

Ministry of Water and Environment



Permit Management Portal (PMP) – External User Guide

User Manual

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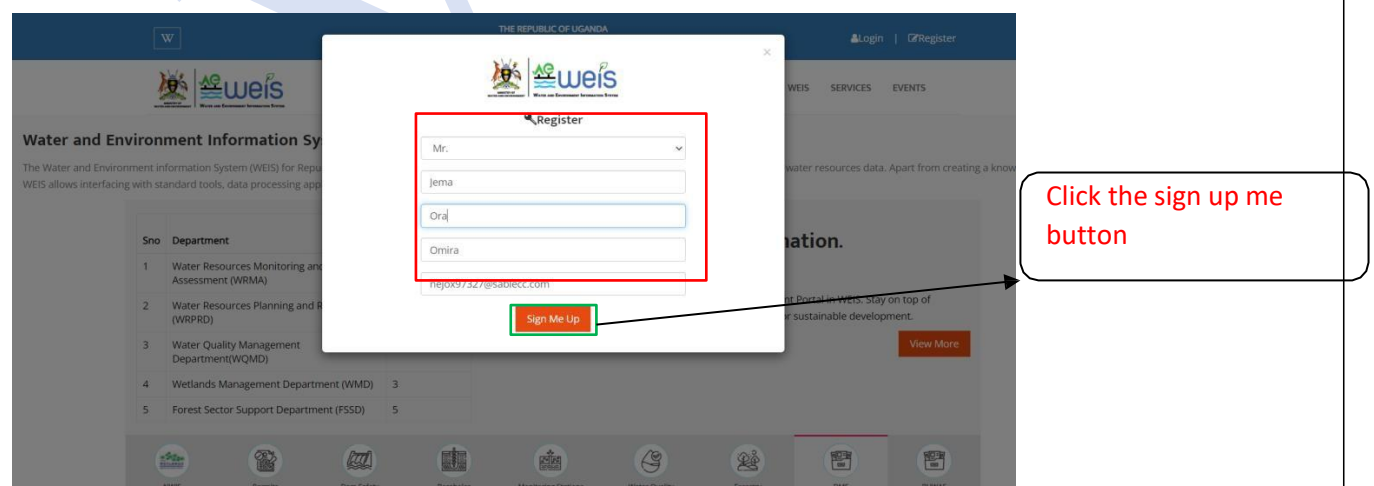
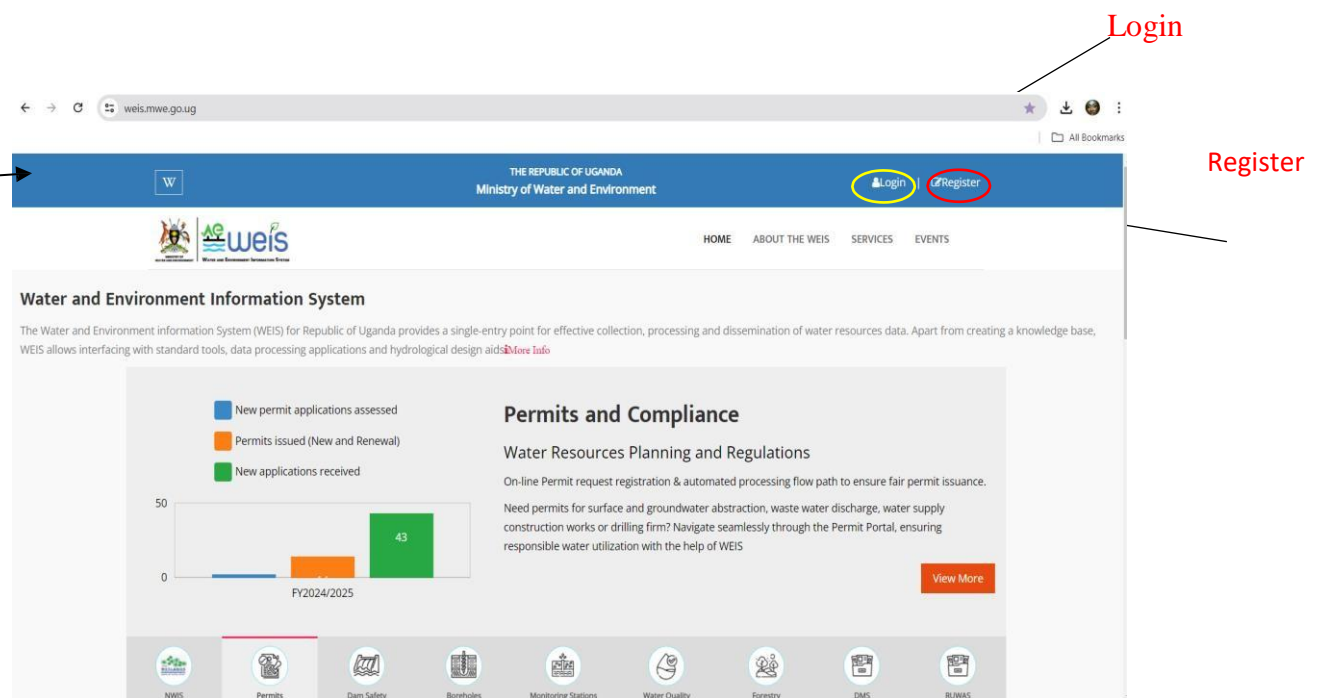
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REGISTRATION AND LOGIN

Registration and login to PMP of the Water and Environment Information System (WEiS)

Step 1: Access the Water Environment Information System (WEiS) Permit Management Portal (PMP), through the Web browser, by following **URL link:** <https://weis.mwe.go.ug/>

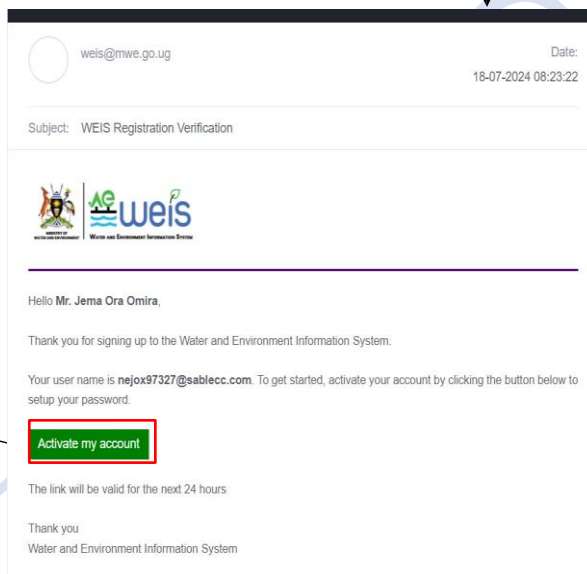
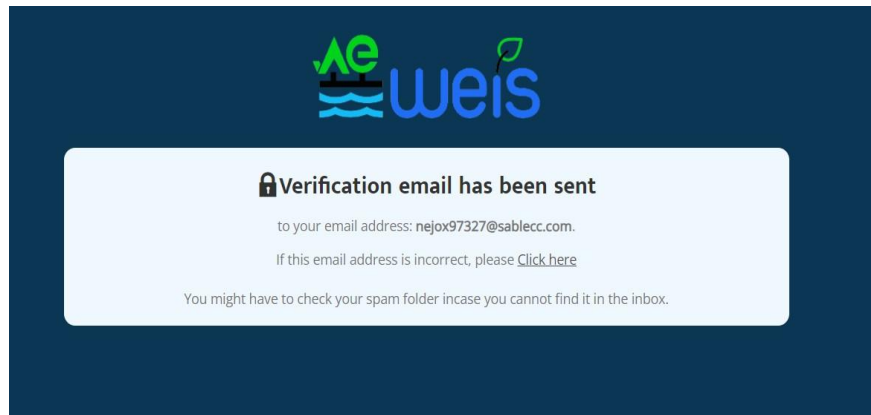
Step 2: Register as a new user, by selecting “**Register**” in the upper right corner



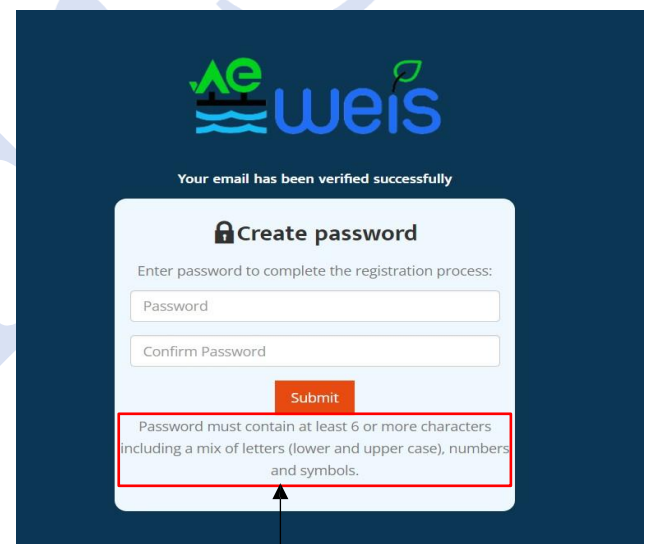
Step 3: Enter your personal details as shown in the dialogue box and click “**Sign Me Up**”

Step 4: A verification email will be sent to your email address. In case your email address is incorrect, you will select the link “**click here**”

Step 5: Create your password following the instructions to create a strong password



Click here to activate your account



Follow these instructions when creating your password

Logging into Permits Management Portal (PMP)

Step 6: Log into the PMP, Enter your registered “E-mail” and type the “CAPTCHA”

the way it is displayed and click “Continue” to type your “Password”

N.B username is your registered E-mail

Sign in to start your session

nejox97327@sablecc.com

KOqVFI

KOqVFI Refresh

Continue

Register as a New User I forgot my password

Sign in to start your session

Password

Remember Me Login

Register as a New User I forgot my password

Step 7: Click on “Advanced Profile View” to edit your profile (add services and view/add organizational detail information).

User Profile information

Jema Ora Omira

Basic information

First Name: Jema

Last Name: Omira

Middle Name: Ora

Country:

Contact information

Emailid: nejox97327@sablecc.com

Alternative Emailid:

Mobile Number:

Alternative Mobile Number:

Advanced Profile View

Click
here
to
Edit
your
profile

THE REPUBLIC OF UGANDA
Ministry of Water and Environment
Administration DataBase

Jema Ora Omira

Organization

Home / Organization

Organization information

A introduction This section applies to users who enter data or make service requests on behalf of an organization. The data entry or service requests are: Water Resources Management permits (drilling, abstraction, construction waste water), analysis of water quality samples and forestry services permits. To add an organization, please click the "Add Organization" button below:

[Add Organization](#)

Public/Citizen 17.2%
Internal MWE ... 1.1%

[Click here for more information](#)

Services Information

Check the required services and access to the services databases

<input type="checkbox"/> Data Dissemination Services	0
<input type="checkbox"/> Forestry Sector Support Database	0
<input checked="" type="checkbox"/> Permits and Compliance	0
<input type="checkbox"/> Uganda Borehole Information Portal	0
<input type="checkbox"/> Water Quality Management Database	0

[Submit](#)

[Close](#)

New applications received

50
0

FY2024/2025

44

[Click here for more information](#)

Step 9. A permit Management Portal will open displaying four major components that is; **Permit Management, Water Regulations Data Management, Hydrogeologist's/Driller's Information Management and Information Dashboard.**

EXTERNAL USER SERVICES

[Permits Management](#)
[Water Regulation Data Management](#)
[Hydrogeologist's /Driller's Information Management](#)

INFORMATION DASHBOARD

Submission In Progress NEW: 1, RENEWAL: 0, TRANSFER: 0	Payment Registration Slip REQUESTED PRS: 0, GENERATED PRS: 0
New Applications SUBMITTED: 0, IN PROGRESS: 0, REJECTED: 0	Renewal Applications SUBMITTED: 0, IN PROGRESS: 1, REJECTED: 0
Borehole Numbers Allocations SUBMITTED: 1, APPROVED: 5	Hydrogeologist Applications SUBMITTED: 1, IN PROGRESS: 1, APPROVED: 1
Permits NEW: 6, RENEWAL: 1, TRANSFER: 0, CANCELLED: 0, VARIATION: 2, SUSPENSION: 0 REACTIVATION: 0, EXPIRED IN 3 MONTHS: 0, EXPIRED: 1	

Output:

8

By following the instructions, we will successfully complete the registration and login process in this browser or application.

PERMIT MANAGEMENT

Payment Registration Slip (PRS)

Step 1: Select the **Payment Registration Slip** from the Permit Management

The screenshot shows the 'Payment Registration Slip (PRS)' form. The title bar is highlighted with a red box. Inside the form, there is a link 'Click here to know the Fees and Charges Info' which is also highlighted with a red box. The form contains several input fields: 'Fee Type' (dropdown), 'Zone Wise' (dropdown), 'Permit Type' (dropdown), 'Number of Permits' (text input), and 'Fee Info' (text input with a 'UGX' label). A green 'Submit' button is located at the bottom of the form. Below the form, there are two blue navigation buttons: 'Water Regulation Data Management' and 'Hydrogeologist's /Driller's Information Management'.

Step 2: Select “**Basic Info**” and Enter the required data as displayed in the image below.

The screenshot shows the 'Basic Info' section of the 'Payment Registration Slip (PRS) Request' form. The 'Basic Info' tab is highlighted with a red box. The form is titled 'NAME AND ADDRESSES' and contains several input fields: 'TIN Number', 'Mobile', 'Select County *', 'Village', 'Name', 'Address', 'Select SubCounty *', 'Email Address', 'Select District *', and 'Select Parish *'. A green 'Save' button is located at the bottom of the form.

Step 3: Click on the **Payment Registration Slip (PRS)** and select the “**fee type**” and “**Permit type**” “**zone wise**” and the “**Number of Permits**” paying for.

Step 4: Click on the provided link to display charges for each service.

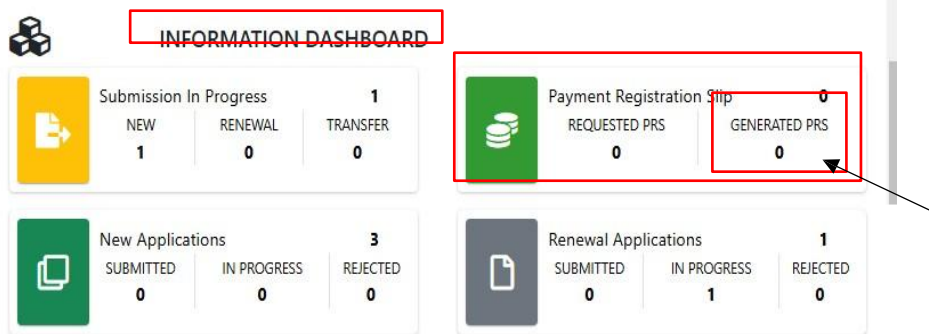
N.B: until URA and WEiS are integrated, this will be the guidelines to follow.

(Go to URA Portal i.e., <https://ura.go.ug>)

Output:

Form was submitted to URA agent dashboard.

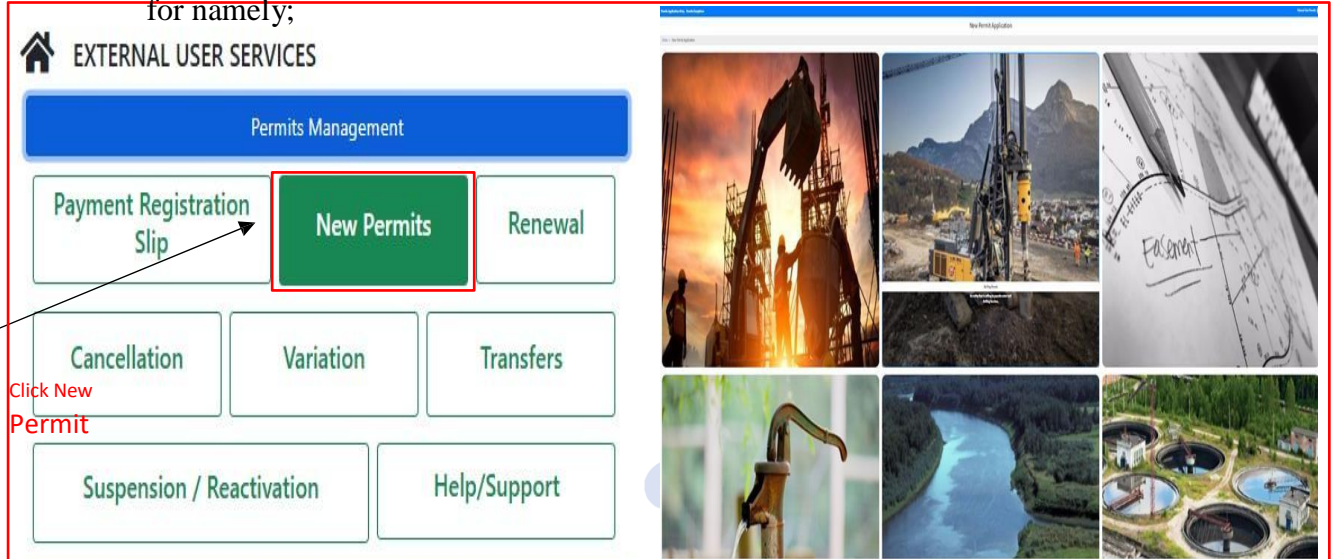
Step 5: Click on generated PRS on the “**Information Dashboard**” to check for the progress on the requested PRS.



Applying for a New Permit

Step 1: To apply for a new permit, Click “**Permits Management**” and then select “**New**

Permits”. Your interface will display the six different permits that you can apply for namely;



Purpose:

This page serves as the starting point for a new permit application. It provides an overview of the different types of permits that can be applied for, along with visual cues to help users understand the process.

Instructions:

1. Review the Images:

- The images on the page are designed to provide visual context for the different types of permits. They may include:
 - Construction Permit
 - Drilling Permit
 - Easement Permit
 - Groundwater Abstraction Permit
 - Surface water Abstraction Permit
 - Waste Water Discharge Permit
 - Drilling or excavation activities (e.g., for water wells, mineral extraction)
 - Water withdrawal or discharge (e.g., from rivers, lakes, or groundwater sources)
 - Wastewater treatment and disposal

2. Select the Appropriate Permit Type:

- Based on your specific project or activity, click on the corresponding link or button to initiate the application process for the relevant permit type.

3. Follow the On-Screen Instructions:

- Once you select a permit type, you will be directed to a specific application form.
- Follow the instructions provided on the form to complete the required fields.
- Provide accurate and complete information to ensure timely processing of your application.

4. Upload Required Documents:

- You may need to upload supporting documents, such as site plans, engineering drawings, environmental impact assessments, or other relevant documentation.
- Ensure that the documents are in the required format and size.

5. Review and Submit:

- Carefully review all the information you have entered in the application form.
- Make sure there are no errors or omissions.
- Once you are satisfied with the information, submit the application.

