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** - **where no PPP is required.**	
	Receipt of applications	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443 • Login details to be obtained from EIAapplications@environment.gov.za
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443 • Login details to be obtained from EIAapplications@environment.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and EAP.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of Regulation 27(4) to be submitted in electronic format via email address listed below:

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		EIAapplications@environment.gov.za
	Regulation 27(4) decisions issued	• A decision for correction in terms of Regulation 27(4) will be sent as signed letters via email to applicant and EAP.

Authority	Service to be provided	Mechanism for the provision of the service
DEPARTMENT OF MINERAL RESOURCES AND ENERGY	**General actions**	
	Pre-application meeting requests	• Request for pre-application meetings to be submitted electronically with the use of the e-mail addressed of all Regional offices (E-mail per Region for which the application relates).
	Public Participation Plan/Discussion meetings	• It would be prudent to reduce queries to writing to avoid possible misunderstanding/miscommunication. The Public Participation Plan meetings for pending applications must be submitted to the relevant assigned case officer. • Public Participation Plan meetings for new applications to be discussed with the relevant assigned case officer.
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or telephone call, whichever is more feasible
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email to the relevant assigned case officer. NB: It is imperative to note that the e-mail capacity for the DMR is limited to a maximum of 5MB
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and EAP. NB: It is imperative to note that the e-mail capacity for the DMR is limited to a maximum of 5MB

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	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification to be submitted in electronic format to the relevant assigned case officer.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Site visits	• Officials may conduct site visits. The norm is that at least two officials should conduct these site visits at any given time and it shall continue as such provided they adhere to the Disaster Management Regulations
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and EAP.
	Electronic documents	• Please note all documents submitted must be in an electronic format, which includes all signatures, annexures which are included as part of the application form and/or reports. Documents must be not exceed 5MB as it is the maximum allowed by the system within the Department. • Documents are to be uploaded on SAMRAD.
	New applications and pending applications limited to the following: ▪ **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** ▪ **where no PPP is required.**	
	Receipt of applications	• All applications must be submitted on SAMRAD.
	Receipt of reports	• All reports must be loaded on SAMRAD. • Hard copies submitted to the relevant Regional Office.

	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and EAP.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of Regulation 27(4) to be submitted in electronic format to the relevant assigned case officer.
	Regulation 27(4) decisions issued	• A decision for correction in terms of Regulation 27(4) will be sent as signed letters via email to applicant and EAP.
Authority	**Service to be provided**	**Mechanism for the provision of the service**
EASTERN CAPE DEPARTMENT: ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM	**General actions**	
	Pre-application meeting requests	• Requests for pre-application meetings to be submitted in electronic format via email addresses listed below: 1. Amathole Region: Ms Hlomela Hanise Email: Hlomela.hanise@dedea.gov.za 2. Alfred Nzo: Ms Nosisa Ndaba Email: Nosisa.ndaba@dedea.gov.za 3. Chris Hani: Mr Mncedisi Makosonke Email: Mncedisi.makosonke@dedea.gov.za 4. Joe Gqabi: Ms Andiswa Qinisile Email: Andiswa.qinisile@dedea.gov.za 5. ORT: Mr Qondile Paliso Email: qondile.paliso@dedea.gov.za

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		6. Sarah Baartman: Mr Dayalan Govender Email: dayalan.govender@dedea.gov.za
	Public Participation Plan Discussion meetings	• The nature, type and extent of the Public Participation Process shall be guided in line with the official application form which allows for deviations. • A request for a Public Participation Plan Discussion meetings to be submitted in electronic format via email addresses listed below: 1. Amathole Region: Ms Hlomela Hanise Email: Hlomela.hanise@dedea.gov.za 2. Alfred Nzo: Ms Nosisa Ndaba Email: Nosisa.ndaba@dedea.gov.za 3. Chris Hani: Mr Mncedisi Makosonke Email: Mncedisi.makosonke@dedea.gov.za 4. Joe Gqabi: Ms Andiswa Qinisile Email: Andiswa.qinisile@dedea.gov.za 5. ORT: Mr Qondile Paliso Email: qondile.paliso@dedea.gov.za 6. Sarah Baartman: Mr Dayalan Govender Email: dayalan.govender@dedea.gov.za
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or Zoom if required and possible.

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	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email addresses listed below: 1. Amathole Region: Ms Hlomela Hanise Email: Hlomela.hanise@dedea.gov.za 2. Alfred Nzo: Ms Nosisa Ndaba Email: Nosisa.ndaba@dedea.gov.za 3. Chris Hani: Mr Mncedisi Makosonke Email: Mncedisi.makosonke@dedea.gov.za 4. Joe Gqabi: Ms Andiswa Qinisile Email: Andiswa.qinisile@dedea.gov.za 5. ORT: Mr Qondile Paliso Email: qondile.paliso@dedea.gov.za 6. Sarah Baartman: Mr Dayalan Govender Email: dayalan.govender@dedea.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification to be submitted in electronic format via email address listed below: 1. Amathole Region: Ms Hlomela Hanise Email: Hlomela.hanise@dedea.gov.za

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		2. Alfred Nzo: Ms Nosisa Ndaba Email: Nosisa.ndaba@dedea.gov.za 3. Chris Hani: Mr Mncedisi Makosonke Email: Mncedisi.makosonke@dedea.gov.za 4. Joe Gqabi: Ms Andiswa Qinisile Email: Andiswa.qinisile@dedea.gov.za 5. ORT: Mr Qondile Paliso Email: qondile.paliso@dedea.gov.za 6. Sarah Baartman: Mr Dayalan Govender Email: dayalan.govender@dedea.gov.za • The actual report/s shall be shared via One Drive.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Site visits	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and EAP.
	Electronic documents	• The procedure and process below in so far as it relates to electronic documents remain the same for Eastern Cape.
	New applications and pending applications limited to the following: ▪ **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations is required, subject to an agreed public participation plan (as required in Annexure 3); and/or**	

	▪ **where no PPP is required.**	
	Receipt of applications	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: 1. Amathole Region: Ms Hlomela Hanise Email: Hlomela.hanise@dedea.gov.za 2. Alfred Nzo: Ms Nosisa Ndaba Email: Nosisa.ndaba@dedea.gov.za 3. Chris Hani: Mr Mncedisi Makosonke Email: Mncedisi.makosonke@dedea.gov.za 4. Joe Gqabi: Ms Andiswa Qinisile Email: Andiswa.qinisile@dedea.gov.za 5. ORT: Mr Qondile Paliso Email: qondile.paliso@dedea.gov.za 6. Sarah Baartman: Mr Dayalan Govender Email: dayalan.govender@dedea.gov.za
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: 1. Amathole Region: Ms Hlomela Hanise Email: Hlomela.hanise@dedea.gov.za 2. Alfred Nzo: Ms Nosisa Ndaba Email: Nosisa.ndaba@dedea.gov.za

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		3. Chris Hani: Mr Mncedisi Makosonke Email: Mncedisi.makosonke@dedea.gov.za 4. Joe Gqabi: Ms Andiswa Qinisile Email: Andiswa.qinisile@dedea.gov.za 5. ORT: Mr Qondile Paliso Email: qondile.paliso@dedea.gov.za 6. Sarah Baartman: Mr Dayalan Govender Email: dayalan.govender@dedea.gov.za • The actual report/s shall be shared via One Drive
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and EAP.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of Regulation 27(4) to be submitted in electronic format via email address listed below: 1. Amathole Region: Ms Hlomela Hanise Email: Hlomela.hanise@dedea.gov.za 2. Alfred Nzo: Ms Nosisa Ndaba Email: Nosisa.ndaba@dedea.gov.za 3. Chris Hani: Mr Mncedisi Makosonke Email: Mncedisi.makosonke@dedea.gov.za 4. Joe Gqabi: Ms Andiswa Qinisile

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		Email: Andiswa.qinisile@dedea.gov.za 5. ORT: Mr Qondile Paliso Email: qondile.paliso@dedea.gov.za 6. Sarah Baartman: Mr Dayalan Govender Email: dayalan.govender@dedea.gov.za
	Regulation 27(4) decisions issued	• All decisions issued will be sent as signed letters via email to applicant and EAP.

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Authority	Service to be provided	Mechanism for the provision of the service
FREE STATE DEPARTMENT: ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS	**General actions**	
	Pre-application meeting requests	• Requests for pre-application meetings to be submitted in electronic format via email to: masoetsad@destea.go.za; and, mofod@destea.gov.za
	Public Participation Plan Discussion meetings	• A request for a Public Participation Plan Discussion meetings to be submitted in electronic format via email to: masoetsad@destea.go.za; and, mofod@destea.gov.za
	Meetings conducted with external parties	• Meetings will be conducted virtually, if required. Physically social distancing will be adhered to and it won't be more than 20 people.
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Extension requests ito. Regulation 3(7) – Receipt	• A request for an extension in terms of regulation 3(7) to be submitted in electronic format via email address to: masaoetsad@destea.gov.za; and, mofod@destea.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification to be submitted in electronic format via email address to: masoetsad@destea.gov.za

	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Site visits	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to EAP.
	Electronic documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports.
	New applications and pending applications limited to the following: - **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** - **where no PPP is required.**	
	Receipt of applications	• All applications to be submitted via e-mail to masoetsad@destea.gov.za with attached pdf versions of letters and reports. • Large Documents that cannot be emailed must be uploaded to https://sfiler.environment.gov.za:8443 • Login details to be obtained from masoetsad@destea.gov.za. • The relevant authority may require that a hard copy/copies of an application and reports, and original documents also be submitted to the relevant authority by a certain date.
	Receipt of reports	• All reports to be submitted via e-mail to masoetsad@destea.gov.za with attached pdf versions of letters and reports.

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		• Large Documents that cannot be emailed must be uploaded to https://sfiler.environment.gov.za:8443 • Login details to be obtained from masoetsad@destea.gov.za. • The relevant authority may require that a hard copy/copies of an application and reports, and original documents also be submitted to the relevant authority by a certain date.
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and EAP.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of regulation 27(4) to be submitted in electronic format via email address to masoetsad@destea.gov.za.
	Regulation 27(4) decisions issued	• A decision for correction in terms of regulation 27(4) will be sent as signed letters via email to applicant and EAP.

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Authority	Service to be provided	Mechanism for the provision of the service
GAUTENG DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT	**General actions**	
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted in electronic format via email address listed below: Steven.Mukhola@gauteng.gov.za; Mulalo.Mukwevho@gauteng.gov.za
	Public Participation Plan Discussion meetings	• Public Participation Plan meetings to be submitted in electronic format via email address listed below: Steven.Mukhola@gauteng.gov.za.
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams, if required.
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of regulation 3(7) to be submitted in electronic format via email address listed below: Boniswa.Belot@gauteng.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification to be submitted in electronic format via email address listed below: Boniswa.Belot@gauteng.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Site visits	• Officials may conduct site visits.

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	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and EAP.
	Electronic Documents	• Please note all documents, which includes all signatures, Annexures which are included as part of the application form and/or reports, must be submitted using EIA Online system or via email to the email address below: Boniswa.Belot@gauteng.gov.za. • If submissions are too large to attach to an email, the submissions must be made available via electronic link provided in the email accessible to the relevant authority/ or via a memory stick or CD to be dropped off at designated boxes in the department The department may require that a hard copy/copies of a report / reports and original documents also be submitted by a certain date.
	New applications and pending applications limited to the following: - **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** - **where no PPP is required.**	
	Receipt of applications.	• All applications to be submitted in electronic format via EIA Online system or via email and other electronic file transfer mechanism to the relevant official listed below: Boniswa.Belot@gauteng.gov.za The department may require that a hard copy/copies of an application and report(s) and original documents also be submitted by a certain date.

	Receipt of reports.	• All reports to be submitted in electronic format via EIA Online System or via email and other electronic file transfer mechanism to the relevant official listed below: Boniswa.Belot@gauteng.gov.za • CDs or Memory Sticks must be placed in boxes at reception. • The department may require that a hard copy/copies of an application and report(s) and original documents also be submitted by a certain date.
	Providing comments on reports.	• All comments issued will be sent by email to applicant and EAP.
	Issuing of decisions	• All decisions issued will be sent by email to applicant and EAP.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of regulation 27(4) to be submitted in electronic format via email address listed below: Boniswa.Belot@gauteng.gov.za
	Regulation 27(4) decisions issued	• A decision for correction in terms of regulation 27(4) will be sent as signed letters via email to applicant and EAP.

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Authority	Service to be provided	Mechanism for the provision of the service
KWAZULU-NATAL DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS	**General actions**	
	Pre-application meeting requests;	• Completed Application form, Background Information Document and Screening Tool must be emailed to the respective District office. The contact details of the various Districts are as follows: a) Amajuba: Mr. Poovie Moodley, Email: Poovie.Moodley@kznedtea.gov.za b) eThekwini: Ms. Natasha Brijlal, Email: Natasha.Brijlal@kznedtea.gov.za c) eThekwini: Ms. Yugeshni Govender, Email: Yugeshni.Govender@kznedtea.gov.za d) Harry Gwala: Mr. Thabani Gambu, Email: Thabani.Gambu@kznedtea.gov.za e) Head Office: Ms. Kacy Rengasamy, Email: Kacy.Rengasamy@kznedtea.gov.za f) Ilembe: Mr. Malcolm Moses, Email: Malcolm.Moses@kznedtea.gov.za g) King Cetshwayo: Mr. Muziwandile Mdamba, Email: Muziwandile.Mdamba@kznedtea.gov.za h) Ugu: Ms. Melissa Packree,

		Email: Melissa.Packree@kznedtea.gov.za i) Umgungundlovu District: Mr. Shawn Janneker, Email: Shawn.Janneker@kznedtea.gov.za j) Umkhanyakude: Ms. Happy Khambule, Email: Happy.Khambule@kznedtea.gov.za k) Umzinyathi: Mr. Gerald Willis-Smith, Email: Gerald.willis-smith@kznedtea.gov.za l) Uthukela: Ms. Onwabile Ndzumo, Email: Onwabile.Ndzumo@kznedtea.gov.za m) Zululand: Mr. Sbusiso Ndwandwe, Email: sbusisozz57@gmail.com
	Public Participation Plan Discussion meetings;	• Draft Public Participation Plan/proposal; • There must be a clear means/understanding to measure the effectiveness of PPP undertaken
	Meetings conducted with external parties	• Meetings will be conducted virtually if required.
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to EAP and/or applicant. However, depending on infrastructure limitations/constraints at the District office, an acknowledgment may be sent via email.
	Extension requests ito Regulation 3(7) – Receipt	• Any extension requests ito regulation 3(7) must be emailed to the respective District office. The contact details of the various Districts are as follows:

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		a) Amajuba: Mr. Poovie Moodley, Email: Poovie.Moodley@kznedtea.gov.za b) eThekwini: Ms. Natasha Brijlal, Email: Natasha.Brijlal@kznedtea.gov.za c) eThekwini: Ms. Yugeshni Govender, Email: Yugeshni.Govender@kznedtea.gov.za d) Harry Gwala: Mr. Thabani Gambu, Email: Thabani.Gambu@kznedtea.gov.za e) Head Office: Ms. Kacy Rengasamy, Email: Kacy.Rengasamy@kznedtea.gov.za f) Ilembe: Mr. Malcolm Moses, Email: Malcolm.Moses@kznedtea.gov.za g) King Cetshwayo: Mr. Muziwandile Mdamba, Email: Muziwandile.Mdamba@kznedtea.gov.za h) Ugu: Ms. Melissa Packree, Email: Melissa.Packree@kznedtea.gov.za i) Umgungundlovu District: Mr. Shawn Janneker, Email: Shawn.Janneker@kznedtea.gov.za j) Umkhanyakude: Ms. Happy Khambule, Email: Happy.Khambule@kznedtea.gov.za k) Umzinyathi: Mr. Gerald Willis-Smith,

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		Email: Gerald.willis-smith@kznedtea.gov.za l) Uthukela: Ms. Onwabile Ndzumo, Email: Onwabile.Ndzumo@kznedtea.gov.za m) Zululand: Mr. Sbusiso Ndwandwe, Email: sbusisozz57@gmail.com
	Extension requests ito Regulation 3(7) – Decision	• Decisions in response to regulation 3(7) will be sent as signed letters via email to EAP and/or applicant. However, depending on infrastructure limitations/constraints at the District office, the decision may be sent via email.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification must be submitted in electronic format to the case officer or the relevant District Office. The contact details of the various Districts are as follows: a) Amajuba: Mr. Poovie Moodley, Email: Poovie.Moodley@kznedtea.gov.za b) eThekwini: Ms. Natasha Brijlal, Email: Natasha.Brijlal@kznedtea.gov.za c) eThekwini: Ms. Yugeshni Govender, Email: Yugeshni.Govender@kznedtea.gov.za d) Harry Gwala: Mr. Thabani Gambu, Email: Thabani.Gambu@kznedtea.gov.za e) Head Office: Ms. Kacy Rengasamy, Email: Kacy.Rengasamy@kznedtea.gov.za f) Ilembe: Mr. Malcolm Moses,

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		Email: Malcolm.Moses@kznedtea.gov.za g) King Cetshwayo: Mr. Muziwandile Mdamba, Email: Muziwandile.Mdamba@kznedtea.gov.za h) Ugu: Ms. Melissa Packree, Email: Melissa.Packree@kznedtea.gov.za i) Umgungundlovu District: Mr. Shawn Janneker, Email: Shawn.Janneker@kznedtea.gov.za j) Umkhanyakude: Ms. Happy Khambule, Email: Happy.Khambule@kznedtea.gov.za k) Umzinyathi: Mr. Gerald Willis-Smith, Email: Gerald.willis-smith@kznedtea.gov.za l) Uthukela: Ms. Onwabile Ndzumo, Email: Onwabile.Ndzumo@kznedtea.gov.za m) Zululand: Mr. Sbusiso Ndwandwe, Email: sbusisozz57@gmail.com
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to the EAP and/or applicant. However, depending on infrastructure limitations/constraints at the District office, the decision may be sent via email.
	Site visits	• Officials may conduct site visits.

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	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and EAP.
	Electronic documents	• Large Documents such as Basic Assessment Reports, Scoping Reports, Environmental Impact Assessment Reports, Amendment Reports and associated documentation that cannot be emailed to the relevant district office, must be uploaded to https://sfiler.environment.gov.za:8443 • Login details to be obtained from KZNEIAapplications@environment.gov.za. • Hard copies will be required by the date determined by the Department.
	New applications and pending applications limited to the following: ▪ **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** ▪ **where no PPP is required.**	
	Receipt of applications	• Applications to be submitted in electronic format via the following electronic file transfer mechanism: https://sfiler.environment.gov.za:8443 • Login details to be obtained from KZNEIAapplications@environment.gov.za. • Hard copies will be required by the date determined by the Department.
	Receipt of reports	• Reports to be submitted in electronic format via the following electronic file transfer mechanism: https://sfiler.environment.gov.za:8443 • Login details to be obtained from KZNEIAapplications@environment.gov.za. • Hard copies will be required by the date determined by the Department.