Types of Activities Covered

1. Construction Activities

- Drilling and bore hole construction
- Water infrastructure development
- Industrial facility construction
- Treatment plant installation

2. Water Resource Management

- Ground water extraction
- Surface water management
- River and waterway usage
- Water pumping stations

3. Environmental Compliance

- Waste water treatment
- Discharge management
- Environmental impact assessment
- Easement and land use permits

Application Process

Step 1: Initial Registration

1. Access the portal through the Ministry website
2. Click on "New Permit Application"
3. Create an account or log in to existing account

Step 2: Project Documentation

Required documents may include:

- Technical drawings and plans
- Site surveys and maps
- Environmental impact assessments
- Construction schedules
- Equipment specifications

Step 3: Technical Details

Provide specific information about:

1. **Water Extraction**
 - Bore hole specifications
 - Pumping capacity
 - Depth measurements
 - Geological information
2. **Construction Details**
 - Site plans
 - Construction methodology
 - Equipment to be used
 - Timeline for completion
3. **Discharge Management**
 - Treatment methods
 - Discharge volumes
 - Water quality parameters
 - Monitoring systems

Step 4: Environmental Considerations

Document:

- Environmental protection measures
- Impact mitigation strategies
- Monitoring and reporting plans
- Compliance with regulations

Best Practices

Documentation

1. Keep all technical drawings and plans up to date
2. Maintain detailed records of measurements and specifications
3. Document all environmental protection measures
4. Store copies of all permits and approvals

Site Management

1. Follow approved construction methods
2. Implement proper safety measures
3. Monitor environmental impacts
4. Maintain equipment properly

Compliance

1. Regular monitoring of water quality
2. Proper maintenance of treatment facilities
3. Timely reporting to authorities
4. Adherence to permit conditions

Construction Permit Application

Section1:NAME AND ADDRESSES

The screenshot shows a web form titled "Name and Addresses" with a sub-header "1. NAME AND ADDRESSES". The form includes the following fields:

- Select User Type ***: A dropdown menu with "Select One" as the placeholder.
- Token Number**: A text input field.
- TIN Number ***: A text input field.
- Company Name ***: A text input field.
- Main Activity ***: A text input field.
- Select Dist ***: A dropdown menu with "Select One" as the placeholder.
- Select County ***: A dropdown menu.
- Select SubCounty ***: A dropdown menu.
- Select Parish ***: A dropdown menu.
- Town / Village ***: A text input field.
- Permit Holder Name ***: A text input field.
- Designation ***: A text input field.
- Mobile (10 digit number with zero(0)) ***: A text input field.
- Email Address ***: A text input field.
- Address ***: A text input field.
- PO Box ***: A text input field.
- Address same as above tick here**: A checkbox.
- Postal Address(if different from above) ***: A text input field.
- Select District ***: A dropdown menu.
- Town / Village ***: A text input field.
- Address ***: A text input field.
- PO Box ***: A text input field.

At the bottom of the form, there is a green "Save" button and a Windows watermark that says "Activate Windows Go to Settings to activate Windows." The footer of the page contains the text "Company/Co-operative Society/Public Corporation/Partnership Name" and "Permit Holder Name".

Select User Type:

- Choose the appropriate user type from the dropdown menu (e.g., Individual, Company, etc.).

Token Number:

- It will be automatically generated.

TIN Number:

- Provide your Tax Identification Number (TIN).

Company Name:

- If applicable, enter the name of the company.

Main Activity:

- Specify the primary activity or purpose of the construction project.

Select State:

- Choose the state where the construction project is located.

Select District:

- Select the district within the chosen state.

Select County:

- Choose the county within the selected district.

Select Sub-County:

- Select the sub-county within the chosen county.

Select Parish:

- Choose the parish within the selected sub-county.

Town/Village:

- Enter the town or village where the construction site is situated.

Permit Holder Name:

- Enter the name of the person who will be responsible for the permit.

Designation:

- Specify the designation or role of the permit holder.

Mobile (10 digit number with country code):

- Enter your valid mobile number with the appropriate country code.

Email Address:

- Provide a valid email address for communication.

Address:

- Enter the complete address of the construction site, including street name, locality, city, state, and pin code.

PO Box:

- If applicable, enter the PO Box number.

Address same as above (tick here):

- Check this box if the postal address is the same as the above address.

Postal Address (if different from above):

- If the postal address is different, enter the details here.

Select State:

- Choose the state for the postal address.

Town/Village:

- Enter the town or village for the postal address.

Address:

- Enter the complete address for the postal address.

PO Box:

- If applicable, enter the PO Box number for the postal address.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Section2: COMPANY/CO-OPERATIVE SOCIETY/PUBLIC CORPORATION/PARTNERSHIP NAME

The screenshot shows a web application titled "Construction Permit". The breadcrumb trail is "Menu > New Permit Application > Construction Permit". The form has two tabs: "Name and Addresses" (selected) and "Permit Holder Name". The "Name and Addresses" tab contains a sub-section titled "2.COMPANY/CO-OPERATIVE SOCIETY/PUBLIC CORPORATION/PARTNERSHIP NAME". This section asks "Will you work for a company under your permit?" with a dropdown menu labeled "--Select One--". Below this, it says "If yes, please give the name, address, registered number and trading licence of that company:". There are six input fields: "Name of the company", "Address", "Date of Registration of Company" (with placeholder "mm/dd/yyyy"), "Address of Site", "Trading Licence No:", and "Date of Issue" (with placeholder "mm/dd/yyyy"). A green "Save" button is at the bottom center. At the bottom right, there is a note: "Activate Windows Go to Settings to activate Windows."

Will you work for a company under your permit?

- Select "Yes" or "No" from the dropdown menu.

If yes, please give the name, address, registered number and trading license of that company:

Name of the company:

- Enter the name of the company you will be working for under the permit.

Address:

- Provide the complete address of the company, including street name, locality, city, state, and pin code.

Date of Registration of Company:

- Enter the date when the company was registered.

Address of Site:

- Enter the address of the construction site where the work will be carried out.

Trading License No:

- Provide the trading license number of the company.

Date of issue:

- Enter the date when the trading license was issued.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Section3: YOUR EXPERIENCE

3. YOUR EXPERIENCE

What formal qualifications do you have to undertake a construction work?

Give details of any previous permit which you have held:

S.NO	Permit Number	Permit Type	Permit Expiry Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Give the following details about any construction work you have previously undertaken:

S.NO	Client Name	Date of Work Order	Description of Work
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attach Experience file (Accepts pdf,docx,rtex,png, jpeg less than 5m) (Equal to 10MB only):

File Description:

Reference File Input:

Main Activity:

- Enter the primary activity or purpose of the construction project.

If you have any questions in mind that you want to ask before you start work:

- This section allows you to enter any questions you have about the construction project.

List of Permits that you possess:

- **Number:** Enter the number of the permit.
- **Permit Type:** Specify the type of permit (e.g., building permit, electrical permit, etc.).
- **Permit Holder Name:** Enter the name of the permit holder.
- **Permit Issue Date:** Enter the date when the permit was issued.
- **Permit Lapse Date:** Enter the date when the permit will expire.
- **Click "Add" to add more permits if needed.**

List of all relevant details of works executed by you earlier:

- **Number:** Enter the number of the project.
- **Client Name:** Enter the name of the client for whom the work was done.
- **Date of Work Order:** Enter the date when the work order was issued.
- **Description of Work:** Provide a brief description of the work that was carried out.
- **Click "Add" to add more projects if needed.**

Attach business experience proof (if any), like photos, from last 5 years (up to 10 MB):

- **File Number:** Enter the number of the file.
- **Choose File:** Click on the "Choose File" button to select the file you want to upload.
- **Click "Save" to save the file.**

Equipment:

- This section might be for listing any equipment that will be used for the construction project.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Section4: EQUIPMENT

External User

Company/Co-Operative Society/Public Corporation/Partnership Name Permit Holder Name : ▼

Your Experience Permit Holder Name : ▼

Equipment Permit Holder Name : ▼

4. EQUIPMENT

Attach the relevant construction equipment and vehicles possessed by you or your employer. Attach all the construction equipment stating the registration numbers where applicable, year of manufacture, Mechanical condition and ownership. (Accepts: pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only.)

File Description

Please fill out this field.

Reference File Input

Choose Files No file chosen

Save

Staff Permit Holder Name : ▼

Further Relevant Information Permit Holder Name : ▼

Activate Windows
Go to Settings to activate Windows.

Attach the relevant construction equipment and vehicles possessed by you or your employees. Attach all the construction equipment stating the registration numbers where applicable, year of manufacture, Mechanical condition and ownership. (Accepts: .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only.)

File Description:

- Enter a brief description of the equipment or vehicle being uploaded.

Reference File Input:

- Click on "Choose File" to select the file you want to upload.
- Make sure the file size is less than or equal to 10MB.
- Supported file formats: .pdf, .docx, .xlsx, .png, .jpeg

Save:

- Click on the "Save" button to upload the file and proceed to the next step of the application process.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Section5: STAFF

External User 9

Staff Permit Holder Name : ▼

5. STAFF

Attach brief details of the name, age, relevant qualification and experience of any people employed by you or the company, who will work on construction under permit. Give Curriculum Vitae of Engineers, Topographic Surveyors, Architects and Environmentalists together with corresponding copies of their Certificates of registration to professional bodies according to relevant laws of professional practice in Uganda. (Accepts: .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only.)

File Description

Reference File Input

Choose Files No file chosen

Save

Further Relevant Information Permit Holder Name : ▼

Payment and Declaration Permit Holder Name : ▼

☐ I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

Previous Submit Application

Attach brief details of the name, age, relevant qualification and experience of any people employed by you or the company, who will work on construction under permit. Give Curriculum Vitae of Engineers, Topographic Surveyors, Architects and Environmentalists together with corresponding copies of their Certificates of registration to professional bodies according to relevant laws of professional practice in Uganda. (Accepts: .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only.)

File Description:

- Enter a brief description of the staff being uploaded.

Reference File Input:

- Click on "Choose File" to select the file you want to upload.
- Make sure the file size is less than or equal to 10MB.
- Supported file formats: .pdf, .docx, .xlsx, .png, .jpeg

Save:

- Click on the "Save" button to upload the file and proceed to the next step of the application process.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Section6: FURTHER RELEVANT INFORMATION

Staff Permit Holder Name : ▼

Further Relevant Information Permit Holder Name : ▼

6. FURTHER RELEVANT INFORMATION

Attach Well illustrated topographic map to show the layout of the major components of the infrastructure to be constructed, relevant details drawing's to facilitate easy appriciation of the technical details of the key components of the facility to be constructed. Hydrological analysis/Modeling report with associated flow discharge curve. Attach any other relevant information to the one already specified. (Accepts .pdf,.docx,.xlsx,.png,.jpeg Less than (or) Equal to 10MB only.)

File Description

Reference File Input
Choose Files No file chosen

Save

Payment and Declaration Permit Holder Name : ▼

☐ I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

Preview Submit Application

Go to Settings to activate Windows.

Attach Well Illustrated topographic map to show the layout of the major components of the infrastructure to be constructed, relevant details drawings to facilitate easy appreciation of the technical details of the key components of the facility to be constructed. Hydrological analysis/Modeling report with associated flow discharge curve. Attach any other relevant information to the one already specified. (Accepts .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only.)

File Description:

- Enter a brief description of the additional information being uploaded.

Reference File Input:

- Click on "Choose File" to select the file you want to upload.
- Make sure the file size is less than or equal to 10MB.

- Supported file formats: .pdf, .docx, .xlsx, .png, .jpeg

Save:

- Click on the "Save" button to upload the file and proceed to the next step of the application process.

Section7: Payment and Declaration

APPLICATION PAYMENT

The screenshot shows a web application interface for 'Payment and Declaration'. The header is blue with 'External User' and a profile icon. The main content area is titled 'APPLICATION PAYMENT'. It contains several input fields: 'Select Payment Type' (a dropdown menu), 'Payment Registration Number (PRN)' (a text field), 'Amount Paid (UGX)' (a text field), 'Tax Identification Number (TIN)' (a text field), and 'Date of Payment' (a date picker). A green 'Verify' button is next to the PRN field. Below these is a 'Reference File Input' section with a 'Choose Files' button. The bottom section is titled 'DECLARATION OF THE APPLICANT' and includes fields for 'Signature of applicant', 'Full Names', 'Date', and 'Years of Permit Applying For'. A green 'Save' button is at the bottom. The top right shows 'External User' and 'Permit Holder Name'.

Select Payment Type:

- Choose the payment method from the dropdown menu (e.g., Cash, Check, Online Payment, etc.).

Payment Registration Number (PRN):

- Enter the payment registration number if applicable.

Verify:

- Click on "Verify" to validate the payment details.

Tax Identification Number (TIN):

- Enter your Tax Identification Number (TIN).

Date of Payment:

- Enter the date when the payment was made.

Proof of Payment (Accepts .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only):

- Click on "Choose File" to select the proof of payment document.
- Make sure the file size is less than or equal to 10MB.
- Supported file formats: .pdf, .docx, .xlsx, .png, .jpeg

DECLARATION OF THE APPLICANT

Signature of applicant:

- Sign the declaration electronically or manually.

Full Name:

- Enter your full name.

Date:

- Enter the date of the declaration.

Years of Permit Applying For:

- Enter the number of years for which you are applying for the permit.

Save:

- Click on "Save" to submit the payment and declaration information.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Declaration:

I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

Preview: Click on "Preview" to review the entire application before submitting.

Submit Application: Click on "Submit Application" to finalize and submit the application.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Output:

After providing the necessary information, we will save it and submit the form. It will then be sent to the 'Commissioners' dashboard.

WELIS

Drilling Permit Application

Section1: NAMES AND ADDRESSES

The screenshot shows the 'Drilling Permit' application form, specifically the '1. NAMES AND ADDRESSES' section. The form is part of the 'Ministry of Water and Environment Permit Management Portal' for the 'REPUBLIC OF UGANDA'. It includes a navigation menu with 'Menu > New Permit Application > Drilling Permit'. The form fields are organized into two main sections: 'Name And Addresses' and 'Postal Address (if different from above)'. The 'Name And Addresses' section includes fields for 'Select User Type', 'Token Number', 'TIN Number', 'Company Name', 'Main Activity', 'Select State', 'Select District', 'Select County', 'Select Sub-County', 'Select Parish', 'Town / Village', 'Permit Holder Name', 'Designation', 'Mobile', 'Email Address', 'Address', and 'PO Box'. The 'Postal Address (if different from above)' section includes fields for 'Select State', 'Town / Village', 'Address', and 'PO Box'. A 'Save' button is located at the bottom of the form. A watermark 'Uganda' is visible across the form.

- **Select User Type:** Choose the appropriate user type from the dropdown menu (e.g., Individual, Company, etc.).
- **Token Number:** Enter the token number associated with your application.
- **TIN Number:** Provide your Tax Identification Number (TIN).
- **Company Name:** If applicable, enter the name of the company.
- **Main Activity:** Specify the primary activity or purpose of the drilling project.
- **Select State:** Choose the state where the drilling project is located.
- **Select District:** Select the district within the chosen state.
- **Select County:** Choose the county within the selected district.
- **Select Sub-County:** Select the sub-county within the chosen county.
- **Select Parish:** Choose the parish within the selected sub-county.
- **Town/Village:** Enter the town or village where the drilling site is situated.
- **Permit Holder Name:** Enter the name of the person who will be responsible for the permit.
- **Designation:** Specify the designation or role of the permit holder.
- **Mobile (10 digit number with country code):** Enter your valid mobile number with the appropriate country code.
- **Email Address:** Provide a valid email address for communication.
- **Address:** Enter the complete address of the drilling site, including street name, locality, city, state, and pin code.
- **PO Box:** If applicable, enter the PO Box number.
- **Address same as above (tick here):** Check this box if the postal address is the same as the above address.
- **Postal Address (if different from above):** If the postal address is different, enter the details here.
- **Select State:** Choose the state for the postal address.
- **Town/Village:** Enter the town or village for the postal address.
- **Address:** Enter the complete address for the postal address.
- **PO Box:** If applicable, enter the PO Box number for the postal address.

- **Save:** Click on the "Save" button to proceed to the next step of the application process.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Section2: COMPANY/PUBLIC CORPORATION/CO-OPERATIVE SOCIETY/NGO/PARTNERSHIP INFORMATION

The screenshot shows a web-based application form titled "2. COMPANY/PUBLIC CORPORATION/CO-OPERATIVE SOCIETY/NGO/ PARTNERSHIP INFORMATION". At the top, there are input fields for "Date of Registration of Company", "Trading License Number", and "Date of Issue of Trading License". Below this, a section titled "The full names and citizenship of each director:" contains a table with columns "S.NO", "Names", and "Citizenship". A red square button with a plus sign is visible next to the first row. Below the table is a green "Add" button. The next section, "Provide the name and address of your firm's bankers:", contains a table with columns "S.NO", "Names", "Branch Names", "Branch Code", "IFSC Code", and "Address". A red square button with a plus sign is visible next to the first row. Below the table is a green "Add" button. The following section, "Please provide the names and addresses of two referees who can comment on the character competence and reputation of yourself and your firm:", contains a table with columns "S.NO", "Names", "Address", and "Mobile Number". A red square button with a plus sign is visible next to the first row. Below the table is a green "Add" button. At the bottom, there is a section titled "OFFICIAL USE ONLY" with input fields for "Registration Date" and "Application Number". To the right of this section is a Windows activation notice: "Activate Windows Go to Settings to activate Windows."

Names and Citizenship

- **S.No:** Serial number of the person.
- **Name:** Full name of the person.
- **Ownership:** Percentage of ownership held by the person.
- **Citizenship:** Nationality of the person.
- **Click "Add" to add more people if needed.**

Bankers

- **S.No:** Serial number of the bank.
- **Branch Name:** Name of the bank branch.
- **Branch Code:** Code of the bank branch.
- **IFSC Code:** Indian Financial System Code of the bank.
- **Address:** Address of the bank branch.
- **Click "Add" to add more banks if needed.**

Referees

- **S.No:** Serial number of the referee.
- **Name:** Full name of the referee.
- **Address:** Address of the referee.

- **Mobile Number:** Mobile number of the referee.
- **Click "Add" to add more referees if needed.**

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Section3: COMPANY EQUIPMENT

Details of Rig

- **Rig Name:** Enter the name of the rig.
- **Rig Model:** Enter the model of the rig.
- **Rig Age:** Enter the age of the rig.
- **Rig Last Overhaul:** Enter the date of the last overhaul of the rig.
- **Rig Rated Capacity (Kgs):** Enter the rated capacity of the rig in kilograms.
- **Rig Mast Capacity (Kgs):** Enter the mast capacity of the rig in kilograms.
- **Rig Draw Works Capacity (Kgs):** Enter the draw works capacity of the rig in kilograms.
- **Rig Drill Pipe Diameter:** Enter the drill pipe diameter of the rig.
- **Rig Drill Collar Diameter:** Enter the drill collar diameter of the rig.
- **Rig Drill Collar Weight:** Enter the drill collar weight of the rig.
- **Rig Water Injection:** Enter the water injection capacity of the rig.
- **Rig Mud Circulation:** Enter the mud circulation capacity of the rig.

Click "Add" to add more rigs if needed.

Details of Compressors

- **Make:** Enter the make of the compressor.
- **Model:** Enter the model of the compressor.
- **Age:** Enter the age of the compressor.
- **Last Overhaul:** Enter the date of the last overhaul of the compressor.
- **Rated Capacity:** Enter the rated capacity of the compressor.

- **Truck Mounted:** Check if the compressor is truck-mounted.
- **Years With Company:** Enter the number of years the compressor has been with the company.
- **Max Capacity:** Enter the maximum capacity of the compressor.

Details of Pumping Equipments

- **Make:** Enter the maker of the pumping equipment.
- **Model:** Enter the model of the pumping equipment.
- **Age:** Enter the age of the pumping equipment.
- **Last Overhaul:** Enter the date of the last overhaul of the pumping equipment.
- **Rated Capacity:** Enter the rated capacity of the pumping equipment.
- **Truck Mounted:** Check if the pumping equipment is truck-mounted.
- **Years With Company:** Enter the number of years the pumping equipment has been with the company.
- **Max Capacity:** Enter the maximum capacity of the pumping equipment.

Miscellaneous Equipment

- **Details On Vehicles Processed:** Enter details of any vehicles used in the drilling operation (e.g., make, model, age, etc.).

Attach Registration Book Details (Accepts .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only):

- **File Description:** Enter a brief description of the document.
- **Choose File:** Click on "Choose File" to select the document.
- **Save:** Click on "Save" to upload the document.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Section4: CONTRACTORS AND DRILLER DETAILS

Contractor's Experience

- **Client Name:** Enter the name of the client for whom the contractor has worked.
- **Total Years of Experience:** Enter the total number of years of experience of the contractor.
- **Technique:** Specify the drilling technique used by the contractor.
- **Number of Boreholes:** Enter the number of boreholes drilled by the contractor.
- **Average Depth (Meters):** Enter the average depth of the boreholes drilled by the contractor.
- **Click "Add/Save" to add more contractors if needed.**

Drilling Superintendent

- **Name:** Enter the name of the drilling superintendent.
- **Age:** Enter the age of the drilling superintendent.
- **Total Years of Drilling Experience:** Enter the total number of years of experience of the drilling superintendent.
- **Experience with Company:** Enter the number of years of experience of the drilling superintendent with the company.

Driller Info

- **Name:** Enter the name of the driller.
- **Age:** Enter the age of the driller.
- **Drilling Experience:** Enter the drilling experience of the driller.
- **Experience with Company:** Enter the number of years of experience of the driller with the company.
- **Client Name:** Enter the name of the client for whom the driller has worked.
- **Position:** Enter the position held by the driller in the project.
- **Technique:** Specify the drilling technique used by the driller.
- **No. of BHs:** Enter the number of boreholes drilled by the driller.
- **Average Depth (Meters):** Enter the average depth of the boreholes drilled by the driller.
- **Click "Add/Save" to add more drillers if needed.**

Hydro geologists Information

- Attach any other relevant information (staffing, appointment letters, CV for hydrogeologists and drillers) (Accepts: .pdf, .docx, .xlsx, .png, .jpeg Less than (or) **Equal to 10MB only**):
 - **File Description:** Enter a brief description of the document.
 - **Choose File:** Click on "Choose File" to select the document.
 - **Save:** Click on "Save" to upload the document.
- **Attach Hydrogeologist Certificate (Accepts: .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only):**
 - **File Description:** Enter a brief description of the certificate.
 - **Choose File:** Click on "Choose File" to select the certificate.
 - **Save:** Click on "Save" to upload the certificate.

Section5: Payment and Declaration

APPLICATION PAYMENT

- **Select Payment Type:** Choose the payment method from the dropdown menu (e.g., Cash, Check, Online Payment, etc.).
- **Payment Registration Number (PRN):** Enter the payment registration number if applicable.
- **Search Code:** Enter the search code for the payment.
- **Verify:** Click on "Verify" to validate the payment details.
- **Tax Identification Number (TIN):** Enter your Tax Identification Number (TIN).
- **Date of Payment:** Enter the date when the payment was made.
- **Proof of Payment (Accepts .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only):**
 - **Choose File:** Click on "Choose File" to select the proof of payment document.

- **Save:** Click on "Save" to upload the document.

DECLARATION OF THE APPLICANT

- **Signature of applicant:** Sign the declaration electronically or manually.
- **Full Name:** Enter your full name.
- **Date:** Enter the date of the declaration.
- **Number of Years applying For:** Enter the number of years for which you are applying for the permit.

Declaration:

I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

- **Preview:** Click on "Preview" to review the entire application before submitting.
- **Submit Application:** Click on "Submit Application" to finalize and submit the application.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

Output:

After providing the necessary information, we will save it and submit the form. It will then be sent to the 'Commissioners' dashboard

Easement Permit Application

Section1: NAMES AND ADDRESSES

REPUBLIC OF UGANDA
Ministry of Water and Environment
Permit Management Portal

External User

Easement Permit

Menu > New Permit Application > Easement Permit

Name And Addresses

1. NAMES AND ADDRESSES

Select User Type *

Token Number *

TIN Number *

Company Name *

Main Activity *

Select State *

Select District *

Select County *

Select Sub-County *

Select Parish *

Town / Village *

Permit Holder Name *

Designation *

Mobile *

Email Address *

Address *

PO Box *

☐ Address same as above tick here

Postal Address (if different from above) *

Select State *

Town / Village *

Address *

PO Box *

Save

Activate Windows
Go to Settings to activate Windows.

Location Of Land

- **Select User Type:** Choose the appropriate user type from the dropdown menu (e.g., Individual, Company, etc.).
- **Token Number:** Enter the token number associated with your application.
- **TIN Number:** Provide your Tax Identification Number (TIN).
- **Company Name:** If applicable, enter the name of the company.
- **Main Activity:** Specify the primary activity or purpose of the easement application.
- **Select State:** Choose the state where the easement is located.
- **Select District:** Select the district within the chosen state.
- **Select County:** Choose the county within the selected district.
- **Select Sub-County:** Select the sub-county within the chosen county.
- **Select Parish:** Choose the parish within the selected sub-county.
- **Town/Village:** Enter the town or village where the easement is located.
- **Permit Holder Name:** Enter the name of the person who will be responsible for the permit.
- **Designation:** Specify the designation or role of the permit holder.
- **Mobile (10 digit number with country code):** Enter your valid mobile number with the appropriate country code.
- **Email Address:** Provide a valid email address for communication.
- **Address:** Enter the complete address of the location of the easement, including street name, locality, city, state, and pin code.
- **PO Box:** If applicable, enter the PO Box number.
- **Address same as above (tick here):** Check this box if the postal address is the same as the above address.
- **Postal Address (if different from above):** If the postal address is different, enter the details here.
- **Select State:** Choose the state for the postal address.
- **Town/Village:** Enter the town or village for the postal address.
- **Address:** Enter the complete address for the postal address.
- **PO Box:** If applicable, enter the PO Box number for the postal address.
- **Save:** Click on the "Save" button to proceed to the next step of the application process.

Section2: LOCATION OF LAND

Location Of Land Permit Holder Name : ▾

2. LOCATION OF LAND

Name of the Land owner which will benefit from easement * Address of the Owner *

Select Property Regime of Land: ---Select Property Regime of Land--- Area of Land(in Hectares)

If Leasehold ---Select Yes / No--- If Mello or Freehold ---Select Yes / No---

Location * Latitude Longitude

Altitude Select District * Select County *

Select Sub County * Select Parish * Village *

Save

Activate Windows
Go to Settings to activate Windows.

Name of the Land owner which will benefit from easement:

- Enter the name of the landowner who will benefit from the easement.

Address of the Owner:

- Enter the address of the landowner.

Select Property Regime of Land:

- Choose the appropriate property regime from the dropdown menu (e.g., Freehold, Leasehold, etc.).

Area of Land (in Hectares):

- Enter the area of the land in hectares.

If land is held:

- Select "Yes" or "No" from the dropdown menu.

Location:

- Enter the location of the land.

Latitude:

- Enter the latitude of the land.

Longitude:

- Enter the longitude of the land.

Altitude:

- Enter the altitude of the land.

Select District:

- Choose the district where the land is located.

Select County:

- Choose the county within the selected district.

Select Sub County:

- Choose the sub-county within the selected county.

Select Parish:

- Choose the parish within the selected sub-county.

Village:

- Enter the village where the land is located.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section3: SOURCE OF WATER

Source Of Water

3. SOURCE FOR WATER

Select the source of water from or to which you wish to take water *

Specific point where the water is or will be taken

Location *

Altitude

Select Basin Code *

Select District *

Common Name of Source of Water *

Select File

Reference File Input

Choose File | No file chosen

OFFICIAL USE ONLY

Select Basin Code

Select Catchment Area

National Grid Reference Of Point Of Water upgrade

Location

Latitude

Save

Activate Windows
Go to Settings to activate Windows.

Easement

Select the source of water:

- Choose the source of water from the dropdown menu (e.g., River, Lake, Well, etc.).

Specific point where the water will be taken:

- Enter the specific location where the water will be extracted.

Latitude:

- Enter the latitude of the water source.

Longitude:

- Enter the longitude of the water source.

Altitude:

- Enter the altitude of the water source.

Name of the owner of the source:

- Enter the name of the owner of the water source.

Attach any other relevant papers to prove the source of water (Accepts .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only):

- **Choose File:** Click on "Choose File" to select the document.
- **Save:** Click on "Save" to upload the document.

Select District:

- Choose the district where the water source is located.

Select County:

- Choose the county within the selected district.

Select Sub County:

- Choose the sub-county within the selected county.

Select Parish:

- Choose the parish within the selected sub-county.

Location:

- Enter the location of the water source.

Latitude:

- Enter the latitude of the water source.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section4: EASEMENT

The screenshot shows a web form titled "Easement" with a "Permit Holder Name" dropdown at the top right. The main section is titled "4. EASEMENT" and contains four input fields: "Why do you require the easement", "Select What form will easement take" (a dropdown menu with "--Select Easement form--"), "What works, if any do you want to construct on the land", and "For How long do you want easement". A "Please fill out this field." error message is displayed below the last field. A green "Save" button is located at the bottom center of the form.

Why do you require the easement?

- Explain the reason for requiring the easement.

What works, if any, do you want to construct on the land:

- Describe any construction work planned on the land.

For how long do you want easement?

- Specify the duration of the easement.

Select what form will easement take:

- Choose the appropriate form of easement from the dropdown menu (e.g., Right of Way, Right to Access, etc.).

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section5: PEOPLE AFFECTED

People Affected Permit Holder Name : ▼

5. PEOPLE AFFECTED

Give the certificate of title number for the land over which the easement is sought:

Enter Give the certificate of title number for the land over which the easement is sought:

S.NO	Name	Address	Refused to Grant Easement	
1	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Address Work"/>	<input type="text" value="Enter reason for Refuse Easement"/>	<input type="button" value="X"/>

Any Relevant Correspondence*
---Select Yes / No---

Activate Windows

Give the certificate of title number for the land over which the easement is sought:

- Enter the certificate of title number for the land.

S.NO

- Serial number of the affected person.

Name

- Enter the name of the affected person.

Address

- Enter the address of the affected person.

Refused to Grant Easement

- Check the box if the affected person refused to grant the easement.
- Enter the reason for refusal.

Click "Add" to add more affected people if needed.

Any Relevant Correspondence:

- Select "Yes" or "No" from the dropdown menu.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section6: ACCOMPANYING INFORMATION

6. ACCOMPANYING INFORMATION

Please list all map documents enclosed with that application (Accepts .pdf, .docx less than or equal to 5MB only.)

Reference File Input
Choose File No file chosen

Please list all plan documents enclosed with that application (Accepts .pdf, .docx less than or equal to 5MB only.)

Reference File Input
Choose File No file chosen

Please list all other documents enclosed with that application (Accepts .pdf, .docx less than or equal to 5MB only.)

Reference File Input
Choose File No file chosen

Save

Activate Windows
Go to Settings to activate Windows.

Please list all map documents enclosed with that application (Accepts .pdf, .docx less than or equal to 5MB only):

- **Reference File Input:** Click on "Choose File" to select the map document.
- **Save:** Click on "Save" to upload the document.

Please list all plan documents enclosed with that application (Accepts .pdf, .docx less than or equal to 5MB only):

- **Reference File Input:** Click on "Choose File" to select the plan document.
- **Save:** Click on "Save" to upload the document.

Please list all other documents enclosed with that application (Accepts .pdf, .docx less than or equal to 5MB only):

- **Reference File Input:** Click on "Choose File" to select the other document.
- **Save:** Click on "Save" to upload the document.

Payment and Declaration

Section7: APPLICATION PAYMENT

APPLICATION PAYMENT

Select Payment Type:
---Select One---

Payment Registration Number (PRN) Or Search Code

Verify

Amount Paid (USD) * Tax Identification Number (TRN) * Date of Payment *
mm/dd/yyyy

Proof of Payment* (Accepts .pdf, .docx less than or equal to 5MB only.)

Reference File Input
Choose File No file chosen

DECLARATION OF THE APPLICANT

Signature of applicant:

Full Name: Date:
mm/dd/yyyy

Years of Permit Applying For:
1

Save

☐ I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

Preview Submit Application

Activate Windows
Go to Settings to activate Windows.

- **Select Payment Type:** Choose the payment method from the dropdown menu (e.g., Cash, Check, Online Payment, etc.).
- **Payment Registration Number (PRN):** Enter the payment registration number if applicable.
- **Or Search Code:** Enter the search code for the payment.
- **Verify:** Click on "Verify" to validate the payment details.
- **Amount Paid (UGX):** Enter the amount paid for the permit.
- **Tax Identification Number (TIN):** Enter your Tax Identification Number (TIN).
- **Date of Payment:** Enter the date when the payment was made.
- **Proof of Payment** (Accepts .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 5MB only):

Choose File: Click on "Choose File" to select the proof of payment document.

Save: Click on "Save" to upload the document.

DECLARATION OF THE APPLICANT

Signature of applicant: Sign the declaration electronically or manually.

Full Name: Enter your full name.

Date: Enter the date of the declaration.

Number of Years Applying For: Enter the number of years for which you are applying for the permit.

I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

- **Preview:** Click on "Preview" to review the entire application before submitting.
- **Submit Application:** Click on "Submit Application" to finalize and submit the application.

Output:

After providing the necessary information, we will save it and submit the form. It will then be sent to the 'Commissioners' dashboard.

Groundwater Abstraction Permit

Section1: NAMES AND ADDRESSES

- **Select User Type:** Choose the appropriate user type from the dropdown menu (e.g., Individual, Company, etc.).
- **Token Number:** Enter the token number associated with your application.
- **TIN Number:** Provide your Tax Identification Number (TIN).
- **Company Name:** If applicable, enter the name of the company.
- **Main Activity:** Specify the primary activity or purpose of the groundwater abstraction.
- **Select State:** Choose the state where the groundwater abstraction will take place.
- **Select District:** Select the district within the chosen state.
- **Select County:** Choose the county within the selected district.
- **Select Sub-County:** Select the sub-county within the chosen county.
- **Select Parish:** Choose the parish within the selected sub-county.
- **Town/Village:** Enter the town or village where the groundwater abstraction will take place.
- **Permit Holder Name:** Enter the name of the person who will be responsible for the permit.
- **Designation:** Specify the designation or role of the permit holder.
- **Mobile (10 digit number with country code):** Enter your valid mobile number with the appropriate country code.
- **Email Address:** Provide a valid email address for communication.
- **Address:** Enter the complete address of the location of the groundwater abstraction, including street name, locality, city, state, and pin code.
- **PO Box:** If applicable, enter the PO Box number.
- **Address same as above (tick here):** Check this box if the postal address is the same as the above address.
- **Postal Address (if different from above):** If the postal address is different, enter the details here.
- **Select State:** Choose the state for the postal address.
- **Town/Village:** Enter the town or village for the postal address.
- **Address:** Enter the complete address for the postal address.

- **PO Box:** If applicable, enter the PO Box number for the postal address.
- **Save:** Click on the "Save" button to proceed to the next step of the application process.

Section2: LAND REQUIRING WATER

The screenshot shows a web form titled "2. LAND REQUIRING WATER". It contains several input fields and dropdown menus. At the bottom, there is a green "Save" button. A watermark "WATER" is visible across the form.

Name of Land Owner where borehole is constructed and water will be used:

- Enter the name of the landowner where the borehole will be constructed and the water will be used.

Address of Owner:

- Enter the address of the landowner.

Leasehold or Freehold:

- Select whether the land is leasehold or freehold from the dropdown menu.

If Leasehold:

- Select "Yes" or "No" from the dropdown menu.

Location of Land where borehole will be:

- Enter the location of the land where the borehole will be drilled.

Area of Land (in Hectares):

- Enter the area of the land in hectares.

Latitude:

- Enter the latitude of the land.

Longitude:

- Enter the longitude of the land.

Convert to UTM:

- Click on "Convert to UTM" to convert the latitude and longitude to UTM coordinates.

Zone:

- The UTM zone will be automatically populated based on the latitude and longitude.

Zone Letter:

- The UTM zone letter will be automatically populated based on the latitude and longitude.

Easting:

- The easting coordinate will be automatically populated based on the latitude and longitude.

Northing:

- The northing coordinate will be automatically populated based on the latitude and longitude.

Altitude:

- Enter the altitude of the land.

Map View:

- Click on "Map View" to view the location of the land on a map.

Select District:

- Choose the district where the land is located.

Select County:

- Choose the county within the selected district.

Select Sub County:

- Choose the sub-county within the selected county.

Select Parish:

- Choose the parish within the selected sub-county.

Village:

- Enter the village where the land is located.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section3: SOURCE OF WATER

Source Of Water

3. SOURCE OF WATER

Select the source of water from or to which you wish to take water *

Specific point where the water is or will be taken

Location

Latitude

Longitude

Common Name of Source of Water *

Zone

ZoneLetter

Easting

Northing

Altitude

Select Basin Code *

Select Catchment Area

Side of the water uptake(when applicable):

Select Side

Give details of any water permit you hold to take water from this source:(Accepts.pdf.docx less than or equal to 5MB only)

Reference File Input

Choose File

No file chosen

Convert To UTM

Convert To Lat/Long

Map View

Save

Select the source of water from which you intend to take water:

- Choose the source of water from the dropdown menu (e.g., River, Lake, Well, etc.).

Specific point where the water will be taken:

- Enter the specific location where the water will be extracted.

Common Name of Source of Water:

- Enter the common name of the water source.

Latitude:

- Enter the latitude of the water source.

Longitude:

- Enter the longitude of the water source.

Convert to UTM:

- Click on "Convert to UTM" to convert the latitude and longitude to UTM coordinates.

Zone:

- The UTM zone will be automatically populated based on the latitude and longitude.

Zone Letter:

- The UTM zone letter will be automatically populated based on the latitude and longitude.

Easting:

- The easting coordinate will be automatically populated based on the latitude and longitude.

Northing:

- The northing coordinate will be automatically populated based on the latitude and longitude.

Altitude:

- Enter the altitude of the water source.

Map View:

- Click on "Map View" to view the location of the water source on a map.

Select District:

- Choose the district where the water source is located.

Select County:

- Choose the county within the selected district.

Select Sub County:

- Choose the sub-county within the selected county.

Select Parish:

- Choose the parish within the selected sub-county.

Select State:

- Choose the state where the water source is located.

Select District:

- Choose the district within the selected state.

Ownership of water source (if applicable):

- Select the ownership of the water source from the dropdown menu (e.g., Public, Private, etc.).