	Providing comments on reports	• All comments issued will be sent as signed letters to the EAP and applicant. However, depending on infrastructure limitations/constraints at the District office, the comments may be sent via email.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and EAP. • Hard copies of decisions may be fetched post lockdown or at other levels that permit such interaction.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of regulation 27(4) to be submitted in electronic format via email to the respective District office. The contact details of the various Districts are as follows: a) Amajuba: Mr. Poovie Moodley, Email: Poovie.Moodley@kznedtea.gov.za b) eThekwini: Ms. Natasha Brijlal, Email: Natasha.Brijlal@kznedtea.gov.za c) eThekwini: Ms. Yugeshni Govender, Email: Yugeshni.Govender@kznedtea.gov.za d) Harry Gwala: Mr. Thabani Gambu, Email: Thabani.Gambu@kznedtea.gov.za e) Head Office: Ms. Kacy Rengasamy, Email: Kacy.Rengasamy@kznedtea.gov.za

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		f) Ilembe: Mr. Malcolm Moses, Email: Malcolm.Moses@kznedtea.gov.za g) King Cetshwayo: Mr. Muziwandile Mdamba, Email: Muziwandile.Mdamba@kznedtea.gov.za h) Ugu: Ms. Melissa Packree, Email: Melissa.Packree@kznedtea.gov.za i) Umgungundlovu District: Mr. Shawn Janneker, Email: Shawn.Janneker@kznedtea.gov.za j) Umkhanyakude: Ms. Happy Khambule, Email: Happy.Khambule@kznedtea.gov.za k) Umzinyathi: Mr. Gerald Willis-Smith, Email: Gerald.willis-smith@kznedtea.gov.za l) Uthukela: Ms. Onwabile Ndzumo, Email: Onwabile.Ndzumo@kznedtea.gov.za m) Zululand: Mr. Sbusiso Ndwandwe, Email: sbusisozz57@gmail.com
	Regulation 27(4) decisions issued	• A decision for correction in terms of regulation 27(4) will be sent as signed letters via email to applicant and EAP. • Hard copies of decisions may be fetched post lockdown or at other levels that permit such interaction.

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Authority	Service to be provided	Mechanism for the provision of the service
LIMPOPO DEPARTMENT: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM	**General actions**	
	Pre - Application meeting requests received	• If there is a need, although not mandatory - Meetings will be conducted virtually via Virtual media (Zoom, Microsoft Teams, etc.) or shielded if it is physical meeting. The relevant officials will coordinate the required meetings. • Requests for pre-application meetings to be submitted in electronic format via email address listed below: MongweV@ledet.gov.za
	Public Participation Plan Discussion meetings	• Public Participation Plan meetings to be submitted in electronic format via email address listed below: MongweV@ledet.gov.za.
	Meetings conducted with external parties	• Meetings will be conducted virtually via Virtual media (Zoom, Microsoft Teams, etc.) or shielded if it is physical meeting. The relevant officials will coordinate the required meetings.
	Acknowledgement of receipt of all documents received to the Department	• This will be done electronically via email or other communication media.
	Extension requests ito Regulation 3(7) - Receipt	• To be submitted in electronic format to Competent Authority (CA) via email (For documents that are less than 5MB); to the following email addresses: LetsoaloMJ@ledet.gov.za and MongweV@ledet.gov.za

		• If it is a USB/CD or Hard Copies (one set per application), at the following Address- a Drop-off Box will be provided at the Security Entrance: Evridiki Building Department of Economic Development, Environment and Tourism 20 Hans Van Rensburg Street POLOKWANE 0700 • Departmental officials will not be stamping documents as proof of receipt.
	Extension requests ito Regulation 3(7) - Decision	• This will be done electronically via email or other communication media.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• To be submitted in electronic format to Competent Authority (CA) via email (For documents that are less than 5MB); to the following email addresses: LetsoaloMJ@ledet.gov.za and MongweV@ledet.gov.za • If it is a USB/CD or Hard Copies (one set per application), at the following Address- a Drop-off Box will be provided at the Security Entrance:- Evridiki Building Department of Economic Development, Environment and Tourism 20 Hans Van Rensburg Street POLOKWANE 0700

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		• Departmental officials will not be stamping documents as proof of receipt.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• This will be done electronically via email or other communication media.
	Site visits	• Officials may conduct site visits.
	Electronic documents	• To be submitted in electronic format to Competent Authority (CA) via email (For documents that are less than 5MB); to the following email addresses: LetsoaloMJ@ledet.gov.za and MongweV@ledet.gov.za • Telephones for enquiry: (015) 293 8449 (015) 293 8343 (015) 293 8342 • If it is a USB/CD or Hard Copies (one set per application), at the following Address- a Drop-off Box will be provided at the Security Entrance: Evridiki Building Department of Economic Development, Environment and Tourism 20 Hans Van Rensburg Street POLOKWANE 0700 • Departmental officials will not be stamping documents as proof of receipt.

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	Notification of all decisions or communication issued by the Department	• This will be done electronically via email or other communication media.
	New applications and pending applications limited to the following: ▪ **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, , is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** ▪ **where no PPP is required.**	
	Receipt of applications.	• To be submitted in electronic format to Competent Authority (CA) via email (For documents that are less than 5MB); to the following email addresses: LetsoaloMJ@ledet.gov.za and MongweV@ledet.gov.za • Telephones for enquiry: (015) 293 8449 (015) 293 8343 (015) 293 8342 • If it is a USB/CD or Hard Copies (one set per application), at the following Address- a Drop-off Box will be provided at the Security Entrance: Evridiki Building Department of Economic Development, Environment and Tourism 20 Hans Van Rensburg Street POLOKWANE 0700

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		• Departmental officials will not be stamping documents as proof of receipt.
	Receipt of reports.	• To be submitted in electronic format to Competent Authority (CA) via email (For documents that are less than 5MB); to one the following email addresses: MthombeniRV@ledet.gov.za (Mopani, Vhembe and Capricorn Districts) NgoashengTR@ledet.gov.za (Waterberg and Sekhukhune Districts) and a copy to MongweV@ledet.gov.za • If it is a USB/CD or Hard Copies (one set per application), at the following Address- a Drop-off Box will be provided at the Security Entrance: Evridiki Building Department of Economic Development, Environment and Tourism 20 Hans Van Rensburg Street POLOKWANE 0700 • Departmental officials will not be stamping documents as proof of receipt.
	Providing comments on reports.	• This will be done electronically via email or other communication media.
	Issuing of decisions	• This will be done electronically via email or other communication media.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• To be submitted in electronic format to Competent Authority (CA) via email (For documents that are less than 5MB); to the following email addresses: LetsoaloMJ@ledet.gov.za and MongweV@ledet.gov.za

		• Telephones for enquiry: (015) 293 8449 (015) 293 8343 (015) 293 8342 • If it is a USB/CD or Hard Copies (one set per application), at the following Address- a Drop-off Box will be provided at the Security Entrance: Evridiki Building Department of Economic Development, Environment and Tourism 20 Hans Van Rensburg Street POLOKWANE 0700 • Departmental officials will not be stamping documents as proof of receipt.
	Regulation 27(4) decisions issued	• This will be done electronically via email or other communication media.

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Authority	Service to be provided	Mechanism for the provision of the service
MPUMALANGA DEPARTMENT: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS	**General actions**	
	Pre-application meeting requests	• Pre-application meetings can take place telephonically with the relevant District Manager: Ehlanzeni District: Robyn Luyt 082 672 7868 Gert Sibande District: Surgeon Marebane 079 086 8574 Nkangala District: Dineo Tswai 076 644 1707
	Public Participation Plan Discussion meetings	• Public Participation Plan Discussion meetings can take place telephonically with the relevant District Manager: Ehlanzeni District: Robyn Luyt 082 672 7868 Gert Sibande District: Surgeon Marebane 079 086 8574 • Nkangala District: Dineo Tswai 076 644 1707
	Meetings conducted with external parties	• Meetings will be conducted telephonically, or virtually where feasible / possible.
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email to the relevant case officer, and copied to the Acting Director and the Secretary of the Acting Director, as follows: Ehlanzeni District Office: Xolani Nkosi: nkosixe@mpg,gov.za Thokozile Sithole: tsithole@mpg.gov.za

		Millicent Masango: RMMasango@mpg.gov.za Gert Sibande District Office: Surgeon Marebane: stmarebane@mpg.gov.za Sindisiwe Mbuyane: mbuyanesb@mpg.gov.za Nkangala District Office: Dineo Tswai: dtswai@mpg.gov.za Charity Mthimunye: cnmthimunye@mpg.gov.za Okwethu Fakude: oqfakude@mpg.gov.za Acting Director's Office: Robyn Luyt: rluyt@mpg.gov.za Gugu Mamba: mambag@mpg.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification to be submitted in electronic format via email to the relevant case officer, and copied to the Acting Director and the Secretary of the Acting Director, as follows: Ehlanzeni District Office: Xolani Nkosi: nkosixe@mpg,gov.za Thokozile Sithole: tsithole@mpg.gov.za Millicent Masango: RMMasango@mpg.gov.za Gert Sibande District Office: Surgeon Marebane: stmarebane@mpg.gov.za

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		Sindisiwe Mbuyane: mbuyanesb@mpg.gov.za Nkangala District Office: Dineo Tswai: dtswai@mpg.gov.za Charity Mthimunye: cnmthimunye@mpg.gov.za Okwethu Fakude: oqfakude@mpg.gov.za Acting Director's Office: Robyn Luyt: rluyt@mpg.gov.za Gugu Mamba: mambag@mpg.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Site visits	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and EAP.
	Electronic documents	• All documents to be submitted in hard copy to the relevant District Office. The EAP must liaise telephonically with the relevant District official in order to arrange handover of the documents to the relevant officials.
	New applications and pending applications limited to the following: - **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** - **where no PPP is required.**	