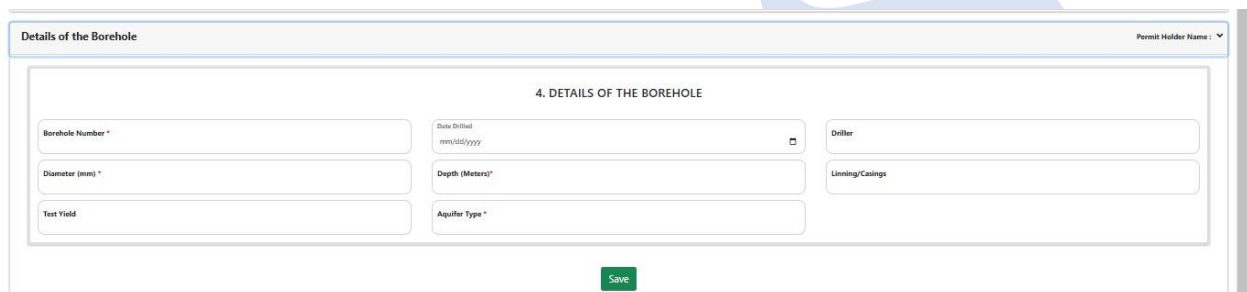
Give details of any water permit you hold to take water from this source (Accepts .pdf, .docx less than or equal to 10MB only):

- **Choose File:** Click on "Choose File" to select the document.
- **Save:** Click on "Save" to upload the document.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section4: DETAILS OF THE BOREHOLE



Borehole Number:

- Enter the unique identifier assigned to the borehole.

Date of Drilling:

- Enter the date when the borehole was drilled.

Diameter:

- Enter the diameter of the borehole in meters.

Depth (Meters):

- Enter the depth of the borehole in meters.

Lining/Casing:

- Specify the type of lining or casing used in the borehole.

Test Yield:

- Enter the test yield of the borehole in cubic meters per hour (m³/hr).

Aquifer Type:

- Specify the type of aquifer from which water is being extracted.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section5: USAGE OF WATER

5. USAGE OF WATER

Tick one or more boxes as appropriate *
Use or proposed use of water

Agriculture Related Fields

☐ Fisheries

☒ Irrigation

☐ Livestock

Industrial Related Fields

☐ Industrial

☒ Power generation

☐ Recreational

Services Related Fields

☐ Urban Domestic

☒ Rural Domestic

☐ Municipal

☐ Services

Other Fields

☐ Other specify

Mean Volume (cubic meters per day)

Irrigation Mean Volume(L/Day):

Power generation Mean Volume(L/Day):

Rural Domestic Mean Volume(L/Day):

Total Mean Volume

Save

Activate Windows
Go to Settings to activate Windows.

Tick the purpose for which water is proposed to be used:

- **Agriculture Related Fields:**
 - **Irrigation:** Check the box if the water will be used for irrigation.
 - **Livestock:** Check the box if the water will be used for livestock.
 - **Fishery:** Check the box if the water will be used for fishery.
- **Industrial Related Fields:**
 - **Industrial:** Check the box if the water will be used for industrial purposes.
 - **Power Generation:** Check the box if the water will be used for power generation.
 - **Other:** Check the box if the water will be used for other industrial purposes.
- **Service Related Fields:**
 - **Urban Domestic:** Check the box if the water will be used for domestic purposes in urban areas.
 - **Rural Domestic:** Check the box if the water will be used for domestic purposes in rural areas.
 - **Public:** Check the box if the water will be used for public purposes.
 - **Services:** Check the box if the water will be used for other services.
- **Other Fields:**
 - **Other:** Check the box if the water will be used for other purposes.

Enter the details for the selected fields:

- Enter the required details for the selected fields, such as the area of land irrigated, the number of livestock, the type of industry, etc.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section6: CONSTRUCTION DETAILS

External User

6. CONSTRUCTION DETAILS

Select Pump Type *
--Select Pump Type--

Type of driving machine and fuel used

Elevation of Pump above Sea Level(meters)

Internal diameter of Suction Main(inches)

Length of Suction Pipe(meters)

Length of Delivery Pipe(meters)

Quantity of water to be pumped when plant is working(m3/day) *

Brake horse power of machine(HP)

How pump connected to Driving Machine?

Maximum height of Suction(meters)

Height to which the pump will lift the water(meters)

Pumping Hours(hours/day)

How do you propose to measure the volume or water used *

Save

Activate Windows
Go to Settings to activate Windows.

Select Pump Type:

- Choose the type of pump from the dropdown menu (e.g., Centrifugal Pump, Submersible Pump, etc.).

Type of driving machine and fuel used:

- Specify the type of driving machine (e.g., Diesel engine, Electric motor) and the fuel used.

Brake horse power of machine (HP):

- Enter the brake horsepower of the driving machine.

Elevation of Pump Above Sea Level (Meters):

- Enter the elevation of the pump above sea level in meters.

How pump connected to Driving Machine:

- Describe how the pump is connected to the driving machine (e.g., Direct coupling, Belt drive).

Internal Diameter of Suction Main (Inches):

- Enter the internal diameter of the suction pipe in inches.

Maximum Height of Suction (meters):

- Enter the maximum height of suction in meters.

Length of Suction Pipe (meters):

- Enter the length of the suction pipe in meters.

Length of Delivery Pipe (meters):

- Enter the length of the delivery pipe in meters.

Height to which the pump will lift the water (meters):

- Enter the height to which the pump will lift the water in meters.

Pumping Hours (hours/day):

- Enter the number of hours per day the pump will be operated.

Quantity of water to be pumped when plant is working (m³/day):

- Enter the quantity of water to be pumped per day when the plant is working.

How do you propose to measure the volume of water used:

- Describe the method to be used to measure the volume of water used.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section7: OTHER INFORMATION

Other Information

Permit Holder Name : ▼

7. OTHER INFORMATION

What alternative sources of water does the applicant have
--Select One --

Existing boreholes within one kilometre of the site to which this application refers are
--Select Pump Type --

Attach a sketch map, on a scale not less than 1:25,000, showing land boundaries, the approximate position of the proposed borehole, existing boreholes within one kilometre of the proposed boreholes and any source of surface water (Accepts.pdf,.docx,.xlsx,.png,.jpeg Less than (or) Equal to 10MB only)

File Description

Reference File Input
Choose Files No file chosen

For how long will you require a water permit
--Select One --

Is the source of water located in an area of gasseted water authority
--Select One --

Name of water authority

Save

Borehole Completion Report

Activate Windows
Go to Settings to activate Windows.

Permit Holder Name : ▼

What alternative sources of water does the applicant have?

- Select the alternative source of water from the dropdown menu (e.g., River, Lake, Well, etc.).

Existing boreholes within one kilometer of the proposed borehole:

- Select the type of existing boreholes within one kilometer of the proposed borehole (e.g., Domestic, Agricultural, and Industrial).

Attach a sketch map, on a scale not less than 1:25,000, showing land boundaries, the approximate position of the proposed borehole, existing boreholes within one kilometer of the proposed borehole and any source of surface water (Accepts .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 10MB only):

- **File Description:** Enter a brief description of the sketch map.
- **Choose File:** Click on "Choose File" to select the sketch map.
- **Save:** Click on "Save" to upload the sketch map.

For how long will you require a water permit:

- Select the duration of the water permit from the dropdown menu (e.g., 1 Year, 5 Years, 10 Years).

In the absence of water from the assigned area of groundwater authority:

- Select the alternative source of water from the dropdown menu (e.g., River, Lake, Well, etc.).

Name of water authority:

- Enter the name of the water authority responsible for the assigned area.

Save:

- Click on the "Save" button to proceed to the next step of the application process.

Section8: BOREHOLE COMPLETION REPORT

Borehole Completion Report

Permit Holder Name : ▼

BOREHOLE COMPLETION REPORT

Do you have Borehole Number ?
---Select One---

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National Grid Reference of point of water uptake:

Select Basin Code ▼

Select Aquifer Type ▼

Location:

Latitude:

Do you have Borehole Number?

- Select "Yes" or "No" from the dropdown menu.

OFFICIAL USE ONLY**National Grid Reference of point of water uptake:**

- **Select Basin Code:** Choose the appropriate basin code from the dropdown menu.
- **Select Aquifer Type:** Choose the appropriate aquifer type from the dropdown menu.

Location:

- Enter the location of the borehole.

Latitude:

- Enter the latitude of the borehole.

Longitude:

- Enter the longitude of the borehole.

Note:

- Ensure that all information provided is accurate and complete.
- If you encounter any difficulties or have any questions, please contact the relevant authorities for assistance.

APPLICATION PAYMENT

APPLICATION PAYMENT

Select Payment Type:
----Select One----

Payment Registration Number (PRN) * Or Search Code
Verify

Amount Paid (UGX) * Tax Identification Number (TIN) * Date of Payment *
mm/dd/yyyy

Proof of Payment (Accepts .pdf, .docx, less than or equal to 5MB only) *

Reference File Input:
Choose File No file chosen

DECLARATION OF THE APPLICANT

Signature of applicant:
Full names * Date *
mm/dd/yyyy Years of Permit Applying For *
Save

☐ I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

Preview Submit Application

- **Select Payment Type:** Choose the payment method from the dropdown menu (e.g., Cash, Check, Online Payment, etc.).
- **Payment Registration Number (PRN):** Enter the payment registration number if applicable.
- **Or Search Code:** Enter the search code for the payment.
- **Verify:** Click on "Verify" to validate the payment details.
- **Amount Paid (UGX):** Enter the amount paid for the permit.
- **Tax Identification Number (TIN):** Enter your Tax Identification Number (TIN).
- **Date of Payment:** Enter the date when the payment was made.
- **Proof of Payment (Accepts .pdf, .docx, .xlsx, .png, .jpeg Less than (or) Equal to 5MB only):**
 - **Choose File:** Click on "Choose File" to select the proof of payment document.
 - **Save:** Click on "Save" to upload the document.

DECLARATION OF THE APPLICANT

- **Signature of applicant:** Sign the declaration electronically or manually.
- **Full Name:** Enter your full name.
- **Date:** Enter the date of the declaration.
- **Number of Years applying For:** Enter the number of years for which you are applying for the permit.

I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

- **Preview:** Click on "Preview" to review the entire application before submitting.
- **Submit Application:** Click on "Submit Application" to finalize and submit the application.

Output:

After providing the necessary information, we will save it and submit the form. It will then be sent to the 'Commissioners' dashboard.

Surface Water Abstraction Permit - User Manual

Introduction

This manual provides instructions on how to use the online application to apply for a Surface Water Abstraction Permit. This permit is required for anyone who intends to abstract (withdraw) water from a surface water source, such as a river, lake, or reservoir, for any purpose.

Getting Started

1. **Access the Application:**
 - Visit the official website of the relevant water authority.
 - Look for the "Surface Water Abstraction Permit" application link.
2. **Create an Account:**
 - If you don't have an account, create one by providing the required information.
 - If you already have an account, log in using your credentials.

Navigation

- Access the form through: Menu > New Permit Application > Surface Water Abstraction Permit
- Use the collapsible sections marked with arrow icons (▼) to expand/collapse each section

Application Process

Section 1: Names and Addresses

The screenshot shows the 'Surface Water Abstraction Permit' application form. The top navigation bar is blue with the text 'Surface Water Abstraction Permit' and a user profile icon. Below the bar, the breadcrumb trail reads 'Menu > New Permit Application > Surface Water Abstraction Permit'. The main form area is titled 'Names And Addresses' and contains a section '1. NAMES AND ADDRESSES'. This section includes several input fields: 'Select User Type' (a dropdown menu), 'Token Number' (a text field), 'Main Activity' (a dropdown menu), 'Select County' (a dropdown menu), 'Town / Village' (a text field), 'Mobile' (a text field with a note '(10 digit number with zero(s))'), 'Email Address' (a text field), 'Address' (a text field), 'Postcode' (a text field), 'Select District' (a dropdown menu), 'Select Sub County' (a dropdown menu), 'Permit Holder Name' (a text field), 'Designation' (a text field), 'Company Name' (a text field), 'Select District' (a dropdown menu), and 'Select Parish' (a dropdown menu). There is a 'Save' button at the bottom of the form. At the bottom of the page, there are sections for 'Land Required For Water' and 'Source Of Water'. An 'Activate Windows' watermark is visible in the bottom right corner.

1. **Applicant Details:**
 - **Select Applicant Type:** Choose the appropriate type (Individual, Firm, Company, etc.).
 - **Enter Name:** Provide the full name of the applicant.
 - **Enter Mobile Number:** Enter your mobile number.

- **Select Country:** Select the country.
 - **Select State:** Select the state.
 - **Select District:** Select the district.
 - **Enter Pin Code:** Enter the pin code.
 - **Enter Address:** Enter the complete address.
2. **Land Owner Details:**
- **Select Land Owner Type:** Choose the appropriate type (Individual, Firm, Company, etc.).
 - **Enter Name:** Provide the full name of the land owner.
 - **Enter Mobile Number:** Enter their mobile number.
 - **Select Country:** Select the country.
 - **Select State:** Select the state.
 - **Select District:** Select the district.
 - **Enter Pin Code:** Enter the pin code.
 - **Enter Address:** Enter the complete address.

Section 2: Land Requiring Water

The screenshot shows a web form titled "2. LAND REQUIRING WATER". The form is organized into several sections:

- Owner Information:** Includes a text field for "Name of Land Owner where the work and use of water will occur", a text field for "Address of Owner", and a dropdown for "Property regime of land".
- Leasehold/Freehold Status:** Two dropdown menus labeled "If Leasehold" and "If Malls or Freehold", both with "-- Select Yes / No --" options.
- Location and Area:** Includes a text field for "Location of Land where works and use of water occur", a text field for "Area of that Land (in Hectares)", and a "Map View" button.
- Coordinates and Altitude:** Includes text fields for "Latitude", "Longitude", "Altitude", "Zone", "Zone Letter", "Easting", and "Northing". There are "Convert To UTM" and "Convert To Lat/Long" buttons.
- Administrative Divisions:** Includes dropdown menus for "Select Country", "Select District", "Select SubCounty", and "Village".
- Save Button:** A green "Save" button at the bottom center.
- Footer:** A message "Activate Windows Go to Settings to activate Windows." at the bottom right.

This section of the application requires you to provide details about the land where the abstracted water will be used.

1. Land Owner Details:

- **Name of Land Owner:** Enter the full name of the landowner.
- **Address of Owner:** Enter the complete address of the landowner.
- **Title of Land:** Choose the title of the land from the dropdown options (e.g., Freehold, Leasehold, etc.).

2. Location of Land:

- **Latitude and Longitude:** Use the map provided to pinpoint the location of the land. You can zoom in and out to get a more precise location. The system will automatically populate the latitude and longitude fields.
- **Select District:** Select the district where the land is located.
- **Select County:** Select the county where the land is located.
- **Select Sub-County:** Select the sub-county where the land is located.

- **Village:** Enter the name of the village where the land is located.
- **Area of Land (in Hectares):** Enter the total area of the land in hectares.

After completing this section, click on the "Save" button to proceed to the next section of the application.

Section 3: Source of Water

This section of the application requires you to provide details about the specific water source from which you intend to abstract water.

1. Specific Point:

- **Location:** Use the map provided to pinpoint the exact location where the water will be abstracted. You can zoom in and out to get a more precise location.
- **Latitude and Longitude:** The system will automatically populate these fields based on the point you select on the map.
- **Distance:** Enter the distance of the abstraction point from the nearest village.

2. Current Status of Water Source:

- **Select Current Status:** Choose the current status of the water source from the dropdown options (e.g., Natural Stream, Man-made Pond, etc.).
- **Enter Details:** Provide additional details about the water source, such as its name or any specific characteristics.

3. Water Quality:

- **Attach Water Quality Analysis Report:** Upload a report that analyzes the water quality at the proposed abstraction point. This report should be prepared by a recognized laboratory.

Section 4: Usage of Water Section

The screenshot shows the 'Usage Of Water' section of a permit application form. The title is '4. USAGE OF WATER'. Below the title, there is a instruction: 'Tick one or more boxes as appropriate * Use as proposed use of water'. There are four main categories with checkboxes: 'Agriculture' (checked), 'Industrial', 'Services', and 'Others Specify'. Under 'Agriculture Related Fields', there are checkboxes for 'Fisheries', 'Irrigation', and 'Livestock'. Under 'Industrial Related Fields', there are checkboxes for 'Industrial', 'Power generation', and 'Recreational'. Under 'Services Related Fields', there are checkboxes for 'Urban domestic', 'Rural domestic', 'Municipal', and 'Services'. At the bottom, there is a 'Total Mean Volume' field and a 'Save' button. A watermark 'APR' is visible in the background.

This is the key section for specifying your water usage requirements:

Use or Proposed Use of Water

Select one or more checkboxes that apply to your water usage:

- Agriculture: For agricultural purposes
- Industrial: For industrial applications
- Services: For service-related usage
- Others (Specify): For any other usage not listed

a. Agriculture Related Fields

This screenshot shows the 'Usage Of Water' section with 'Agriculture' selected. The 'Agriculture Related Fields' section is expanded, showing checkboxes for 'Fisheries', 'Irrigation' (checked), and 'Livestock'. There are input fields for 'Irrigation Mean Volume(m³/day)' and 'Total Mean Volume'. The 'Save' button is visible. The form is part of a larger application, with other sections like 'Names And Addresses', 'Land Required For Water', 'Source Of Water', 'Technical Details of Any Diversion', 'Others Information', 'Part-D Irrigation Purpose', and 'Payment and Declaration' visible below. A watermark 'APR' is visible in the background.

If "Agriculture" is selected, specify the sub-category:

- Fisheries
- Irrigation
- Livestock

Mean Volume

- Enter the mean volume in cubic meters per day for your selected category
- Each sub-category (Fisheries, Irrigation, Livestock) has its own volume input field
- The system will calculate the Total Mean Volume automatically
- While Irrigation Checked It Will Another Form For That Purpose Like Shown in below

Part D - Irrigation Purposes

Part-D Irrigation Purpose

Permit Holder Name : ▼

PART D
(IRRIGATION PURPOSES)

(a) Field Names Crops to be irrigated and area of each:

S.No	Crop	Area (Hectares)	Growing season (Months)	
1	Crop Name	Area in hectares	Growing season (months)	✖

Add

(b) Quantity of water in cubic metres per day

S.No	Quantity of water in cubic meters per day	Month	Mean Value	
1	Enter Quantity of water in cubic meters per day	--Select Month--	Enter Mean Value	✖

Add

(c) What type of soil will be irrigated?
Enter What type of soil will be irrigated

(d) Is the sub-soil permeable to drainage?
Enter sub-soil permeable to drainage

(e) Describe what drainage works will be constructed on the irrigated land
Enter drainage works will be constructed on the irrigated land

(f) How will you dispose of unused water? Name the water source to which it will be returned.
Enter Name the water source to which it will be returned

OFFICIAL USE ONLY

Receipt Date: mm/dd/yyyy

Application Number

Activate Windows
Go to Settings to activate Windows.

Save

If you're applying for irrigation purposes, you'll need to provide:

- 1. Crop Details Table:**
 - Enter the crop name
 - Specify area in hectares
 - Input growing season duration in months
 - Use the "Add" button to include multiple crops
- 2. Water Quantity Information:**
 - Enter water quantity in cubic meters per day
 - Select the relevant month
 - Provide mean value
 - Use "Add" button to include multiple entries
- 3. Additional Information Required:**
 - Specify the type of soil to be irrigated
 - Indicate if the sub-soil is permeable to drainage
 - Describe planned drainage works for the irrigated land
 - Explain how unused water will be disposed of and name the return water source

4. Technical Details

Two types of diversion details can be provided:

- Gravity Diversion
- Pump Diversion

5. Saving

- Use the "Save" button to save your progress within sections

6. Important Notes

- Fields marked with "*" are mandatory
- The form uses dynamic fields - selecting certain options will reveal additional related fields
- A declaration must be certified before final submission
- The "Permit Holder Name" will be required throughout various sections

Tips for Completion

1. Fill out all sections in order
2. Save your progress regularly using the "Save" button
3. Review all entries before final submission
4. Ensure all volume measurements are in cubic meters per day
5. Complete the declaration carefully before submitting

b. Industrial Related Fields

4. USAGE OF WATER

Tick one or more boxes as appropriate.*
Use or proposed use of water

☐ Agriculture ☒ Industrial ☐ Services ☐ Others Specify

Industrial Related Fields

☐ Industrial ☒ Power generation ☐ Recreational

Mean Volume (cubic metres per day)

Total Mean Volume

Save

TECHNICAL DETAILS OF ANY DIVERSION (Gravity Diversion) Permit Holder Name: *

TECHNICAL DETAILS OF ANY DIVERSION (Pump Diversion) Permit Holder Name: *

Others Information Permit Holder Name: *

Part-E Use Of Water For Power Generation Permit Holder Name: *

Part-F Construction Of Dam Permit Holder Name: *

Dam Details Permit Holder Name: *

Payment and Declaration Permit Holder Name: *

Activate Windows
Go to Settings to activate Windows.

1. If selecting Industrial use, specify:
 - Industrial Related Fields details
 - Power generation (if applicable)
 - Recreational purposes (if applicable)
2. Enter the Mean Volume in cubic meters per day for each selected usage type
3. The system will calculate the Total Mean Volume automatically

Technical Details

Gravity Diversion

- Complete this section if you plan to use gravity-based water diversion
- Click on the expandable section to fill in specific technical parameters

Pump Diversion

- Complete this section if you plan to use pump-based water diversion
- Click on the expandable section to fill in specific technical parameters

Power Generation

Part E: Use of Water for Power Generation

1. Purpose Details:
 - Specify the primary purpose for which power is required
 - Enter both Maximum and Minimum brake horse power (BHP) to be developed
2. Technical Specifications:
 - Enter the net fall or head to be used
 - Specify water quantity required for power development
 - Indicate if power to be developed exceeds 100BHP (Yes/No)
3. Equipment Details:
 - List type of machines to be installed
 - Specify number of machines
4. Water Return Details:
 - Describe how water will be returned to its source after use
 - Specify length of return channel in meters

Dam Construction

Dam Details

Permit Holder Name : ▼

Will the dam act as a wall
--Select Yes / No--

Will there be by-passes or waste weirs on one or both flanks

State the width and depth of by-passes below the crest of dam width(m)

Dam width(m)

Dam breadth(m)

If by-passes or waste weirs to be constructed
--Select Yes / No--

If you propose to use some other method to dispose of flood waters
--Select Yes / No--

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Reception Date:
mm/dd/yyyy

Application Number

Save

Part F: Construction Details

Part-F Construction Of Dam

Permit Holder Name :

**PART F
(CONSTRUCTION OF DAM)**

Nature of stream bed at site(Sound, Rock, Fissured rock, Soil, Sand)	Nature of Walls of river at site(Sand, Soil)
Will dam be founded on sound rock	Will dam be founded on any material which may be eroded by underflow
Describe the type of dam(Earth with core wall, concrete, Masonry)	Length of crest of dam(m)
Thickness of crest(m)	Maximum height of dam(m)
Thickness of Base(m)	Estimated Area of reservoir at spillway(ha)
Estimated reservoir storage capacity(m ³)	Will be submerged area at high flood be another person's land -- Select Yes / No --
Is Either bank of stream at the site of dam owned by another person -- Select Yes / No --	
Will any other works including wires, already constructed be affected by the head or tail of water level at proposed works -- Select Yes / No --	
If dam exceeds 70000m ³ volume or is 5 m height -- Select Yes / No --	

Save

Activate Windows

1. Site Characteristics:

- Specify nature of stream bed (Sound Rock, Fissured rock, Soil, Sand)
- Describe nature of walls at site (Sand, Soil)
- Confirm if dam will be founded on sound rock
- Indicate if dam foundation material may be subject to erosion

2. Dam Specifications:

- Select type of dam (Earth with core wall, concrete, Masonry)
- Enter length of dam crest in meters
- Specify thickness of crest in meters
- Enter thickness of base in meters
- Provide maximum height of dam in meters

3. Reservoir Details:

- Enter estimated reservoir storage capacity (m³)
- Specify estimated area of reservoir at spillway level (ha)

4. Additional Considerations:

- Indicate if submerged area during high flood affects another person's land
- Confirm if either bank is owned by another person
- Specify if other existing works will be affected
- Indicate if dam exceeds 30000m³ volume or 5m height

Mean Volume Measurements

For each selected usage type, you must input:

- Mean Volume (in cubic meters per day)
- The form will automatically calculate the Total Mean Volume based on your inputs

How to Fill Out the Form

1. Select Usage Types

- Review all available options
- Check all boxes that apply to your project
- At least one option must be selected

2. Enter Volume Data

- For each selected usage type, enter the mean volume
- Use cubic meters per day as the unit of measurement
- Only enter numeric values

3. Review Total Mean Volume

- Verify the automatically calculated total at the bottom
- Ensure it matches your expected total usage

4. Save Your Entries

- Click the green "Save" button to preserve your inputs
- All required fields must be filled before saving

c. Services

4. USAGE OF WATER

Tick one or more boxes as appropriate *

Use or proposed use of water

☐ Agriculture ☐ Industrial ☒ Services ☐ Others Specify

Services Related Fields

☒ Urban domestic ☒ Rural domestic ☒ Municipal ☒ Services

Urban domestic Mean Volume(m3/Day)

Rural domestic Mean Volume(m3/Day)

Municipal Mean Volume(m3/Day)

Services Mean Volume(m3/Day)

Total Mean Volume

Save

TECHNICAL DETAILS OF ANY DIVERSION (Gravity Diversion)

TECHNICAL DETAILS OF ANY DIVERSION (Pump Diversion)

Others Information

Part-A Domestic Purpose

Part-B Public Purpose

Payment and Declaration

Activate Windows
Go to Settings to activate Windows.

At the top of the form, select the "Services" checkbox under "Use or proposed use of water" if you plan to use water for any of these purposes:

- Urban domestic use
- Rural domestic use
- Municipal use
- General services

Services Related Fields

Available Options

Under "Services Related Fields," you'll find four sub-categories:

1. Urban Domestic

- Select for water usage in urban residential areas
- Required field: "Urban domestic Mean Volume(m3/Day)"
- Input the average daily water usage in cubic meters

2. Rural Domestic

- Select for water usage in rural residential areas
- Required field: "Rural domestic Mean Volume(m3/Day)"

- Input the average daily water usage in cubic meters
- 3. **Municipal**
 - Select for water usage by municipal authorities
 - Required field: "Municipal Mean Volume(m3/Day)"
 - Input the average daily water usage in cubic meters
- 4. **Services**
 - Select for general service purposes
 - Required field: "Services Mean Volume(m3/Day)"
 - Input the average daily water usage in cubic meters

Checkbox:

1. If selecting Services, specify under Services Related Fields:
 - Urban domestic
 - Ruler domestic
 - Municipal
 - General services
2. Enter the Mean Volume (cubic meters per day) for each selected service type
3. The system will calculate the Total Mean Volume automatically

Domestic Purpose

Part-A: Domestic Purposes

Part-A Domestic Purpose
Permit Holder Name: ▼

**PART-A
(DOMESTIC PURPOSES)**

How much water will you require for each or any of the following purposes?

1. IDENTIFICATION AND LOCATION DATA

	Number	Description	Mean volume of water required (cubic meters per day)
1. Household and sanitary use			
Number of occupants in low density houses:	<input type="text" value="Enter Number"/>	<input type="text" value="Enter description"/>	<input type="text" value="Enter Mean volume of water required (cubic meters per day)"/>
Number of occupants of medium density houses:	<input type="text" value="Enter Number"/>	<input type="text" value="Enter description"/>	<input type="text" value="Enter Mean volume of water required (cubic meters per day)"/>
Number of occupants of high density houses:	<input type="text" value="Enter Number"/>	<input type="text" value="Enter description"/>	<input type="text" value="Enter Mean volume of water required (cubic meters per day)"/>
2. Stock watering :			
Number of large stock type:	<input type="text" value="Enter Number of large stock"/>	<input type="text" value="Enter description"/>	<input type="text" value="Enter Mean volume of water required (cubic meters per day)"/>
Number of small stock type:	<input type="text" value="Enter Number of small stock"/>	<input type="text" value="Enter description"/>	<input type="text" value="Enter Mean volume of water required (cubic meters per day)"/>
3. Cattle :			
Sheep:	<input type="text" value="Enter Number"/>		<input type="text" value="Enter Mean volume of water required (cubic meters per day)"/>
Number of animal dips:	<input type="text" value="Enter Number"/>		<input type="text" value="Enter Mean volume of water required (cubic meters per day)"/>
4. Other non-industrial farming operations(please describe):			
	<input type="text" value="Enter Number"/>	<input type="text" value="Enter Other non-industrial farming operations(please describe)"/>	<input type="text" value="Enter Mean volume of water required (cubic meters per day)"/>
5. Total mean volume			<input type="text" value="Enter Mean volume of water required (cubic meters per day)"/>

OFFICIAL USE ONLY

Receipt Date:

Application Number:

Activate Windows
Go to Settings to activate Windows.

1. Household and Sanitary Use:
 - Enter number of occupants in:
 - Low density houses
 - Medium density houses
 - High density houses
 - For each category, provide:
 - Number of occupants
 - Description

- Mean volume of water required (cubic meters per day)
- 2. Stock Watering:
 - Large stock Type:
 - Enter number of animals
 - Provide description
 - Specify water volume required
 - Small stock Type:
 - Similar details as large stock
 - Specify numbers for:
 - Sheep
 - Animal pigs
 - Other non-industrial farming operations
- 3. Calculate and enter the Total Mean Volume at the bottom

Public Purpose

Part-B: Public Purposes

Part-B Public Purpose
Permit Holder Name : ▼

PART-B
 (PUBLIC PURPOSES)

1. How much water will you require for each or any of the following purposes:

	Present	In five years time
(a) Municipal, urban or Community purposes or supply to others in return for payment	<input type="text" value="Enter present payment"/>	<input type="text" value="Enter five years payment"/>
(b) If any Other purposes(Specify)	<input type="text" value="Specify other purpose in present"/>	<input type="text" value="Specify other purpose in five years"/>
(c) Total water required for public purposes	<input type="text" value="Enter total water required in present"/>	<input type="text" value="Enter total water required in five years"/>

2. If water is required for purposes mentioned in paragraph 1(a), please provide the following estimates:

---Select Yes / No---

3. If water is required for purposes mentioned in paragraph 1(b):

---Select Yes / No---

4. Will the applicant supply water to any other person in return for payment:

---Select Yes / No---

Reception Date:

mm/dd/yyyy

Application Number

Save

Activate Windows

Go to Settings to activate Windows.

1. Water Requirements:
 - Municipal, urban, or community purposes:
 - Enter present water requirement
 - Project requirement for five years time
 - Other purposes:
 - Enter present and projected requirements
 - Total water required:
 - Sum of all public purposes
 - Enter both present and projected values
2. Additional Information:
 - Respond to all Yes/No questions regarding:
 - Water requirements mentioned in paragraph 1(a)
 - Supply to other persons for payment

- Any other specific requirements

Step-by-Step Instructions

- 1. Initial Setup**
 - Check the "Services" box in the main category section
 - This will activate the Services Related Fields section
- 2. Selecting Service Types**
 - Review all four service categories
 - Check boxes for all applicable services
 - At least one service type must be selected
- 3. Entering Volumes**
 - For each selected service:
 - Enter the mean volume
 - Verify the number is accurate
 - Ensure proper decimal placement
- 4. Saving Your Data**
 - Click the green "Save" button
 - Verify all required fields are filled
 - Check for any error messages

Additional Form Sections

After completing the Services section, you may need to complete:

- Technical Details of Diversion (Gravity)
- Technical Details of Diversion (Pump)
- Other Information
- Domestic Purpose details
- Public Purpose details
- Payment and Declaration

Important Notes

Required Fields

- Fields marked with an asterisk (*) are mandatory
- Volume inputs are required for each selected service type
- Total Mean Volume must be greater than zero

Data Validation

- The system performs automatic calculations
- Error messages will appear for invalid entries
- All volumes must be logical and consistent

d. Other

The screenshot shows the 'Usage Of Water' section of a web form. It has a title '4. USAGE OF WATER' and a sub-instruction 'Tick one or more boxes as appropriate *'. Below this, there are four checkboxes: 'Agriculture', 'Industrial', 'Services', and 'Others Specify' (which is checked). There is also a section for 'Other Fields' with a checked 'Other specify' checkbox. To the right, there are input fields for 'Mean Volume (cubic metres per day)', 'Other Users', 'Others Mean Volume(m3/Day)', and 'Total Mean Volume(m3/Day)'. A 'Save' button is at the bottom. The form is part of a larger application with other sections like 'TECHNICAL DETAILS OF ANY DIVERSION (Gravity Diversion)', 'TECHNICAL DETAILS OF ANY DIVERSION (Pump Diversion)', 'Others Information', 'Part-G Other Purposes', and 'Payment and Declaration' visible below it. A 'Permit Holder Name' dropdown is on the right. A watermark 'Activate Windows' is visible on the right side.

1. For "Other" purposes, you can:
 - Specify the type of usage in "Other Users"
 - Enter the mean volume for that usage
2. The form calculates a total mean volume at the bottom

The second image shows "Part-G (OTHER PURPOSES)" section which includes:

The screenshot shows the 'Part-G Other Purposes' section of a web form. It has a title 'PART-G (OTHER PURPOSES)'. Below this is a table with four columns: 'S.NO', 'PURPOSE', 'Number or description', and 'Mean volume of water required (m³ per day)'. The first row has '1' in the 'S.NO' column, and the other columns have input fields. There is an 'Add' button below the table. Below the table is an 'OFFICIAL USE ONLY' section with input fields for 'Reception Date' and 'Application Number'. A 'Save' button is at the bottom. The form is part of a larger application with other sections like 'Usage Of Water', 'TECHNICAL DETAILS OF ANY DIVERSION (Gravity Diversion)', 'TECHNICAL DETAILS OF ANY DIVERSION (Pump Diversion)', 'Others Information', 'Part-G Other Purposes', and 'Payment and Declaration' visible above it. A 'Permit Holder Name' dropdown is on the right. A watermark 'Activate Windows' is visible on the right side.

1. A table to enter additional water usage purposes with columns for:
 - S.NO (Serial Number)
 - PURPOSE
 - Number or description
 - Mean volume of water required (m³ per day)
2. An "Add" button to include more entries
3. An "OFFICIAL USE ONLY" section with fields for:
 - Reception Date
 - Application Number

Section 5: Technical Details of Any Diversion

5. TECHNICAL DETAILS OF ANY DIVERSION
(5.1 GRAVITY DIVERSION)

A) Details of Canal:

Width At Bottom (m):	Width At Full Supply Level(m)
Depth of Water At Full Supply Level(m)	Length(m)
Gradient, Fall per 100m(m)	Average Velocity(m/sec)
Estimated Discharge at Fully Supply Depth(m ³)	Materials of Which Canal is Constructed

B) Details of Pipes:

Internal Diameter(mm)	Length(m)
Hydraulic gradient, fall in 100 metres(m)	Pipe Thickness(mm)
Description of Pipe Material	

C) Details:

Details of any other structures such as Siphons, Flumes, Tunnels, etc.

D) Will any Canals, Pipes or Structures be on another person's land?

---Select YES or No---

E) Volume of Water Used

How do you propose to measure the volume of water used

F) Measuring Equipment

The installation and use of Measuring Devices or Pumps *

Activate Windows
Go to Settings to activate Windows.

This section of the application requires you to provide detailed information about the structures or methods you will use to divert water from the source.

5.1 Gravity Diversion

If you plan to divert water using a gravity-based system (e.g., canals, channels), you need to provide the following information:

a) Details of Canal:

- **Width at Bottom (m):** Enter the width of the canal at its base.
- **Width at Full Supply Level (m):** Enter the width of the canal at the water surface when it is full.
- **Depth of Water at Full Supply Level (m):** Enter the depth of water in the canal when it is full.
- **Length (m):** Enter the total length of the canal.
- **Side Slope:** Enter the slope of the canal's sides.
- **Average Velocity (m/s):** Enter the average speed of the water flow in the canal.
- **Material of Which Canal is Constructed:** Specify the material used to construct the canal (e.g., concrete, earth).

b) Details of Pipes:

- **Internal Diameter (m):** Enter the internal diameter of the pipes.
- **Length (m):** Enter the total length of the pipes.
- **Pipe Thickness (mm):** Enter the thickness of the pipe walls.
- **Description of Pipe Material:** Specify the material of the pipes (e.g., PVC, steel).

c) Details of any other structures:

- Describe any other structures, such as siphons, flumes, tunnels, etc., that will be used to divert water.

d) Volume of Water Used:

- **How do you propose to measure the volume of water used?** Explain the method you will use to measure the amount of water extracted.
- **Measuring Equipment:** Specify the type of measuring equipment you will use (e.g., flow meters, water meters).

After completing this section, click on the "Save" button to proceed to the next section of the application.

If you have any questions or need further assistance, please contact the water authority for clarification.

Section 5: Technical Details of Any Diversion

TECHNICAL DETAILS OF ANY DIVERSION (Gravity Diversion) Permit Holder Name : ▼

TECHNICAL DETAILS OF ANY DIVERSION (Pump Diversion) Permit Holder Name : ▼

5. TECHNICAL DETAILS OF ANY DIVERSION (5.2 PUMP DIVERSION)

Select Pump Type *
--Select Pump Type-- ▼

Type of Driving Machine and Fuel used:

Brake Horse Power of Machine(HP)

Elevation of Pump above Sea Level(m)

How pump connected to Driving Machine?

Internal diameter of Suction Main(inches)

Maximum height of Suction

Length of Suction Pipe(mm)

Height to which the pump will lift the water(m)

Internal Diameter of Delivery Pipe(inches)

Length of Delivery Pipe(millimetres)

Pumping Hours(hours/day)

Quantity of Water to be pumped(m³/Day)

Will any Canals, Pipes or Structures be on another person's land?

--select Yes or No-- ▼

Save

Others Information

Part-B Public Purpose

Activate Windows
Go to Settings to activate Windows.

Permit Holder Name : ▼

This section of the application requires you to provide detailed information about the structures or methods you will use to divert water from the source.

5.2 Pump Diversion

If you plan to use a pump to lift water, you need to provide the following information:

a) Pump Details:

- **Select Pump Type:** Choose the type of pump from the dropdown options (e.g., centrifugal pump, submersible pump).
- **Type of Driving Machine and Fuel Used:** Specify the type of machine (e.g., diesel engine, electric motor) and the fuel it uses.
- **Brake Horse Power of Machine (HP):** Enter the power rating of the driving machine.