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<table>
<tr>
<td></td>
<td>Receipt of applications</td>
<td>
• All applications to be submitted in hard copy to the relevant District Office. The EAP must liaise telephonically with the relevant District official in order to arrange handover of the documents to the relevant officials:
<table>
<tr><th>EHLANZENI DISTRICT</th><th>NKANGALA DISTRICT</th><th>GERT SIBANDE DISTRICT</th></tr>
<tr><td>Riverside Office Park
Aqua Street (opposite Audi)
Building 4, East Tower
Nelspruit
1200

Robyn Luyt: 0826727868</td><td>Corner Rosemead and Ryan Road
Witbank
1035

Dineo Tswai: 076 644 1707</td><td>13 De Jager Street
Ermelo
2351

Surgeon Marebane: 079 086 8574</td></tr>
</table>
</td>
</tr>
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<table>
<tr><td></td><td>Receipt of reports</td><td>• All reports to be submitted in hard copy to the relevant District Office. The EAP must liaise telephonically with the relevant District official in order to arrange handover of the documents to the relevant officials:
<table>
<tr><th>EHLANZENI DISTRICT</th><th>NKANGALA DISTRICT</th><th>GERT SIBANDE DISTRICT</th></tr>
<tr><td>Riverside Office Park
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Robyn Luyt:
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076 644 1707</td><td>13 De Jager Street
Ermelo
2351

Surgeon Marebane:
079 086 8574</td></tr>
</table></td></tr>
<tr><td></td><td>Providing comments on reports</td><td>All comments issued will be sent as signed letters via email to applicant and EAP.</td></tr>
<tr><td></td><td>Issuing of decisions</td><td>• All decisions issued will be sent as signed letters via email to applicant and EAP.</td></tr>
<tr><td></td><td colspan="2">Regulation 27(4) processes</td></tr>
</table>

	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of regulation 27(4) to be submitted in electronic format via email to the relevant case officer as follows, and copied to the Acting Director and the Secretary of the Acting Director, as follows: Ehlanzeni District Office: Xolani Nkosi: nkosixe@mpg,gov.za Thokozile Sithole: tsithole@mpg.gov.za Millicent Masango: RMMasango@mpg.gov.za Gert Sibande District Office: Surgeon Marebane: stmarebane@mpg.gov.za Sindisiwe Mbuyane: mbuyanesb@mpg.gov.za Nkangala District Office: Dineo Tswai: dtswai@mpg.gov.za Charity Mthimunye: cnmthimunye@mpg.gov.za Okwethu Fakude: oqfakude@mpg.gov.za Acting Director's Office: Robyn Luyt: rluyt@mpg.gov.za Gugu Mamba: mambag@mpg.gov.za
	Regulation 27(4) decisions issued	• A decision for correction in terms of regulation 27(4) will be sent as signed letters via email to applicant and EAP.

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Authority	Service to be provided	Mechanism for the provision of the service
NORTHERN CAPE DEPARTMENT: ENVIRONMENT AND NATURE CONSERVATION	**General actions**	
	Pre-application meeting requests	• Requests for pre-application meetings to be submitted in electronic format via email address listed below: NCEIAapplications@environment.gov.za
	Public Participation Plan Discussion meetings	• Public Participation Plan meetings for pending applications must be submitted to the relevant assigned case officer.
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams, if required.
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of regulation 3(7) to be submitted in electronic format via email address listed below: NCEIAapplications@environment.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification to be submitted in electronic format via email address listed below: NCEIAapplications@environment.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Site visits	• Officials may conduct site visits.

	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and EAP.
	Electronic documents	• Please note all documents submitted must be in an electronic format, which includes all signatures, annexures which are included as part of the application form and/or reports.
	New applications and pending applications limited to the following: - **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** - **where no PPP is required.**	
	Receipt of applications	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443 • Login details to be obtained from NCEIAapplications@environment.gov.za
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443 • Login details to be obtained from NCEIAapplications@environment.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and EAP.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of regulation 27(4) to be submitted in electronic format via email address listed below:

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		NCEIAapplications@environment.gov.za
	Regulation 27(4) decisions issued	• A decision for correction in terms of regulation 27(4) will be sent as signed letters via email to applicant and EAP.

Authority	Service to be provided	Mechanism for the provision of the service
NORTH WEST DEPARTMENT: ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM	**General actions**	
	Pre-application meeting requests	• Pre-application meetings to be requested in electronic format via email address listed below: pkrisjan@nwpg.gov.za
	Public Participation Plan Discussion meetings	• Public Participation Plan must be sent to the CA for approval via email or sent together with the application form for new applications and be discussed during pre-application meeting if it was not done before the lockdown. Competent Authority will use its discretion on the adequacy thereof as presented by the EAP.
	Meetings conducted with external parties	• Meetings if required will be conducted virtually via Microsoft Teams, zoom or any other means as prescribed by the competent authority.
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of regulation 3(7) to be submitted in electronic format via email address listed below: pkrisjan@nwpg.gov.za.
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification to be submitted in electronic format via email address listed below: pkrisjan@nwpg.gov.za.

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	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Site visits	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and EAP.
	Electronic documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • Should there be challenges CA may be contacted on pkrisjan@nwpg.gov.za.
	New applications and pending applications limited to the following: - **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** - **where no PPP is required.**	
	Receipt of applications	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443 • Login details to be obtained from pkrisjan@nwpg.gov.za
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443 • Login details to be obtained from pkrisjan@nwpg.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and EAP.

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	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and EAP.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of regulation 27(4) to be submitted in electronic format via email address listed below: pkrisjan@nwpg.gov.za.
	Regulation 27(4) decisions issued	• A decision for correction in terms of regulation 27(4) will be sent as signed letters via email to applicant and EAP.

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Authority	Service to be provided	Mechanism for the provision of the service
WESTERN CAPE DEPARTMENT: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING	**General actions**	
	Pre-application meeting requests	• Requests for pre-application meetings to be submitted in electronic format via the relevant email address listed below: **Mr Zaahir Toefy** Director: Development Management Email: zaahir.toefy@westerncape.gov.za Region 1: City of Cape Town and West Coast District Municipal area. Region 2: Cape Winelands District Municipal area and Overberg District Municipal area **Mr Gavin Benjamin** Director: Development Management Email: gavin.benjamin@westerncape.gov.za Region 3: Garden Route District Municipal area and Central Karoo District Municipal area **Adv Charmaine Maré / Ms Zaidah Toefy (Section 24G)** Director: Environmental Governance Email: charmaine.mare@westerncape.gov.za / zaidah.toefy@westerncape.gov.za
	Public Participation Plan Discussion meetings	• Requests for pre-application meetings to be submitted in electronic format via the relevant email address listed above, or if the case has already assigned, via email to the relevant case officer.

	Meetings conducted by the relevant authority with external parties	• Meetings will be conducted virtually via Microsoft Teams, if required. Meeting requests to be submitted in electronic format via the relevant email address listed above, or if the case has already assigned, via email to the relevant case officer.
	Acknowledgement of receipt of all documents received	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of regulation 3(7) to be submitted in electronic format via the relevant email address listed above, or, if the case has already been assigned, via email to the relevant assigned case officer.
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Receipt	• The notification to be submitted in electronic format via email address listed above, or, if the case has already been assigned, via email to the relevant case officer.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and EAP.
	Site visits	• Officials may conduct site visits.
	Notification of all decisions or communication issued relevant authority	• All correspondence will be sent as signed letters via email to applicant and EAP.
	Electronic documents	• Please note all documents, which includes all Signatures, Annexures which are included as part of the application form and/or reports, must be submitted via email to the relevant official listed above, or, if the case has already been assigned, via email to the relevant case officer, with attached pdf versions of letters and reports or, if too large to attach to

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		an e-mail, to be made available via an electronic link provided in the email that is accessible by the relevant authority. • The relevant authority may require that a hard copy/copies of a report and original documents also be submitted to the Department by a certain date.
	New applications and pending applications limited to the following: - **where a public participation process (PPP) as contemplated in Chapter 6 of the Environmental Impact Assessment Regulations, is required, subject to an agreed public participation plan (as required in Annexure 3); and/or** - **where no PPP is required.**	
	Receipt of applications	• All applications and appeals to be submitted via email to the relevant official listed above, or, in the case has already been assigned, via email to the relevant case officer, with attached pdf versions of letters and reports or, if too large to attach to an email, to be made available via an electronic link provided in the email that is accessible by the relevant authority. • The relevant authority may require that a hard copy/copies of an application and reports, and original documents also be submitted to the relevant authority by a certain date.
	Receipt of reports	• All reports to be submitted via -mail to the relevant official listed above, or, if the case has already been assigned, via email to the relevant case officer, with attached pdf versions of letters and reports or, if too large to attach to an email, to be made available via an electronic link provided in the email that is accessible by the relevant authority: • The relevant authority may require that a hard copy/copies of an application and reports, and original documents also be submitted to the relevant authority by a certain date.

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	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and EAP.
	Regulation 27(4) processes	
	Regulation 27(4) Corrections - Receipt	• The request for correction in terms of regulation 27(4) to be submitted in electronic format via email address listed above.
	Regulation 27(4) decisions issued	• A decision for correction in terms of regulation 27(4) will be sent as signed letters via email to applicant and EAP.

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Annexure 3: Services to be provided or obtained by proponent, applicants, environmental assessment practitioners (EAPs), specialists, professionals undertaking actions as part of the environmental authorisation process and organs of state as commenting authorities required in terms of the National Environmental Management Act, the National Environmental Management: Waste Act, and the Environmental Impact Assessment Regulations, (EIA Regulations)

General provisions

1. The provision or obtaining of services indicated in the table below, in addition to the specific requirements indicated in the table, is subject to all the applicable health and safety and other restrictions, directions and requirements determined in terms of section 27(2) of the Disaster Management Act.