- **How pump connected to Driving Machine:** Describe how the pump is connected to the driving machine (e.g., direct coupling, belt drive).
- **Minimum Height of Suction Head (m):** Enter the minimum height the pump can lift water from the source.
- **Length of Suction Pipe (m):** Enter the total length of the suction pipe.
- **Internal Diameter of Suction Pipe (inch):** Enter the internal diameter of the suction pipe.
- **Height to which the pump will lift the water (m):** Enter the height the pump will lift the water above the source level.
- **Length of Delivery Pipe (m):** Enter the total length of the delivery pipe.
- **Internal Diameter of Delivery Pipe (inch):** Enter the internal diameter of the delivery pipe.
- **Pumping Hours (Hours/Day):** Enter the number of hours per day the pump will operate.
- **Quantity of Water to be pumped (m³/Day):** Enter the estimated amount of water the pump will lift per day.
- **Will any canals, flumes, or structures be on another person's land?** Indicate if the diversion system will cross any land owned by others.

After completing this section, click on the "Save" button to proceed to the next section of the application.

If you have any questions or need further assistance, please contact the water authority for clarification.

Section 6: Other Information

This final section of the application requires you to provide some additional information related to your water abstraction project.

1. Water Use Impact:

Will the water be used in any way which could reduce its quality or cause silt, gravel, or other matter to enter the water or make the water muddy or likely to harm people, animals, fish, or plants? If yes, explain how you will mitigate this impact.

2. Other Water Permits:

- **Give details of any other water permits relating to the land in this application:** If you have any other water permits related to the land, provide the relevant details.

3. Project Timeline:

- **When will you begin the work of your applied development (Month/Year)?**
- Enter the month and year you plan to start the project.
- **For how long will you require a water permit?**
- Specify the duration for which you need the water permit.

4. References (if any):

- **Choose File:** If you have any supporting documents or references, you can upload them here.

After completing this section, click on the "Save" button to submit your application.

If you have any questions or need further assistance, please contact the water authority for clarification.

Section 7: Payment and Declaration

TECHNICAL DETAILS OF ANY DIVERSION (Pump Diversion) Permit Holder Name : ▼

Others Information Permit Holder Name : ▼

Part-B Public Purpose Permit Holder Name : ▼

Payment and Declaration Permit Holder Name : ▼

APPLICATION PAYMENT

Select Payment Type :
-- Select One --

Payment Registration Number (PRN) * Or Search Code Verify

Amount Paid (INR) * Tax Identification Number (TIN) * Date of Payment *
mm/dd/yyyy

Proof of Payment (Accepts.pdf, docx less than or equal to 5MB only) *

Reference File Input:
Choose File No file chosen

DECLARATION OF THE APPLICANT

Signature of applicant :
Full names * Date *
mm/dd/yyyy Years of Permit Applying For *

Save

☐ I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

Preview Submit Application

This final section of the application requires you to complete the payment process and sign the declaration.

1. Application Payment:

- **Payment Type:** Select the payment method you want to use (e.g., online payment, bank challan).
- **Payment Registration Number (PRN)/Search Code:** Enter the PRN or search code if you have already made the payment.
- **Tax Identification Number (TIN):** Enter your TIN if applicable.
- **Amount Paid (INR):** Enter the amount you have paid for the application fee.
- **Proof of Payment:** Upload a copy of the payment receipt.

2. Declaration of the Applicant:

- **Signature of Applicant:** Sign your name in the provided space.
- **Date:** Enter the date of signing.
- **Name of Applicant (in Capital Letters):** Enter your name in capital letters.

3. Submit Application:

- **Check the Declaration:** Check the box to confirm that the information provided in the application is accurate and complete.
- **Click on "Submit Application":** This will submit your application to the water authority.

Declaration and Payment

1. Review all entered information for accuracy
2. Check the certification box confirming:
 - Information provided is correct
 - No decision will be made until all necessary information is provided
3. Submit the form using the Save button

Output:

After providing the necessary information, we will save it and submit the form. It will then be sent to the 'Commissioners' dashboard.

Waste Water Discharge Permit

Section 1: Names and Addresses Section User Manual

The screenshot shows the 'Waste Water Discharge Permit' application form. At the top, there is a header for the 'REPUBLIC OF UGANDA Ministry of Water and Environment Permit Management Portal' with the 'weis' logo. Below the header, the title 'Waste Water Discharge Permit' is displayed. A breadcrumb trail reads 'Menu > New Permit Application > Waste Water Discharge Permit'. The form is titled 'Names And Addresses' and includes a 'Permit Holder Name' dropdown. The main section is '1. NAMES AND ADDRESSES'. It contains several input fields: 'Select User Type' (dropdown), 'Token Number' (text), 'TIN Number' (text), 'Company Name' (text), 'Main Activity' (text), 'Select Act For' (dropdown), 'Select District' (dropdown), 'Select County' (dropdown), 'Select SubCounty' (dropdown), 'Select Parish' (dropdown), 'Town / Village' (text), 'Permit Holder Name' (text), 'Designation' (text), 'Mobile' (text), 'Email Address' (text), 'Address' (text), and 'PO Box' (text). There is a checkbox for 'Address same as above tick here' and a 'Postal Address (if different from above)' section with its own dropdowns for 'Select District', 'Town / Village', 'Address', and 'PO Box'. A green 'Save' button is at the bottom. A Windows watermark is visible in the bottom right corner.

Overview

This section collects essential identification and contact information for the permit applicant under the Ministry of Water and Environment's Permit Management Portal.

Required Fields Guide

All fields marked with an asterisk (*) are mandatory.

Step-by-Step Instructions

1. Basic Information

- **User Type:** Select your appropriate category from the dropdown menu
- **Token Number:** Enter your assigned token number
- **TIN Number:** Input your Tax Identification Number
- **Company Name:** Enter the full registered name of your company
- **Main Activity:** Describe your business's primary operation

2. Location Details

- **Select District:** Choose from the dropdown list
- **Select County:** Pick the appropriate county
- **Select Sub County:** Select your sub-county
- **Select Parish:** Choose the relevant parish
- **Town/Village:** Enter the name of your town or village

3. Contact Information

- **Permit Holder Name:** Full name of the responsible person
- **Designation:** Official position/title of the permit holder
- **Mobile:** Enter active contact number
- **Email Address:** Provide valid email for communications
- **Address:** Physical location of the business
- **P.O. Box:** Postal box number (if applicable)

4. Postal Address

Two options are available:

1. **Same as Above:**
 - Check the box "Address same as above tick here" if postal address matches physical address
2. **Different Address:** If different, complete:
 - Select District
 - Town/Village
 - Address
 - P.O. Box

Important Tips

1. **Data Accuracy:**
 - Double-check all entries before submission
 - Ensure TIN number matches company records
 - Verify contact details are current
2. **Navigation:**
 - Use dropdown menus where provided
 - Tab key moves to next field
 - Required fields must be completed to proceed
3. **Saving:**
 - Click the "Save" button at bottom of form
 - All mandatory fields must be filled before saving
 - Save periodically to prevent data loss

Common Issues and Solutions

1. **If form won't save:**
 - Check all required fields are completed
 - Verify email format is correct
 - Ensure mobile number format is valid
2. **If dropdowns don't load:**
 - Refresh the page
 - Clear browser cache
 - Try a different browser
3. **Error Messages:**
 - Read error message carefully
 - Correct highlighted fields

- Ensure data format matches requirements

Section2: Land Related to This Application

The screenshot shows a web form titled "2. LAND RELATED TO THIS APPLICATION". It contains the following fields and controls:

- Name of Land Owner where the work and use of water will occur:** Text input field.
- Address of Owner:** Text input field.
- Property regime of land:** Dropdown menu with "Select One" placeholder.
- If Leasehold:** Radio button group with "Select Yes / No" placeholder.
- If Mail or Freehold:** Radio button group with "Select Yes / No" placeholder.
- Location of Land where works and use of water occur:** Text input field.
- Latitude:** Text input field.
- Longitude:** Text input field.
- Zone:** Text input field.
- ZoneLetter:** Text input field.
- Easting:** Text input field.
- Northing:** Text input field.
- Altitude:** Text input field.
- Select County:** Dropdown menu.
- Select Parish:** Dropdown menu.
- Select District:** Dropdown menu.
- Select SubCountry:** Dropdown menu.
- Village:** Text input field.
- Buttons:** "Convert To UTM", "Convert To Lat/Long", "Map View", and "Save".
- Footer:** "Activate Windows" and "Go to Settings to activate Windows."

Overview

This section collects information about the land where water use and works will occur, including ownership details, location coordinates, and administrative boundaries.

Required Fields Guide

1. Ownership Information

- **Name of Land Owner:** Enter the full name of the person/entity who owns the land where water use will occur
- **Address of Owner:** Provide complete postal/physical address of the land owner
- **Property regime of land:** Select appropriate option from dropdown menu
- **If Leasehold:** Select Yes/No as applicable
- **If Mail or Freehold:** Select Yes/No as applicable

2. Location Details

a) Basic Location

- **Location of Land:** Describe where works and water use will occur
- **Area of that Land:** Enter size in Hectares

b) Coordinate Information

- **Latitude:** Enter decimal degrees
- **Longitude:** Enter decimal degrees

- **Zone:** Enter zone number
- **Zone Letter:** Input appropriate zone letter
- **Easting:** Enter easting coordinates
- **Northing:** Enter northing coordinates
- **Altitude:** Specify the elevation

3. Administrative Boundaries

- **Select District:** Choose from dropdown
- **Select County:** Pick appropriate county
- **Select SubCounty:** Select relevant sub-county
- **Select Parish:** Choose correct parish
- **Village:** Enter village name

Special Features

1. Coordinate Conversion Tools

- **Convert To UTM:** Converts latitude/longitude to UTM coordinates
- **Convert To Lat Long:** Converts UTM coordinates to latitude/longitude
- **Map View:** Opens map interface for visual reference

Step-by-Step Instructions

1. **Entering Property Information:**
 - Fill in owner's name and address
 - Select property regime from dropdown
 - Answer leasehold/freehold questions
 - Specify land area in hectares
2. **Recording Location Coordinates:**
 - Enter either:
 - Latitude and longitude, then use "Convert to UTM" OR
 - UTM coordinates (Zone, Easting, Northing), then use "Convert to Lat Long"
 - Use "Map View" to verify location
3. **Selecting Administrative Areas:**
 - Choose District first
 - Select County based on District
 - Pick Sub County within selected County
 - Choose Parish within Sub County
 - Enter Village name

Important Tips

1. **Coordinate Entry:**
 - Use decimal degrees for latitude/longitude
 - Verify coordinates with Map View
 - Double-check UTM conversions
2. **Area Measurement:**
 - Use hectares only

- Round to two decimal places
 - Ensure accuracy of measurements
3. **Administrative Selections:**
- Follow hierarchy (District → County → SubCounty → Parish)
 - Verify all selections match actual location

Section 3: Source of Water and Purpose of Water Use Form

1. Basic Form Information

- This form is Section 3 of the water permit application process
- The main purpose is to document the source of water and its intended use
- Required fields are marked with an asterisk (*)

2. Step-by-Step Instructions

A. Select Source of Water

- Click the dropdown menu under "Select Source of Water"
- Choose the appropriate water source from the available options

B. Enter Specific Point Details

- Location: Enter the location description
- Coordinates:
 - Enter Latitude in the left field
 - Enter Longitude in the right field
 - Use the "Convert To UTM" button to convert coordinates if needed
 - The system will automatically populate Zone and ZoneLetter fields
 - Fill in the Easting and Northing coordinates

C. Additional Location Information

- Select District: Use the dropdown menu to choose your district
- Use the "Get To Lat Long" button if you need to retrieve coordinates

- Common name of the source of water: Enter the locally known name of the water source
- Map View: Click this button to view the location on a map

D. Technical Details

- Altitude: Enter the altitude of the water source location
- Select Basin Code: Choose from the dropdown menu
- Select Catchment Area: Choose from the dropdown menu
- Select Side Of Water: Choose from the dropdown menu

E. Discharge Permit Information

- Answer whether you hold any water permit to discharge water into this source
- Select "Yes" or "No" from the dropdown menu

F. Saving Your Entry

- After filling in all required information, click the "Save" button at the bottom of the form
- Ensure all mandatory fields (marked with *) are completed before saving

3. Important Tips

- Always ensure coordinates are entered in the correct format
- Save your progress regularly
- Double-check all entries before final submission
- Use the Map View feature to verify location accuracy
- Contact support if you encounter any issues with coordinate conversion or district selection

Section 3: Source of Water and Purpose of Water Use Form

Purpose of Water use Permit Holder Name: ▼

3. SOURCE OF WATER AND PURPOSE OF WATER USE

3.2 Use or proposed use of water

Tick one or more boxes as appropriate

Use or proposed use of water *:

<input checked="" type="checkbox"/> Irrigation	<input checked="" type="checkbox"/> Livestock	<input checked="" type="checkbox"/> Urban domestic	<input checked="" type="checkbox"/> Rural domestic
<input checked="" type="checkbox"/> Industrial	<input checked="" type="checkbox"/> Fisheries	<input checked="" type="checkbox"/> Services	<input checked="" type="checkbox"/> Power generation
<input checked="" type="checkbox"/> Recreational	<input checked="" type="checkbox"/> Others Specify	<input type="text" value="Others Specify"/>	

Attach a topographic map 1:50,000, indicating location of the in-take works (Accepts .pdf, .dpx, less than or equal to 5MB only)

Reference File Input

OFFICIAL USE ONLY

Select Basin Code:

Select Catchment Area:

National Grid Reference Of Point Of Water uptake:

Location:

Latitude:

Activate Windows
Go to Settings to activate Windows.

Purpose of Water Use Section (3.2)

1. Water Use Categories Selection

- This section allows you to specify how you plan to use the water
- Multiple selections are permitted ("Tick one or more boxes as appropriate")
- All available categories are:
 - Irrigation
 - Industrial
 - Recreational
 - Livestock
 - Fisheries
 - Urban domestic
 - Services
 - Rural domestic
 - Power generation
 - Others (requires specification)

2. Specifying "Others"

- If you select "Others Specify", you must:
 - Check the corresponding checkbox
 - Fill in the text field provided to describe the specific use not covered by other categories

3. Topographic Map Attachment

- You must attach a topographic map showing the in-take works location
- Requirements:

- Scale must be 1:50,000
 - File formats accepted: .pdf, .dpcx
 - Maximum file size: 5MB
- To attach:
 - Click "Choose File" button
 - Select the appropriate file from your computer
 - Verify that "No file chosen" text changes to your filename

4. Official Use Section

- This section is restricted to official use only
- Contains fields for:
 - Select Basin Code (dropdown menu)
 - Select Catchment Area (dropdown menu)
 - National Grid Reference of Point of Water uptake:
 - Location
 - Latitude

5. Saving Your Entry

- After completing all required fields:
 - Review your selections
 - Click the green "Save" button at the bottom of the form
 - All mandatory fields (marked with *) must be filled before saving successfully

Section4: Nature of Discharge

This section allows users to specify the type of discharge and provide necessary details about it.

Steps:

1. **Select the type of discharge:**
 - Tick one or more checkboxes for the type of discharge:
 - **Sewage effluent**
 - **Trade waste**

- **Emergency discharge of sewage effluent**
- **Any other matter (e.g., contaminated surface water)**
- 2. **Specify additional information for sewage/trade waste discharges:**
 - **Maximum quantity proposed to discharge in one day:** Enter the quantity in appropriate units (m³/day).
 - **Highest rate to operate the discharge (lit/s):** Specify the maximum discharge rate.
 - **Period of discharge:** Choose the frequency (daily/weekly/seasonally) from the dropdown.
 - **Rainfall-dependent discharges:** Provide the area (m²) to be drained.
- 3. **Other fields:**
 - Identify **roof areas and impervious areas** if applicable.
- 4. **Save the entered data:** Press the green “Save” button at the bottom to store the information.

Conditional Display of Sections in the Form

1. **Checkbox Interaction and Display Logic:**
 - When a user selects specific checkboxes in the form (e.g., for "Nature of Discharge" or other related categories), additional form sections can appear conditionally. This ensures that only the relevant information fields are displayed based on the selected options.
2. **Example Sections Displayed:**
 - **Part A (Sub-Irrigation and Soakways):** This section is shown if the user checks options related to sub-irrigation systems or soakways in their discharge configuration.
 - **Part B (Sewage Treatment Plants):**
 - **Part C (Trade Wastes and Sewage Discharges):** Displays when relevant checkboxes, like those pertaining to trade waste, are selected. This section collects detailed information about the waste characteristics, chemical components, and required attachments like certificates.
 - **Part D (Emergency Discharges and Contaminated Surface Waters):** This section appears when options for emergency overflow or surface water discharge are chosen. It allows for ticking the applicable subcategories (e.g., overflow from sewers).
3. **Form Submission Tips:**
 - Ensure all mandatory fields within the conditionally displayed sections are completed before submission.
 - Use the "Save" button to save progress or data before moving on to another section or when information changes.

IN CASE OF SUB-IRRIGATION AND SOAKWAYS (Part A)

PART-A
IN CASE OF SUB-IRRIGATION AND SOAKWAYS

Is any part of system within 10 meters of the site boundary?
---Select Yes / No---

Is any part of system within 10 meters of water course?
---Select Yes / No---

Is the land in which disposal system is to be constructed under-drained with land drains discharge to a watercourse or to be so drained?
---Select Yes / No---

Attach details of percolation test carried out (Accepts .pdf, .dpx, less than or equal to 5MB only)

Reference File Input
Choose File No file chosen

OFFICIAL USE ONLY

Receipt Date: mm/dd/yyyy Application Number

Official Stamp and Signature:

Save

Purpose:

This section of the application is used to gather information specifically related to sub-irrigation and soak away systems. It likely pertains to a scenario where water is not directly discharged into a water body but is instead filtered through the soil.

Instructions:

- I am using drip/spray system under the following conditions:**
 - Select Crop:** Choose the type of crop being cultivated.
 - Select Area:** Specify the area under cultivation.
- I am using a Soakway pit:**
 - Select Size:** Choose the size of the Soakway pit from the available options.
- I am using a drainage ditch:**
 - Select Size:** Choose the size of the drainage ditch from the available options.
- Attach a plan of permission/conditions/receipt, etc. (size less than or equal to 5MB only):**
 - Upload any relevant documents supporting the proposed sub-irrigation or Soakway system.
- Reference File Input:**
 - Choose the file to be uploaded.

Sewage Treatment Plants Section (Part B)

External User Permits

PART C
FOR TRADE WASTES AND SEWAGE DISCHARGES CONTAINING TRADE WASTES

(a) Describe the process(es) from which the waste arises and the characteristics of the trade waste including the max and min and mean values of COD, BOD and SS of the waste:

characteristics of waste water:

(b) Maximum temperature of the waste discharged (°C):

Temperature in Degrees (°C):

(c) Does the waste contain any of the following?

Does the waste contain any of the following *:

-- Select Yes/No --

1)Aldrin, 2)Arsenic, 3)Atrazine, 4)Azinphos-Ethyl, 5)Azinphos-Methyl, 6)Boron, 7)Cadmium and its compound, 8)Carbon Tetrachloride, 9)Chloroform, 10)Chromium, 11)Copper, 12)Cyanide, 13)Cyfluthrin, 14)DDT, 15)(1,2-Dichloroethane), 16)Dichlorous, 17)Dioxins, 18)Endosulfan, 19)Fenitrothion, 20)Fenitron Fluocifuron, 21)Hexa-Chloro-Benzene(HCB), 22)Hexa-Chlorobutadiene, 23)Hexachlorocyclohexane, 24)Iron, 25)Lead, 26)Malathion, 27)Mercury and its Compounds, 28)Nickel, 29)Parathion, 30)Parathion-Methyl, 31)PCSD'S, 32)Pentachloropheno(PCP) and its Compounds, 33)Perchloroethylene, 34)Permethrin(pH outside of range(5.5 to9.0)), 35)Polychlorinated Biphenyls, 36)Simazine, 37)Suicofuron, 38)Tetrachloroethylene, 39)Tributyltin, 40)Trichlorobenzene, 41)Trichloroethane, 42)Trichloroethynl, 43)Trifluralin, 44)Triphenyltin Compounds, 45)Vanadium, 46)Zinc, 47)Isodrin

(d) Give details of any other significant chemical components contained in the waste especially of any wastes containing chemical components controlled under the National Environment Statute or any other law in force (attach separate sheet Accepts.pdf,docx less than or equal to 5MB only).:

Attach a certificate of effluent quality analysis *

Reference File Input *:

Choose File No file chosen

mm/dd/yyyy

Official Stamp and Signature:

Application Number

Activate Windows
Go to Settings to activate Windows.

Save

This section becomes visible only when the **Sewage effluent** checkbox is selected under the **Nature of Discharge** section.

Steps:

1. State the population served:

- Provide details about the population served by the treatment plant:
 - **All Year:** Enter the total population served throughout the year.
 - **Wet Season:** Specify the population during the wet season.
 - **Dry Season:** Specify the population during the dry season.

2. Provide treatment plant details:

- Give a description of the treatment plant, including any additional necessary information.
- Attach supporting documents, if needed:
 - Accepted file formats: .pdf or .docx.
 - Maximum file size: 5 MB.

3. For official use only:

- Fields such as **Reception Date** and **Application Number** are reserved for administrative purposes.

4. Save the entered data:

- Once all information is complete, press the green **Save** button.

This appears to be a section (Part C) of a form or permit application specifically for trade wastes and sewage discharges containing trade wastes. Let me break down the key components of this form:

1. The form asks for several important pieces of information:
 - Description of waste processes and characteristics, including COD, BOD and SS values
 - Maximum temperature of discharged waste in degrees Celsius
 - Presence of specific chemical compounds (listing over 40 different substances including Aldine, Arsenic, Attained, various chlorinated compounds, heavy metals, etc.)
 - Details of other significant chemical components, particularly those controlled under the National Environment Statute
2. There are several input fields:
 - A text field for waste characteristics
 - A temperature input field
 - A dropdown/selection field for chemical compounds
 - A file upload section for attaching a certificate of effluent quality analysis
 - An official use section at the bottom with fields for:
 - Reception date (mm/dd/yyyy format)
 - Application number
 - Official stamp and signature

3. The form has a "Save" button at the bottom for submitting the information

Emergency Discharges and Contaminated Surface Waters (Part D)

Emergency Discharge and Contaminated Surface Waters

Permit Holder Name : ▼

PART D
FOR EMERGENCY DISCHARGES AND CONTAMINATED SURFACE WATERS

State the type of discharge. Tick one or more boxes as appropriate:

☐ Emergency overflow from sewer

☐ Emergency overflow from pumping station

☐ Contaminated surface water

☐ Other Answer as appropriate

Save

This section becomes available when specific checkboxes under **Nature of Discharge** are selected.

Steps:

1. **State the type of discharge:**
 - Tick one or more checkboxes that apply to the emergency discharge:
 - **Emergency overflow from sewer**
 - **Emergency overflow from pumping station**
 - **Contaminated surface water**
 - **Other (Specify as appropriate)**
2. **Dynamic Form Display:**
 - Depending on the checkbox selected, additional forms or sections may appear to gather more detailed information about the selected type of emergency discharge.
3. **Save the entered data:**
 - After filling out all the necessary information, press the **Save** button to store your input.

Section 5: Means and Technical Details of Discharge Form

5. MEANS AND TECHNICAL DETAILS OF DISCHARGE

Give details as appropriate *

☒ Pipe ☒ Channel ☒ Well ☒ Bore Hole ☒ Soakway ☒ Sub Irrigation

☒ Culvert ☒ Soakway and Sub Irrigation System ☒ Others Specify

Pipe

Pipe Dimension (mm)

Channel

Channel Dimension (mm)

Well

Well Depth (m)

Well Diameter (mm)

Borehole

Borehole Depth (m)

Borehole Diameter (mm)

Depth of perforated borehole (m)

Borehole lining

Soakway

Soakway Depth (m)

Geological stratum (if known)

Subirrigation

Subirrigation Depth (m)

Geological stratum (if known)

Others Specify

Save

Activate Windows
Go to Settings to activate Windows.

Overview

This section (Section 5) of the form allows users to specify the means and technical details of water discharge. Users can select multiple discharge methods and provide specific technical measurements for each selected option.

Available Discharge Methods

The form offers the following discharge methods:

- Pipe
- Channel
- Well
- Bore Hole
- Soakway
- Sub Irrigation
- Culvert
- Soakway and Sub Irrigation System
- Others (with specification option)

How to Fill the Form

1. Selecting Discharge Methods

- Check the appropriate boxes for all applicable discharge methods
- Multiple methods can be selected simultaneously
- If none of the predefined options match your needs, select "Others Specify" and provide details

2. Entering Technical Details

For Pipe

- Pipe Dimension (s):(m)
- Pipes Diameter:(mm)
- Geological stratum (if known)

For Channel

- Channel Dimension (s):(m)
- Channels Diameter:(mm)
- Geological stratum (if known)

For Well

- Well Depth:(m)
- Wells Diameter:(mm)
- Geological stratum (if known)

For Borehole

- Borehole Depth:(m)
- Boreholes Diameter:(mm)
- Borehole lining
- Depth of lining:(m)
- Depth of perforated lining:(m)
- Depth of unperforated lining:(m)
- Geological stratum (if known)

For Soakway

- Soakway Depth:(m)
- Geological stratum (if known)

For Sub irrigation

- Sub irrigation Depth:(m)
- Geological stratum (if known)

For Others Specify

- Provide detailed description in the text field

Important Notes

1. Fields marked with an asterisk (*) are mandatory
2. All measurements should be provided in the specified units:
 - Depths and dimensions in meters (m)
 - Diameters in millimeters (mm)
3. Complete all relevant fields for each selected discharge method
4. Click the "Save" button after entering all required information

Form Navigation

- The form dynamically displays relevant fields based on selected methods
- Scroll down to view all fields for multiple selections
- Use the tab key to move between fields
- Required fields must be completed before saving.

Section 7: Recipient

Recipient Permit Holder Name : >

7. RECIPIENT

Water to which waste will be discharged directly or indirectly. Tick the category to which the proposed discharge(s) are to be made * :

On to Land

State Name of Watercourse(if known)

Distance from nearest foul sewer(meters)

Is there a foul sewer available to which the discharge could be made?

--select Yes or No--

Save

Activate Windows
Go to Settings to activate Windows.

Purpose:

This section of the application is used to identify the final destination of the wastewater discharge.

Instructions:

1. **Water to which waste will be discharged directly or indirectly. Tick the category to which the proposed discharge(s) are to be made:**
 - **On to Land:** Select this option if the wastewater will be discharged onto land, such as through irrigation or land application.
 - **Other:** Select this option if the wastewater will be discharged to a different recipient, such as a surface water body or sewer system. If you select "Other," you will be required to provide additional details.
2. **State Name of Watercourse (if known):**
 - If the wastewater is being discharged to a specific watercourse (e.g., river, lake), enter the name of the watercourse.
3. **Is there a foul sewer available to which the discharge could be made?:**
 - Select "Yes" or "No" to indicate whether a sewer system is available for discharging the wastewater.
4. **Distance from nearest foul sewer (meters):**
 - If a sewer system is available, enter the distance between the discharge point and the nearest sewer connection.
5. **Save:**
 - Click the "Save" button to save your input.

Section 8: Sampling of the Discharge

Sampling Of The Discharge Permit Holder Name : ▼

8. SAMPLING OF THE DISCHARGE

Authority will normally be required provision for the taking of samples of the discharge. Please indicate the means proposed * :

☒ At the outlet ☐ At the manhole or sampling chamber ☐ See plan ☒ Other

Other:(Give further Deatails)

Save

Purpose:

This section of the application is used to specify the location where samples of the wastewater discharge will be collected for analysis. This is crucial for monitoring the quality of the effluent and ensuring compliance with environmental regulations.

Instructions:

- 1. Authority will normally be required provision for the taking of samples of the discharge. Please indicate the means proposed:**
 - **At the outlet:** Select this option if the samples will be taken directly at the point where the wastewater exits the treatment facility or discharge point.
 - **At the manhole or sampling chamber:** Select this option if the samples will be taken from a specific manhole or sampling chamber within the wastewater system.
 - **See plan:** Select this option if the sampling locations are detailed in a separate plan or diagram that will be submitted with the application.
 - **Other:** Select this option if the sampling method is different from the above options. In the "Other (Give Further Details)" field, provide a clear description of the proposed sampling method.
- 2. Other (Give Further Details):**
 - If you selected "Other" in the previous step, provide a detailed explanation of the proposed sampling method. This may include information on the specific location, frequency of sampling, and any special equipment or procedures required.
- 3. Save:**
 - Click the "Save" button to save your input.

Section 9: Other Information

9. OTHER INFORMATION

Is permit required for limited period?
---Select Yes / No---

On what date do you anticipate discharge will begin to be made
mm/dd/yyyy

Does this proposal replace an existing discharge:
---Select Yes / No---

Are there any existing consents for discharge from the premises?
---Select Yes / No---

Please give the details of the premises.(Tick as appropriate):

☐ Vehicle parking area ☐ Industrial premises ☐ Fish farm ☐ Mineral workings
☐ Sewage treatment works ☐ Water supply ☐ Others

OFFICIAL USE ONLY

Reception Date: mm/dd/yyyy Application Number

Official Stamp and Signature:

Save

Activate Windows
Go to Settings to activate Windows.

Purpose:

This section of the application is used to gather additional information relevant to the wastewater discharge permit application.

Instructions:

- Is permit required for limited period?**
 - Select "Yes" or "No" to indicate whether the permit should have a specific duration.
- On what date do you anticipate discharge will begin to be made?**
 - Enter the expected start date of the wastewater discharge in the format MM/DD/YYYY.
- Does this proposal replace an existing discharge?**
 - Select "Yes" or "No" to indicate whether this application is replacing an existing permit.
- Are there any existing consents for discharge from the premises?**
 - Select "Yes" or "No" to indicate whether there are any other permits or approvals related to wastewater discharge from the premises.
- Please give the details of the premises. (Tick as appropriate):**
 - Check the appropriate boxes to indicate the type of premises where the wastewater is generated (e.g., vehicle parking area, industrial premises, fish farm, mineral workings, sewage treatment works, water supply, other).
- Save:**
 - Click the "Save" button to save your input.

Section10: Payment and Declaration

Payment and Declaration Permit Holder Name : ▼

APPLICATION PAYMENT

Select Payment Type :
---Select One---

Payment Registration Number (PRN) * Or Search Code Verify

Amount Paid (UGX) * Tax Identification Number (TIN) * Date of Payment *
11/19/2024

Proof of Payment (Accepts.pdf, docx less than or equal to 5MB only) *

Reference File Input
Choose File No file chosen

DECLARATION OF THE APPLICANT

Signature of applicant :

Full names * Date *
11/19/2024 Years of Permit Applying For *

Save

☐ I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

Preview Submit Application

Purpose:

This section of the application is used to finalize the application process by completing the payment and declaration.

Instructions:

Application Payment

1. **Select Payment Type:** Choose the payment method from the dropdown menu (e.g., online payment, bank challan, etc.).
2. **Payment Reference Number (PRN)/Search Code:** Enter the relevant reference number associated with your payment.
3. **Amount Paid (UGX):** Enter the amount you have paid for the application fee.
4. **Tax Identification Number (TIN):** Enter your TIN if applicable.
5. **Date of Payment:** Enter the date of payment.
6. **Proof of Payment:** Upload a copy of the payment receipt in PDF or DOCX format (maximum file size 5MB).

Declaration of the Applicant

1. **Signature of Applicant:** Sign your name in the provided space.
2. **Full Name:** Enter your full name.
3. **Date:** Enter the date of signing the declaration.
4. **Years of Permit Applying For:** Enter the number of years for which you are applying for the permit.

Submit Application

1. **I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the**

2. **Preview:** Click the "Preview" button to review the entire application before submitting.  INFORMATION DASHBOARD

application before submitting.

3. Submit Application: Click the "Submit Application" button to finalize the submission process.

INFORMATION DASHBOARD

NEW	RENEWAL	TRANSFER
1	0	0

Payment Registration Slip

REQUESTED PRS	GENERATED PRS
0	0

Output:

After Submitted the form, the data will be

Step 2: Select the “Permit application form” of your choice as elaborated above. Your interface will display the various sections in the permit application form.

Different sections in a form

identified by an asterisks (*) and must be filled before clicking the “save” button

Permit Holder Name :

Holder Name :

Permit Name :

Step 1: Select **Renewal from the “Permit Management”**

Step 2: Click on “**Permit Renewal**” and Select the “**permit type**” and input the “**permit number**” and click the “**Search**” Button

N.B: Incase the years highlighted in grey do not tally with the ones on the permit, click on the link provided to seek for assistance from the DB manager.

The permit data will be auto-filled. Check if the mandatory fields have the correct data or if the data needs to be updated.

If data is missing or not up-to-date, seek the assistance of the DB manager to update this data. (To be consulted)

Fill in the date of applying for permit renewal and in case you want to transfer the permit (**this means transfer from Individual/Company A Limited to Individual/Company B Limited**), click “yes” to upload the transfer letter or “no” to continue.

Select “**Choose file**” button to attach the “**Permit Renewal Request Letter**” and click the “**Save**” button to save the information provided in this section.

Step 3: Click on “**Renewal Fee**” and select “**select the payment type**” either **online** or **offline**.

To choose the payment type whether online or offline and enter the “**Payment Registration Number (PRN)**”.

Permit Renewal

Menu > Permit Renewal

Permit Renewal

Renewal Fee

FINAL SUBMISSION

Select Payment Type *
 --Select One--
 --Select One--
 Online
 Offline

Payment Registration Number (PRN) *

Date of Payment *
 dd/mm/yyyy

Proof of Payment (Accepts .pdf,.docx,.xlsx,.png,.jpeg Less than (or) Equal to 10MB only) *

Reference File Input *

Choose File No file chosen

Verify

Step 3(a): For Online payment type, click “**Verify**” button and the “**Amount Paid**”, the “**Taxpayer Identification Number (PRN)**” and the “**Date of Payment**” will be auto-filled”.

Step 3 (b): For Offline payment type, you are required to manually fill in the “**Amount Paid**”, the “**Taxpayer Identification Number (TIN)**” and the “**Date of Payment**”.

Step 4: To provide proof of payment, select “**choose file**” and upload the payment receipt then the file name will be displayed in the reference file input.

Step 5: Under Annual Fees

Permits | Database

Not secure https://localhost:44317/internaluserpermitrenewal

Home Permits Applications Entry Permits Compliance Update Data Borehole Allocation Screen DMS DDS SDC Assets NancyMary Pule

Payment and Declaration

Annual Fee

ANNUAL FEE

S.NO	Payment Registration Number (PRN)	Tax Identification Number (TIN)	Amount	Year	
1	Enter PRN	Enter TIN	Enter Amount	2024	

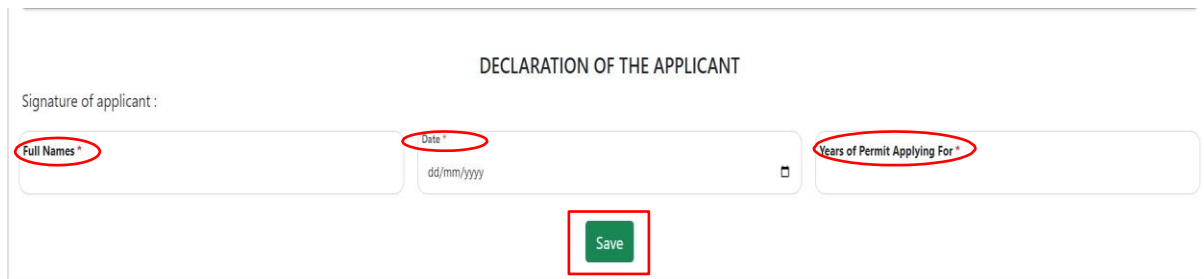
Add New Row

Save

Preview Submit Application

Enter the **PRN, TIN, Amount** and the **year of the annual payment**. **Add new row** to enter PRN, TIN, Amount **of another year**. In case you've made a wrong entry, click the delete button and the end of the row. To save the annual fees entry, click the **“Save”** button.

Step 6: Declaration of the applicant is a must therefore the **“full name”**, the **“Date of Declaration”** and **“years of the Permit you're applying for”**, and click the **“save”** button to save the information provided.



DECLARATION OF THE APPLICANT

Signature of applicant:

Full Names * Date * Years of Permit Applying For *

dd/mm/yyyy

Save

Step 7: Click **“Check box”** provided as shown to certify the information provided in the application form.



☒ I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

Preview Submit Application

<https://pmp.wis.mwe.qo.ug/permitrenewal#collapseThree>

Step 8: To view the details of the application data provided, click the **“preview”** button and the form will be displayed.

N.B: Incase of any of any edits, close the preview and go back to the particular section of the application form.

Step 9: Click the checkbox to activate the **“Submit Application”** button which changes from faint green to deep green.

Step 10: Click on **“Submit Application”**.

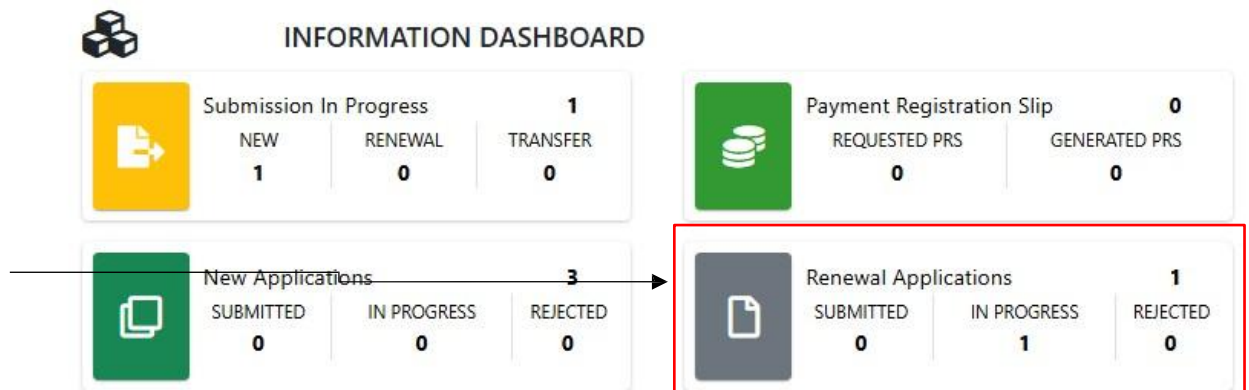
Output:

After providing the necessary information, we will save it and submit the form. It will then be sent to the 'Commissioners' dashboard.


Note:

To check the progress of submitted application for Renewal, click on the “**Information Dashboard**”

and select “**Submitted, in-progress or Rejected**” under “**Renewal applications**”.