2. Where any hard copies of documents are submitted, such documents must be sanitized.

3. If there is any uncertainty about whether an activity is allowed or not, the relevant official of the applicable authority should be approached for guidance and/or confirmation.

4. At all times it must be ensured that reasonable opportunity is provided for public participation and that all administrative actions are reasonable. While the COVID-19 pandemic is a unique circumstance, the specific circumstances in each case must be considered in order to determine what will be reasonable. If in the circumstances of a particular case alternative reasonable methods to give notice to potential interested and affected parties (I&APs) are available, then the relevant competent authority can be approached for an agreement in this regard as provided for in Regulation 41(2)(e) of the EIA Regulations, as per the table below.

Activity	Requirements
Request a meeting with the competent authority, including pre-application discussions or meetings to discuss adherence to Chapter 6 of the EIA Regulations, including, if applicable, proposing alternative reasonable methods in terms of regulation 41(2)(e) of the EIA Regulations, 2014, and reaching agreement on the public participation plan for applications, including new applications or amendments undertaken where adherence to Chapter 6 is required.	A person (proponent/ applicant, specialist, EAP or other professional) who performs the services must: – prepare a written public participation plan, containing proposals on how the identification of and consultation with all potential I&APs will be ensured in accordance with regulation 41(2)(a) to (d) of the EIA Regulations or proposed alternative reasonable methods as provided for in regulation 41(2)(e) of the EIA Regulations, for purposes of the application and submit such plan to the competent authority; – request a meeting or pre-application discussion with the relevant competent authority to determine the reasonable measures to be followed to identify potential I&APs and register IA&Ps for purposes of conducting public participation on an application requiring adherence to Chapter 6 of the EIA Regulations as set out in the public participation plan and obtain agreement from the relevant competent authority on the public participation plan; – For new applications, the public participation plan agreed with the competent authority must be annexed to the application form; – Unless part of a site visit, virtual or telephonic meetings to be arranged with the relevant competent authority as set out in Annexure 2.
Meetings between proponents/ applicants, specialists, EAPs and other professionals	Unless part of a site visit, virtual or telephonic meetings to be arranged.
Site visits	The number of people present at site visits must be restricted as far as possible.
Public participation	Proponents/ applicants, EAPs, specialists and professionals, where relevant, must: – ensure that all reasonable measures are taken to identify potential I&APs for purposes of conducting public participation on the application; and – ensure that, as far as is reasonably possible, taking into account the specific aspects of the application- (a) information containing all relevant facts in respect of the application or proposed application is made available to potential I&APs; and (b) participation by potential or registered I&APs has been facilitated in such a manner that all potential or registered I&APs are provided with a reasonable opportunity to comment on the application or proposed application.

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Activity	Requirements
	In ensuring the above, applicants and EAPs, in addition to the methods contained in Chapter 6 of the EIA Regulations, or as part of reasonable alternative methods proposed in terms of regulation 41(2)(e) of the EIA Regulations, may make use of the following non-exhaustive list of methods : emails, websites, Zero Data Portals, Cloud Based Services, or similar platforms, direct telephone calls, virtual meetings, newspaper notices, radio advertisements, community representatives, distribution of notices at places that are accessible to potential I&APs.
Make reports available for comment	Reports may not be made available at any public places or premises closed to the public, as contemplated in the Regulations. Hard copies or electronic versions of reports may be made accessible through any of the following non-exhaustive list of methods: websites, Zero Data Portals, community or traditional authorities, Cloud Based Services, provided that all registered I&APs have access to the reports. Reports made available to the competent authority must be made available as indicated by the relevant competent authority in Annexure 2.
Submit reports and documents to competent authority for decision-making on applications requiring adherence to Chapter 6 of the EIA Regulations	Proponents/ applicants or EAPs must, when submitting documents to the competent authority for decision-making purposes, submit a declaration indicating that: – all reasonable measures have been taken to identify potential I&APs for purposes of conducting public participation on the application; – as far as is reasonably possible and taking into account the specific aspects of the application, (a) information containing all relevant facts in respect of the application or proposed application has been made available to potential I&APs; and (b) participation by potential or registered I&APs has been facilitated in such a manner that all potential or registered I&APs have been provided with a reasonable opportunity to comment on the application or proposed application; and

Activity	Requirements
	– the public participation plan, as agreed with the competent authority, has been adhered to and indicate any deviations from such agreed plan where relevant; – reports and documents submitted for decision-making purposes must contain the public participation plan as required in Annexure 2.
Notify registered I&APs of a decision made on the application and provide access to the decision	Registered I&APs must be notified of the decision on an application as well as be provided with access to the decision. Hard copies or electronic versions of decisions may be made accessible through any of the following non-exhaustive list of methods: websites, Zero Data Portals, community or traditional authorities, Cloud Based Services, provided that all registered I&APs have access to the decision. The applicant or EAP must provide proof that all registered I&APs have been notified and provided access to the decision.
Conduct specialist studies	In instances where it is not possible for a specialist to conduct an assessment or sampling as required for a specific specialist assessment, the specialist or EAP must engage the relevant competent authority on a case by case basis, as regards the possibility of alternative arrangements. The EAP or specialist must provide the competent authority with a written proposal on how the specific specialist study/ assessment or sampling exercise can be executed and obtain written agreement from the competent authority on the proposal.

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Annexure 4: Permitting services to be provided by issuing authorities in terms of National Environmental Management: Waste Management Act (NEMWA)

General provisions:

1. The provision of services indicated in the table below, in addition to the specific requirements indicated in the table, is subject to all the applicable health and safety and other restrictions, directions and requirements determined in terms of section 27(2) of the Disaster Management Act.

2. If there is any uncertainty about whether an activity is allowed or not, the relevant official of the applicable authority should be approached for guidance and/or confirmation.

3. At all times it must be ensured that reasonable opportunity is provided for public participation and that all administrative actions are reasonable. While the COVID-19 pandemic is a unique circumstance, the specific circumstances in each case must be considered in order to determine what will be reasonable. If in the circumstances of a particular case reasonable alternative methods to give notice to potential interested and affected parties are available, then the relevant authority can be approached for an agreement in this regard as provided for in regulation 41(2)(e) of the Environmental Impact Assessment Regulations, 2014, as amended, as per the table below. For detail regarding public participation also refer to Annexure 3.

Authority	Service to be provided	Mechanism for the provision of the service
Department of Environment, Forestry and Fisheries	**NEMWA General actions**	
	Queries	• General queries on processes may be sent to: - licensing@environment.gov.za • Project specific queries must be sent to the Case Officer
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via email address listed below: - licensing@environment.gov.za
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required. • Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of regulation 3(7) to be submitted in electronic format via email address listed below: - licensing@environment.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email address listed below: - licensing@environment.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.

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	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - licensing@environment.gov.za • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New waste management license (WML) applications	
	Receipt of applications.	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - wmlapplication@environment.gov.za

	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - wmlapplication@environment.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - wmlapplication@environment.gov.za
	Providing commenting on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail at the relevant addresses listed below: - wmlvariation@environment.gov.za - wmltransfer@environment.gov.za - wmlrenewal@environment.gov.za - wmlsurrender@environment.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

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	NEMA Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail at the relevant addresses listed below: - wmls24g@environment.gov.za
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - wmls24g@environment.gov.za
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• DEFF officials will initiate the review process • Procedures and requirements will be communicated to the facility
	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail at the relevant addresses listed below: - registration@environment.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Exclusion applications in terms of Section 69(1)(dd) of NEMWA and supported by GN 715 of 2018	

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	Receipt of applications, Risk Assessment, Risk Management Plan and supporting documentation	• All applications to be submitted in electronic format via with the e-mail address listed below: - exclusions@environment.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Basel Consent applications	
	Receipt of applications and supporting documents	• All applications and supporting documents must be submitted to basel@environment.gov.za
	Issuance of Consents	• Consents will be sent as signed documents through email.

Authority	**Service to be provided**	**Mechanism for the provision of the service**
Department of Mineral Resources and Energy	**NEMWA General actions**	
	Queries	• General queries on processes may be sent to the Regional Offices at: - KwaZulu Natal: Karoon Moodley Email: karoon.moodley@dmre.gov.za - Limpopo: Thivhulawi Kolani Email: Thivhulawi.Kolani@dmre.gov.za - Mpumalanga: Mashudu Maduka Email: mashudu.maduka@dmre.gov.za - Gauteng: Ntsundeni Ravhugoni Email: ntsundeni.ravhugoni @dmre.gov.za - Western Cape: Peter Mohasoa Email: peter.mohasoa@dmre.gov.za - Eastern Cape: Deidre Watkins Email: deidre.watkins@dmre.gov.za

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		• Project specific queries must be sent to the Case Officer
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via email to the relevant Regional Office
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required. • Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of regulation 3(7) to be submitted in electronic format via email to the relevant Regional Office
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email to the relevant Regional Office.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports.

		• Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from the relevant Regional Office. • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications.	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from the relevant Regional Office.
	Receipt of reports.	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from the relevant Regional Office.
	Providing comments on reports.	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

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	Pending WML applications	
	Receipt of reports.	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from the relevant Regional Office.
	Providing commenting on reports.	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions.	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail from the relevant Regional Office.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	NEMA Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail to the relevant Regional Office.
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from the relevant Regional Office.
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• DEFF officials will initiate the review process • Procedures and requirements will be communicated to the facility

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	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail to the relevant Regional Office.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

Authority	**Service to be provided**	**Mechanism for the provision of the service**
EASTERN CAPE Department of Economic Development and Environmental Affairs	**NEMWA General actions**	
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted to the DEDEAT Regional Offices via email addresses listed below: - Amathole Region: Ms Hlomela Hanise Email: Hlomela.hanise@dedea.gov.za - Alfred Nzo: Ms Nosisa Ndaba Email: Nosisa.ndaba@dedea.gov.za - Chris Hani: Mr Mncedisi Makosonke Email: Mncedisi.makosonke@dedea.gov.za - Joe Gqabi: Ms Andiswa Qinisile Email: Andiswa.qinisile@dedea.gov.za - ORT: Mr Qondile Paliso Email: qondile.paliso@dedea.gov.za - Sarah Baartman: Mr Dayalan Govender Email: dayalan.govender@dedea.gov.za

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	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required. • Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of regulation 3(7) to be submitted in electronic format via email address as per the affected DEDEAT Regional Office
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email address to the affected DEDEAT Regional Office
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below:

		https://sfiler.environment.gov.za:8443/ • Login details to be obtained from the relevant Regional Office • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications	• All applications to be submitted in electronic format via One-Drive file transfer mechanism.
	Receipt of reports	• All reports to be submitted in electronic format via One-Drive file transfer mechanism.
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	
	Receipt of reports	• All reports to be submitted in electronic format via One-Drive file transfer mechanism.
	Providing commenting on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail to the Regional offices listed above under **General actions**.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Section 24G Applications related to activities requiring WML	

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	Receipt of application	• All applications to be submitted in electronic format via e-mail at the relevant DEDEAT Regional Office
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via One-Drive file transfer mechanism.
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• DEDEAT officials will initiate the review process • Procedures and requirements will be communicated to the facility
	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government Notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format to the relevant Regional Office
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

Authority	**Service to be provided**	**Mechanism for the provision of the service**
FREE STATE Department of Economic, Small Business	**NEMWA General actions**	
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via email address listed below: - mofod@destea.gov.za
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required.

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Development, Tourism and Environmental Affairs		• Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email address listed below: - mofod@destea.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email address listed below: - mofod@destea.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/

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		• Login details to be obtained from: - mofod@destea.gov.za • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to: - mofod@destea.gov.za
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - mofod@destea.gov.za
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - mofod@destea.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	

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	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - mofod@destea.gov.za
	Providing commenting on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail at the relevant addresses listed below: - mofod@destea.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail at the relevant addresses listed below: - mathibea@destea.gov.za
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below:4 https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - mathibea@destea.gov.za

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	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• DESTEA officials will initiate the review process • Procedures and requirements will be communicated to the facility
	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government Notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format to: - mofod@destea.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

Authority	**Service to be provided**	**Mechanism for the provision of the service**
GAUTENG Department of Agriculture and Rural Development	**NEMWA General actions**	
	Queries	• General queries on processes may be sent to: - boniswa.belot@gauteng.gov.za • Project specific queries must be sent to the Case Officer
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via email address listed below: - boniswa.belot@gauteng.gov.za
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required. • Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees

	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email address listed below: - boniswa.belot@gauteng.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email address listed below: - boniswa.belot@gauteng.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report. • Should documents be too large for submission via e-mail, alternative arrangements should be made at the following e-mail: - boniswa.belot@gauteng.gov.za
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via e-mail to:

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		- boniswa.belot@gauteng.gov.za • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications.	• All applications to be submitted in electronic format via e-mail to: - boniswa.belot@gauteng.gov.za
	Receipt of reports.	• All reports to be submitted in electronic format via e-mail to: - boniswa.belot@gauteng.gov.za
	Providing comments on reports.	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	
	Receipt of reports.	• All reports to be submitted in electronic format via e-mail to: - boniswa.belot@gauteng.gov.za
	Providing commenting on reports.	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions.	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail to: - boniswa.belot@gauteng.gov.za

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	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail to: - boniswa.belot@gauteng.gov.za
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via e-mail to: - boniswa.belot@gauteng.gov.za
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• DEFF officials will initiate the review process • Procedures and requirements will be communicated to the facility
	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government Notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail to: - boniswa.belot@gauteng.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

Authority	Service to be provided	Mechanism for the provision of the service
	NEMWA General actions	

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KWA-ZULU NATAL Department of Economic Development, Tourism and Environmental Affairs	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via Regional email addresses listed below: - Amajuba: Mr. Sengalela Mgaga Email: sengalela.mgaga@kznedtea.gov.za - eThekwini: Ms. Shireen Mahabeer Email: shireen.mahabeer@kznedtea.gov.za - Harry Gwala: Mr. Nombasa Kama Email: nombasa.kama@kznedtea.gov.za - Head Office (inter-district applications): Mr. Ntuthuko Makhubu Email: ntuthuko.makhubu@kznedtea.gov.za - Ilembe: Ms. Nomusa Xaba Email: nomusa.xaba@kznedtea.gov.za - King Cetshwayo: Mr. Skhumbuzo Mpungose Email: skhumbuzo.mpungose@kznedtea.gov.za - Ugu: Ms. Nolundi Vamela Email: nolundi.vamela@kznedtea.gov.za - Umgungundlovu District: Ms. Kimera Dhaver Email: kimera.dhaver@kznedtea.gov.za - Umkhanyakude: Mr. Bheki Ntshalinshali Email: bheki.ntshalinthali@kznedtea.gov.za - Umzinyathi: Ms. Sibusisiwe Mngoma Email: sibusisiwe.mngoma@kznedtea.gov.za - Uthukela: Ms. Dankie Buthelezi

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		Email: dankie.buthelezi@kznedtea.gov.za - Zululand: Mr. Delani Ndlovu Email: delani.ndlovu@kznedtea.gov.za
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required. • Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via Regional email addresses listed above under **General Actions.**
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via Regional email addresses listed above under **General Actions.**
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports.

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		• Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from the relevant Regional Office • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications.	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from Regional email addresses listed above under **General Actions**.
	Receipt of reports.	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/

		• Login details to be obtained from Regional email addresses listed above under **General Actions**.
	Providing comments on reports.	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	
	Receipt of reports.	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from Regional email addresses listed above under **General Actions**.
	Providing commenting on reports.	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions.	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via Regional email addresses listed above under **General Actions**.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail to zama.mbanjwa@kznedtea.gov.za
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below:

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		https://sfiler.environment.gov.za:8443/. • Login details to be obtained from Regional email addresses listed above under **General Actions**.
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• KZN EDTEA officials will initiate the review process • Procedures and requirements will be communicated to the facility
	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government Notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format to the relevant Regional Office
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

Authority	**Service to be provided**	**Mechanism for the provision of the service**
LIMPOPO Department of Economic Development, Environment and Tourism	**NEMWA General actions**	
	Queries	• General queries on processes may be sent to: - MaselelaT@ledet.gov.za • Project specific queries must be sent to the Case Officer
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via email address listed below: - MaselelaT@ledet.gov.za

	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required. • Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email address listed below: - MaselelaT@ledet.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email address listed below: - MaselelaT@ledet.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.

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		• Should documents be too large for submission via e-mail, alternative arrangements should be made at the following e-mail: - MaselelaT@ledet.gov.za
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via e-mail to: - MaselelaT@ledet.gov.za • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications	• All applications to be submitted in electronic format via e-mail to: - MaselelaT@ledet.gov.za
	Receipt of reports	• All reports to be submitted in electronic format via e-mail to: - MaselelaT@ledet.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	
	Receipt of reports	• All reports to be submitted in electronic format via e-mail to: - MaselelaT@ledet.gov.za
	Providing commenting on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.

	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail to: - MaselelaT@ledet.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail to: - MaselelaT@ledet.gov.za
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via e-mail to: - MaselelaT@ledet.gov.za
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• DEFF officials will initiate the review process • Procedures and requirements will be communicated to the facility
	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government Notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail to: - MaselelaT@ledet.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

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Authority	Service to be provided	Mechanism for the provision of the service
MPUMALANGA Department of Agriculture, Rural Development, Land & Environmental Affairs	**NEMWA General actions**	
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via email address listed below: - aesambo@mpg.gov.za
	Meetings conducted with external parties	• Meetings will be via telephone or cell phones • Minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email address listed below: - aesambo@mpg.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email address listed below: - aesambo@mpg.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports.

		• Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - aesambo@mpg.gov.za • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - aesambo@mpg.gov.za
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from:

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		- aesambo@mpg.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - aesambo@mpg.gov.za
	Providing commenting on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-to: - aesambo@mpg.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail at the relevant addresses listed below: - aesambo@mpg.gov.za
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below:

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		https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - aesambo@mpg.gov.za
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• DARDLEA officials will initiate the review process • Procedures and requirements will be communicated to the facility
	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government Notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format to: - aesambo@mpg.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
		•

Authority	**Service to be provided**	**Mechanism for the provision of the service**
NORTHERN CAPE Department Of Environment	**NEMWA General actions**	
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via email address listed below: - dkgosi@ncpg.gov.za
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required.

And Nature Conservation		• Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP. • No electronic signature will be accepted all documents to be signed scanned and emailed
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email address listed below: - dkgosi@ncpg.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP. • No electronic signature will be accepted all documents to be signed scanned and emailed
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email address listed below: - dkgosi@ncpg.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP. • No electronic signature will be accepted all documents to be signed scanned and emailed
	Site visits conducted	• Officials may conduct site visits. • One DENC official with required PPE and one EAP and social distancing will be maintained at all time
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • No electronic signature will be accepted all documents to be signed scanned and emailed

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		• Size of files must be made as small as possible, with 0photos reduced in size prior to inclusion in the report.
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - dkgosi@ncpg.gov.za • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications.	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - dkgosi@ncpg.gov.za
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from:

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		- dkgosi@ncpg.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - dkgosi@ncpg.gov.za
	Providing commenting on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail at the relevant address listed below: - dkgosi@ncpg.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail at the relevant address listed below: - ogaoraelwe@ncpg.gov.za
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

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	Submission of impact assessment report	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from (put email address) ogaoraelwe@ncpg.gov.za
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• DEFF officials will initiate the review process • Procedures and requirements will be communicated to the facility
	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government Notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format to: - dkgosi@ncpg.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

Authority	**Service to be provided**	**Mechanism for the provision of the service**
NORTH WEST Department of Economic	**NEMWA General actions**	
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via email to: - pkrisjan@nwpg.gov.za

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Development, Environment, Conservation and Tourism	Public Participation Plan Discussion meetings	Public Participation Plan must be sent to the CA for approval via email or sent together with the application form for new applications and be discussed during pre-application meeting (if it occurs) if it was not done before the lockdown. Competent Authority will use its discretion on the adequacy thereof as presented by the EAP.
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required. • Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of regulation 3(7) to be submitted in electronic format to: - pkrisjan@nwpg.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email to: - pkrisjan@nwpg.gov.za.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.

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	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports and should there be challenges CA may be contacted at: - pkrisjan@nwpg.gov.za • Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - pkrisjan@nwp.gov.za • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - pkrisjan@nwpg.gov.za

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	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - pkrisjan@nwpg.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - pkrisjan@nwpg.gov.za
	Providing commenting on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format via e-mail at the relevant addresses listed below: - pkrisjan@nwpg.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail at the relevant addresses listed below:

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		- pkrisjan@nwpg.gov.za
	Issuing of the fine letter	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: - pkrisjan@nwpg.gov.za
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• NWP officials will initiate the review process • Procedures and requirements will be communicated to the facility
	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government Notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format to: - pkrisjan@nwpg.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

Authority	Service to be provided	Mechanism for the provision of the service
WESTERN CAPE	**NEMWA General actions**	
	Pre-application meeting requests received	• Application for pre-application meetings to be submitted via email to: Mr Eddie Hanekom

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Department of Environmental Affairs & Development Planning		Director: Waste Management eddie.hanekom@westerncape.gov.za
	Meetings conducted by the relevant authority with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required. • Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees.
	Acknowledgement of receipt of all documents received	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Extension requests ito Regulation 3(7) – Receipt	• A request for an extension in terms of Regulation 3(7) to be submitted in electronic format via email to: Mr Eddie Hanekom Director: Waste Management eddie.hanekom@westerncape.gov.za
	Extension requests ito Regulation 3(7) – Decision	• A decision on the request for extension will be sent as signed letters via email to applicant and/or EAP.
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications – Receipt	• The notification to be submitted in electronic format via email to: Mr Eddie Hanekom Director: Waste Management eddie.hanekom@westerncape.gov.za
	Regulation 19(1)(b), 23(1)(b) and 32(1)(b) notifications - Acknowledged	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.

	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	Record of Decision	• For applications that require a Record of Decision from DWS, reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: Mr Eddie Hanekom Director: Waste Management eddie.hanekom@westerncape.gov.za • 3 hard copies of the maps and design drawings must be submitted to the DWS head office in Pretoria. • Documents must be handed to Mr Noe Malise (noem@dws.gov.za). Prior arrangement must be made with Mr Malise to receive the documents. • Proof of submission to DWS must be sent via email to the case officer.
	Payment of application fees and fines	• Fees and fines must still be paid via EFT as indicated on the application form.
	NEMWA New WML applications	
	Receipt of applications	• All applications to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/.

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		• Login details to be obtained from: Mr Eddie Hanekom Director: Waste Management eddie.hanekom@westerncape.gov.za
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: Mr Eddie Hanekom Director: Waste Management eddie.hanekom@westerncape.gov.za
	Providing comments on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Pending WML applications	
	Receipt of reports	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. • Login details to be obtained from: Mr Eddie Hanekom Director: Waste Management eddie.hanekom@westerncape.gov.za
	Providing commenting on reports	• All comments issued will be sent as signed letters via email to applicant and/or EAP.
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

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	Variations, Transfer, Renewal, Extension of timeframe and Surrender applications	
	Receipt of applications and supporting documentation	• All applications to be submitted to: Mr Eddie Hanekom Director: Waste Management eddie.hanekom@westerncape.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Section 24G Applications related to activities requiring WML	
	Receipt of application	• All applications to be submitted in electronic format via e-mail at the relevant addresses listed below: Adv Charmaine Maré / Ms Zaidah Toefy (Section 24G) Director: Environmental Governance charmaine.mare@westerncape.gov.za / zaidah.toefy@westerncape.gov.za
	Issuing of the fine letter	• All decisions issued will be sent assigned letters via email to applicant and/or EAP.
	Submission of impact assessment report	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/. Login details to be obtained from: Adv Charmaine Maré / Ms Zaidah Toefy (Section 24G) Director: Environmental Governance charmaine.mare@westerncape.gov.za / zaidah.toefy@westerncape.gov.za
	Issuing of decision	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	WML Reviews	
	Initiation of review	• DEFF officials will initiate the review process • Procedures and requirements will be communicated to the facility

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	Site visit	• On the side of the facility, site visits will be limited to the EAP and License Holder/representative of the License Holder
	Registrations in terms of Category C of Government Notice (GN) 921 of 2013	
	Receipt of applications and supporting documentation	• All applications to be submitted in electronic format to: Mr Eddie Hanekom Director: Waste Management eddie.hanekom@westerncape.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

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Annexure 5: Permitting services to be provided by issuing authorities in terms of Part 8 of the National Environmental Management: Waste Act (NEMWA)

General provisions:

1. The provision of services indicated in the table below, in addition to the specific requirements indicated in the table, is subject all the applicable health and safety and other restrictions, directions and requirements determined in terms of section 27(2) of the Disaster Management Act.

2. If there is any uncertainty about whether an activity is allowed or not, the relevant official of the applicable authority should be approached for guidance and/or confirmation.

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Authority	Service to be provided	Mechanism for the provision of the service
DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES	**NEMWA Part 8 General actions**	
	Queries	• General queries on processes may be sent to: - mtshitangoni@environment.gov.za • Project specific queries must be sent to the Case Officer.
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required. • Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees.
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.
	Laboratory and other services required for site assessment purposes	• Service Providers may make use of these services provided they are considered essential services.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	NEMWA New Part 8 Notifications	
	Receipt of S36(5) notifications.	• All notifications must be submitted to: mtshitangoni@environment.gov.za

	Receipt of site assessment reports and remediation plans	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ - remediation@environment.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Issuance of S36(6) Notices	• Notices issued will be sent as signed letters via email to owner of land or user of land.
	Pending Part 8 Decisions, Transfer of Orders/Remediation Orders, Amendments	
	Receipt of applications for transfers/amendments of decisions	• All applications must be submitted to: mtshitangoni@environment.gov.za
	Receipt of reports.	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - remediation@environment.gov.za
	Issuing of decisions.	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

Authority	Service to be provided	Mechanism for the provision of the service
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING	**NEMWA Part 8 General actions**	
	Queries	• General queries on processes may be sent to: - Wilna.Kloppers@westerncape.gov.za • Project specific queries must be sent to the Case Officer
	Meetings conducted with external parties	• Meetings will be conducted virtually via Microsoft Teams or other remote meeting platform, if required.

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		• Virtual meetings must be recorded and written minutes compiled by the EAP/Applicant, within 10 days, for distribution and acceptance of all attendees
	Acknowledgement of receipt of all documents received by the Department	• All acknowledgement letters will be sent as signed letters via email to applicant and/or EAP.
	Site visits conducted	• Officials may conduct site visits.
	Lab and other services required for site assessment purposes	• Service Providers may make use of these services provided they are considered essential services.
	Notification of all decisions or communication issued by the Department	• All correspondence will be sent as signed letters via email to applicant and/or EAP.
	Electronic Documents	• Please note all documents submitted must be in an electronic format, which includes all Signatures, Annexures which are included as part of the application form and/or reports. • Size of files must be made as small as possible, with photos reduced in size prior to inclusion in the report.
	NEMWA New Part 8 Notifications	
	Receipt of S36(5) notifications.	• All notifications must be submitted to: Wilna.Kloppers@westerncape.gov.za
	Receipt of site assessment reports and remediation plans	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ - Simon.Botha@westerncape.gov.za
	Issuing of decisions	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.
	Issuance of S36(6) Notices	• Notices issued will be sent as signed letters via email to owner of land or user of land.
	Pending Part 8 Decisions, Transfer of Orders/Remediation Orders, Amendments	

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	Receipt of applications for transfers/amendments of decisions	• All applications must be submitted to: Simon.Botha@westerncape.gov.za
	Receipt of reports.	• All reports to be submitted in electronic format via electronic file transfer mechanism, with the address listed below: https://sfiler.environment.gov.za:8443/ • Login details to be obtained from: - Simon.Botha@westerncape.gov.za
	Issuing of decisions.	• All decisions issued will be sent as signed letters via email to applicant and/or EAP.

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Annexure 6: Services to be provided or obtained by applicants, authorities, specialists and other professionals undertaking actions as part of processes in relation to atmospheric emission licenses (AELs) as contemplated in the National Environmental Management: Air Quality Act (AQA)

General provisions

1. The provision or obtaining of services indicated in the table below, in addition to the specific requirements indicated in the table, is subject to all the applicable health and safety and other restrictions, directions and requirements determined in terms of section 27(2) of the Disaster Management Act.

2. If there is any uncertainty about whether an activity is allowed or not, the relevant official of the applicable authority should be approached for guidance and/or confirmation.

3. At all times it must be ensured that reasonable opportunity is provided for public participation and that all administrative actions are reasonable. While the COVID-19 pandemic is a unique circumstance, the specific circumstances in each case must be considered in order to determine what will be reasonable. If in the circumstances of a particular case alternative reasonable means methods to give notice to relevant organs of state, interested persons and the public are available, then the relevant licensing authority can be approached for an agreement in this regard as per the table below.

Authority (Atmospheric Emission Licensing Authority)	Process	Service to be provided	Mechanism for the provision of the service
Department of Environment, Forestry and Fisheries; Delegated Provincial Organ of State; Metropolitan and District Municipalities	**New AEL application**	Receipt of application	Complete applications meeting the requirements for sections 36 and 37 of the AQA shall be submitted through the South African Atmospheric Emission Licensing and Inventory Portal (SAAELIP).
		Conducting of site visits	Site visits shall be conducted by officials processing the applications, taking into account applicable restrictions on the movement of people.
		Processing of applications and issuance of licenses	Complete applications shall be assessed through SAAELIP and Licenses shall be loaded on and accessed through the SAAELIP. Copies of the Licenses shall be emailed to the applicants.

	Application for renewal of AEL	Receipt of application	Complete applications meeting the requirements of section 47 of the AQA shall be submitted through the SAAELIP.
		Conducting of site visits	Site visits shall be conducted by officials processing the applications, taking into account applicable restrictions on the movement of people.
		Processing of applications and issuance of licenses	Complete applications shall be assessed through SAAELIP and licenses shall be loaded on and accessed through the SAAELIP. Copies of the licenses shall be emailed to the applicants.
	Review of AEL	Initiation of an AEL review process	A review of a license is triggered by the Licensing Authority. The licensing authority must inform the licence holder and the relevant provincial air quality officer, in writing, of any proposed review.
		Conducting of site visits	Site visits shall be conducted by officials processing the applications, taking into account applicable restrictions on the movement of people.
		Processing of applications and issuance of licenses	The Licensing Authority shall review the AEL, including any information that may have been required from the facility through the SAAELIP.
	Application for transfer of AEL	Receipt of application	Complete applications meeting the requirements of section 44 of the AQA **[including proof of bringing the application to the attention of interested persons and the public, as specified in section 44(4) of the AQA]** shall be submitted through SAAELIP.
		Processing of applications and issuance of licenses	The Licensing Authority shall process the application through the SAAELIP.
	AEL Variation	Receipt of application or initiation of the variation process by Licensing Authority	Complete applications meeting the requirements of section 46 of the AQA **[including proof of having taken appropriate steps to bring the request to the attention of relevant organs of state, interested persons and the public, where applicable, as specified in Section 46(4) of AQA]** shall be submitted through SAAELIP. or The licensing authority must inform the licence holder, in writing, of any proposed variation.

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	Conducting of site visits		When necessary, site visits shall be conducted by officials processing the applications, taking into account applicable restrictions on the movement of people.
	Processing of applications and issuance of licenses		The Licensing Authority shall process the application through the SAAELIP.

Annexure 7: Services to be provided or obtained by applicants, specialists and other professionals as part of processes in relation to atmospheric emission licenses (AELs) as contemplated in the National Environmental Management: Air Quality Act (AQA)

General provisions

1. The provision or obtaining of services indicated in the table below, in addition to the specific requirements indicated in the table, is subject to all the applicable health and safety and other restrictions, directions and requirements determined in terms of section 27(2) of the Disaster Management Act.

2. If there is any uncertainty about whether an activity is allowed or not, the relevant official of the applicable authority should be approached for guidance and/or confirmation.

3. At all times it must be ensured that reasonable opportunity is provided for public participation and that all administrative actions are reasonable. While the COVID-19 pandemic is a unique circumstance, the specific circumstances in each case must be considered in order to determine what will be reasonable. If in the circumstances of a particular case alternative reasonable methods to give notice to relevant organs of state, interested persons and the public are available, then the relevant licensing authority can be approached for an agreement in this regard as per the table below.

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Activity	Requirement
Request a meeting with the licensing authority, including pre-application discussions or meetings to discuss and reach agreement on the appropriate steps to bring the request or application to the attention of relevant organs of state, interested persons and the public as required in terms of AQA.	A person (applicant, specialist EAP or other professional) who performs the services must: – prepare a written proposal containing appropriate steps to bring a request or application to the attention of relevant organs of state, interested persons and the public for purposes of a request or application and submit such proposal to the licensing authority; – request a meeting or pre-application discussion with the relevant licensing authority regarding the written proposal and obtain agreement from the relevant licensing authority on the written proposal; – For new applications, the written proposal as agreed with the licensing authority must be annexed to the application; – Unless part of a site visit, virtual or telephonic meetings to be arranged with the relevant licensing authority.
Meetings between proponents/applicants, specialists and other professionals.	Unless part of a site visit, virtual or telephonic meetings to be arranged.
Site visits	The number of people present at site visits must be restricted as far as possible. Site meetings are restricted to meetings between a specialist and Atmospheric Emission License (AEL) applicant.

Activity	Requirement
Public participation	Proponents/Applicants, specialists and professionals, where relevant, must: – ensure that all reasonable measures are taken to identify relevant organs of state, interested persons and the public for purposes of a request or application; and – ensure that, as far as is reasonably possible, taking into account the specific aspects of the application appropriate steps have been taken to bring the request or application to the attention of relevant organs of state, interested persons and the public. In ensuring the above, applicants, specialists and other professionals may make use of the following non-exhaustive list of methods - emails, websites, Zero Data Portals, Cloud Based Services, or similar platforms, direct telephone calls, virtual meetings, newspaper notices, radio advertisements, community representatives, distribution of notices at places and premises that are accessible to relevant organs of state, interested persons or the public.
Make reports available for comment	Reports may not be made available at places and premises closed to the public as contemplated in the Regulations. Hard copies or electronic versions of reports may be made accessible through any of the following non-exhaustive list of methods: websites, Zero Data Portals, community or traditional authorities, Cloud Based Services, provided that all of relevant organs of state, interested persons and the public have access to the reports.
Submit reports and documents to licensing authority for decision-making on applications requiring public participation	Applicants must, when submitting documents to the licensing authority for decision-making purposes, submit a declaration indicating that:

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Activity	Requirement
	– all reasonable measures have been taken to identify relevant organs of state, interested persons and the public for purposes of a request or application; – as far as is reasonably possible and taking into account the specific aspects of the request or application, appropriate steps have been taken to bring the request or application to the attention of relevant organs of state, interested persons and the public; and – the written proposal, as agreed with the licensing authority, has been adhered to and indicate any deviations from such agreed plan where relevant; – reports and documents submitted for decision-making purposes must contain the written proposal as required in terms of this Annexure.
Availing copy of Atmospheric Emission License	Hard copies or electronic versions of AELs issued to be made available on websites (or platforms similar to DropBox) or any other appropriate platforms provided that all relevant organs of state, interested persons or the public have access to such AELs. The applicant must provide proof that all relevant organs of state, interested persons and the public have been provided access to such AELs.
On site compliance measurement by stack emission testers	Site meetings restricted to meetings between stack emission tester, specialist and holder of the AEL.

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Annexure 8: Appeal services to be provided by appeal authorities in terms of National Environmental Management Act and the National Appeal Regulations

General provisions:

1. The provision of services indicated in the table below, in addition to the specific restrictions indicated in the table, is subject all the applicable health and safety and other restrictions, directions and requirements determined in terms of section 27(2) of the Disaster Management Act.

2. If there is any uncertainty about whether an activity is allowed or not, the relevant official of the applicable authority should be approached for guidance and/or confirmation.

3. At all times it must be ensured that reasonable opportunity is provided for the conclusion of the steps in the appeal process. While the COVID-19 pandemic is a unique circumstance, the specific circumstances in each case must be considered in order to determine what will be reasonable.

Authority	**Service to be provided**	**Mechanism for the provision of the service**
Department of Environment, Forestry and Fisheries	Receipt of appeals: **YES**	Adv. Mokete Rakgogo Email: MRakgogo@environment.gov.za and Appeals@environment.gov.za Tel: 012 399 9626 Cell: 076 737 5072 / 066 064 9679
	Issuing of appeal decisions: **YES**	
Eastern Cape	Receipt of appeals: **YES**	Mr Siyabonga Gqalangile Email: Siyabonga.Gqalangile@dedea.gov.za
	Issuing of appeal decisions: **YES**	N/A
Free State	Receipt of appeals: **NO** Enquiries: Mr Coenie C. Erasmus Email: erasmusc@destea.gov.za Cell: 071 633 2154	
	Issuing of appeal decisions: **NO**	N/A
Gauteng	Receipt of appeals: **YES**	Ms Tsholofelo Mere Email: tsholofelo.mere@gauteng.gov.za Tel: 011 240 3204

		Cell: 079 164 7226
	Issuing of appeal decisions: **NO**	
KZN	Receipt of appeals: **YES**	Mr Haresh Inderllal Cell: 081 731 7361
	Issuing of appeal decisions: **NO**	
Limpopo	Receipt of appeals: **YES**	Ms Aluwani Khorommbi Email: KhorommbiA@ledet.gov.za Tel: 015 293 8523 Cell: 083 572 1721
	Issuing of appeal decisions: **YES**	
Mpumalanga	Receipt of appeals: **NO** Enquiries: Audrey Mabanga Email: ANMabanga@mpg.gov.za Tel: 013 766 6236	N/A
	Issuing of appeal decisions: **NO**	N/A
Northern Cape	Receipt of appeals: **NO** Enquiries: Mr Bryan Fisher Email: croninroad@gmail.com Tel: 053 807 7300 Cell: 082 463 0224	N/A
	Issuing of appeal decisions: **NO**	N/A
North West	Receipt of appeals: **YES**	Ms Carene Nieuwoudt Email: cnieuwoudt@nwpg.gov.za Tel: 018-389 596 Cell: 083 385 9486
	Issuing of appeal decisions: **YES**	
Western Cape	Receipt of appeals: **YES**	Mr Marius Venter Email: Marius.Venter@westerncape.gov.za Tel: 021 483 5116
	Issuing of appeal decisions: **YES**	

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