Click here to check for the progress

 **EXTERNAL USER SERVICES**

Permits Management ▼

Payment Registration Slip New Permits Renewal

Cancellation Variation Transfers

Suspension / Reactivation Help/Support

Water Regulation Data Management ▼

Hydrogeologist's /Driller's Information Management ▼

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Applying for Permit Cancellation

Step 1: Select “Cancellation” from the Permit Management.

Cancellation Permit

Menu > Cancellation Permit

PERMIT CANCELLATION

Select Permit Type:
 ---Select Permit Type---
 Construction Permit
 Drilling Permit
 Easement Permit
 Ground Water Abstraction Permit
 Surface Water Abstraction Permit
 Waste Water Discharge Permit
 dd/mm/yyyy

Permit Number *

Search

Select Permit Type:
 ---Select Permit Type---
 Date of Permit Comes into Force
 dd/mm/yyyy

Permit Holder Name *

Date of permit Expiry *

dd/mm/yyyy

---Select Reasons for Cancellation---

dd/mm/yyyy

Add Notes About Reasons

Step 2: Select the “permit type”, Enter the “permit Number” and click the “Search” button to search to auto-fill the permit details.

Step 3: follow the steps to fill in the information required including the reasons for cancellation, date of permit cancellation.

Step 4: Select “choose file” to attach Permit Cancellation Request Letter and click the “save” button to save the information provided.

Permit Cancellation Request Letter* (Accepts pdf, docx less than or equal to 5MB only)

Choose File No file chosen

Step 5: Click “Check box” provided as shown to certify the information provided in the application form.

☒ certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

[Preview](#) [Submit Application](#)

<https://omni.wis.mwe.op.us/permitrenewal#collapseThree>

Step 6: To view the details of the application data provided, click the “**preview**” button and the form will be displayed.

N.B: Incase of any of any edits, close the preview and go back to the particular section of the application form.


Step 7: Click the checkbox to activate the “**Submit Application**” button which changes from faint green to deep green.

Step 8: Click on “**Submit Application**”.

Output:

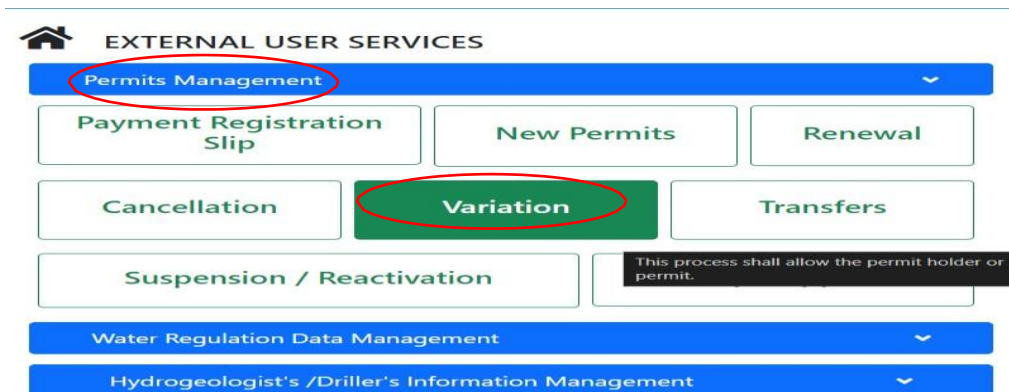
After click Submit button, the data will store on the Commissioner dashboard.

Note: To check the progress of submitted application for “Cancelled”, Click on the “**Information Dashboard**” and select “**Cancelled**”.

	Permits	0	
	NEW	0	
	CANCELLED	0	
	REACTIVATION	0	
	RENEWAL	0	
	VARIATION	0	
	TRANSFER	0	
	SUSPENSION	0	
	EXPIRED IN 3 MONTHS	0	
	EXPIRED	0	

Applying for Permit Variation

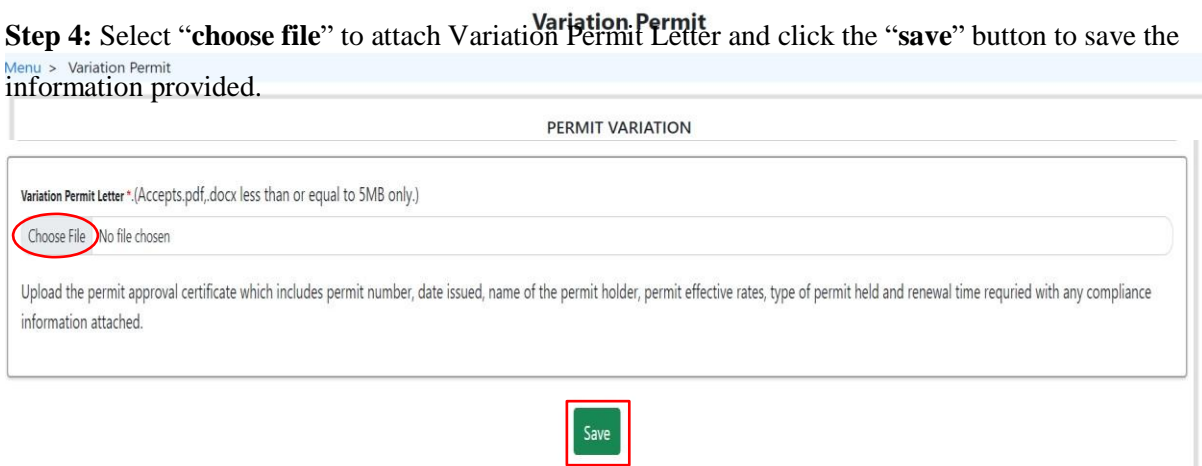
Step1: Select “**Variation**” from the Permit Management



Step 2: Select the “**permit type**”, Enter the “**permit Number**” and click the “**Search**” button to search to auto-fill the permit details.

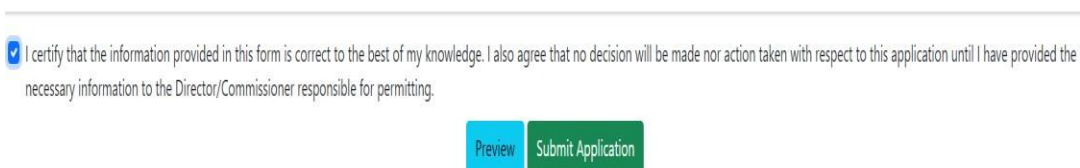
Step 3: follow the steps to fill in the information required including the reasons of variation, date of variation requested.

Step 4: Select “**choose file**” to attach Variation Permit Letter and click the “**save**” button to save the information provided.



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Step 5: Click “**Check box**” provided as shown to certify the information provided in the application form.



Step 6: To view the details of the application data provided, click the “**preview**” button and the form will be displayed.

N.B: Incase of any of any edits, close the preview and go back to the particular section of the application form.

Step 7: Click the checkbox to activate the “**Submit Application**” button which changes from faint green to deep green.

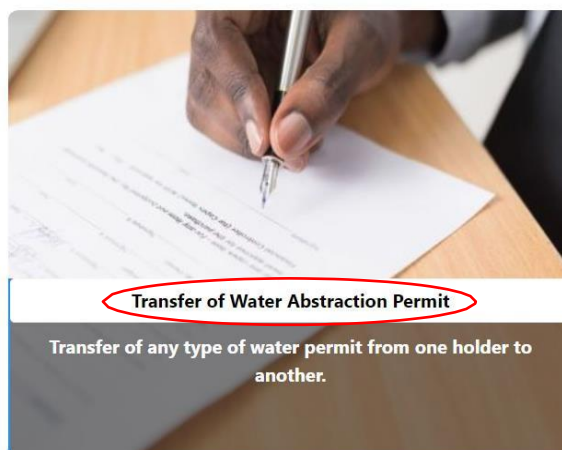
Step 8: Click on “**Submit Application**”.

Output:

After click on submit button, the application will goes to “commissioner” dashboard.

Note: To check the progress of submitted application for “Variation”, Click on the “**Information Dashboard**” and select “**Variation**”.

Menu > **Permit Transfer**



Permit Transfer



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Applying for Transfer of Permit

Step 1: Select “**Transfers**” from the Permits Management Menu

Step 2: Select a “Permit Transfer” that is, “Transfer Water Abstraction Permit” or “Waste Water Discharge Permit”

Step 3: Click on Transfer of Water Abstraction Permit or Transfer of Waste Water Discharge Permit

Step 4: Select the Permit type to transfer, enter the Permit Number and click on the Search button to get the Permit details as shown below.

2. NAME AND ADDRESSES OF NEW HOLDER(or their Agent)

Email Id (Which was Registered in WEIS) * Verify

Permit Holder Name *	Name of Company	TIN Number *
Select Act For * ---Select One---	Designation	Mobile *
Email Address *	Address *	PO Box *
Select District *	Main Activity	Proposed Date of Transfer * dd/mm/yyyy

Save

Construction Permit

Drilling Permit

Easement Permit

Ground Water Abstraction Permit

Surface Water Abstraction Permit

dd/mm/yyyy

Permit Type :

Expire Date:
dd/mm/yyyy

TIN Number :

Transferor Name :

Reason for Transfer

Transfer of Waste Water Discharge Permit

Menu > Transfer Permit Application > Transfer of Waste Water Discharge Permit

Transfer Permit

1. TRANSFER PERMIT

Select Permit Type *
---Select Permit Type---

Wastewater Discharge Permit

Issued Date:
dd/mm/yyyy

TIN Number :

Reason for Transfer

Permit Number : Search

Permit Type :

Expire Date:
dd/mm/yyyy

Transferor Name :

Step 5: Type the name of the person transferring the Permit and the Reasons for transferring the Permit

Step 6: Click on the Name and Address of New Holder (or their agent). Enter the email address of the of the person to transfer to. (The email should be the registered mail in the system)

Step 7: Select “Attachment files” to attach an “Agreement between both Parties” and a

“Statement of Compliance” and click the **“Save”** Button to save the information.

Step 8: Click Checkbox provided as shown to certify the information provided in the application form.

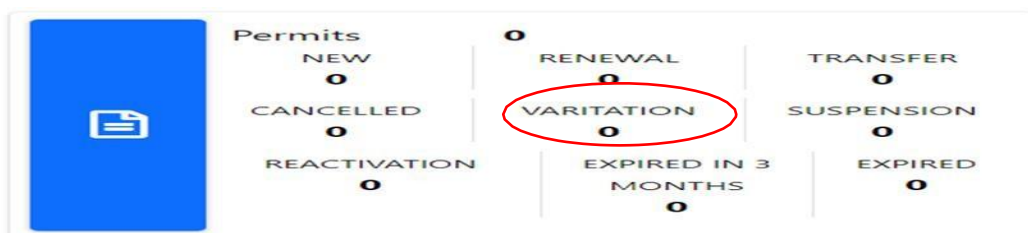
Step 9: To view the details of the application data provided, click the **“preview”** button and the form will be displayed.

N.B: In case of any of any edits, close the preview and go back to the particular section of the application form.

Step 10: Click the checkbox to activate the **“Submit Application”** button which changes from faint green to deep green.

Step 11: Click on **“Submit Application”**.

Step 12: To check the progress of submitted application for permit Transfer”, Click on the **“Information Dashboard”** select **“Transfer”**

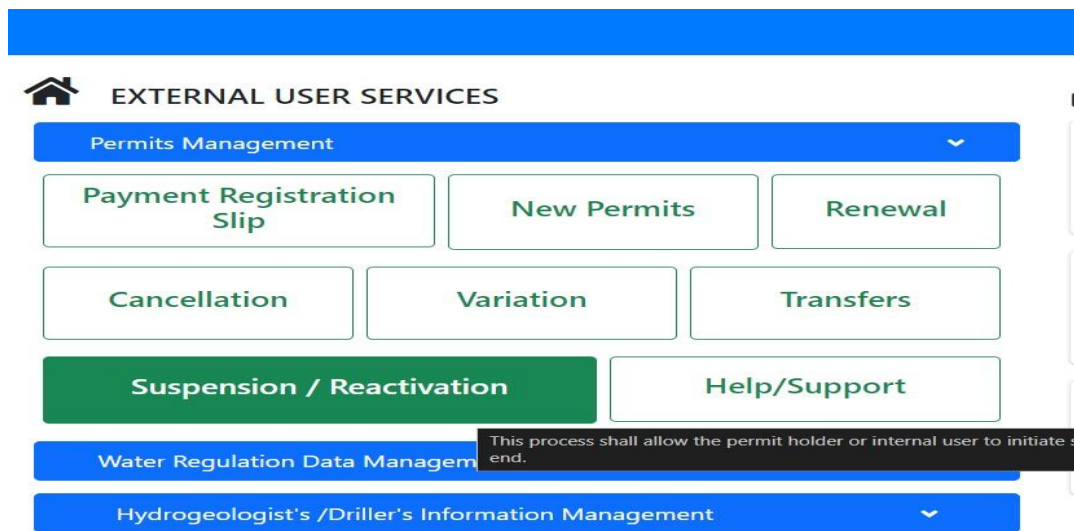


Output:

After providing the necessary information, we will save it and submit the form. It will then be sent to the 'Commissioners' dashboard.

Applying for Suspension/Reactivation of Permit

Step 1: Select “Suspension/Reactivation” from the Permit Management Menu



EXTERNAL USER SERVICES

Permits Management

Payment Registration Slip New Permits Renewal

Cancellation Variation Transfers

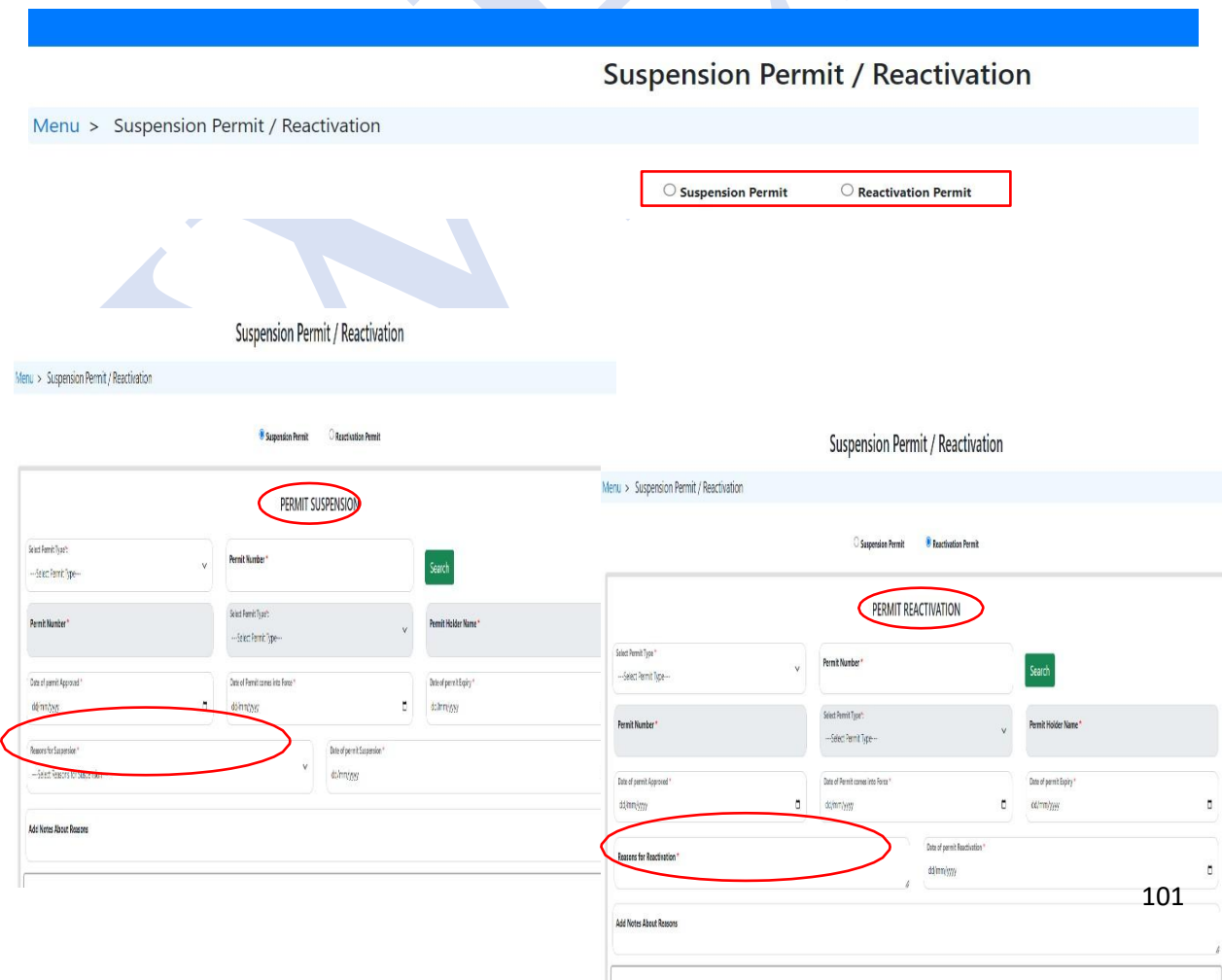
Suspension / Reactivation Help/Support

Water Regulation Data Management

Hydrogeologist's /Driller's Information Management

This process shall allow the permit holder or internal user to initiate s end.

Step 2: Click on either “Suspension Permit” or “Reactivation permit” radio buttons depending on the service required.



Suspension Permit / Reactivation

Menu > Suspension Permit / Reactivation

☐ Suspension Permit ☐ Reactivation Permit

Suspension Permit / Reactivation

Menu > Suspension Permit / Reactivation

☒ Suspension Permit ☐ Reactivation Permit

PERMIT SUSPENSION

Select Permit Type*
--Select Permit Type--

Permit Number*

Select Permit Type*
--Select Permit Type--

Permit Holder Name*

Date of permit Approval*
dd/mm/yyyy

Date of Permit comes into Force*
dd/mm/yyyy

Date of permit Expiry*
dd/mm/yyyy

Reasons for Suspension*
--Select Reasons for Suspension--

Add Notes About Reasons

PERMIT REACTIVATION

Select Permit Type*
--Select Permit Type--

Permit Number*

Select Permit Type*
--Select Permit Type--

Permit Holder Name*

Date of permit Approval*
dd/mm/yyyy

Date of Permit comes into Force*
dd/mm/yyyy

Date of permit Expiry*
dd/mm/yyyy

Reasons for Reactivation*
--Select Reasons for Reactivation--

Add Notes About Reasons

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Step 3: Click to fill in the required information that is; “**Date of Permit approved**”, “**When the Permit comes to force**”, “**Date of permit expiry**”.

Step 4: Select the “**Reason for suspension**” or “**Reactivation**” and the “**Date of Suspension**” or “**Reactivation**”. Enter the reasons for your request for Suspension or Reactivation of permit as shown below.

Step 5: Select “**choose file**” to attach the “**status of permit compliance**” and click the “**save**” button to save the information provided.

The screenshot shows a web form for permit reactivation. At the top, there is a text input field labeled "Reasons for Reactivation" with a red circle around it. To its right is a date field labeled "Date of permit Reactivation" with a red asterisk and a placeholder "dd/mm/yyyy". Below these is a text area labeled "Add Notes About Reasons". Further down is a section titled "Status of Permit Compliance" with a subtext "(Accepts.pdf,docx less than or equal to 5MB only.)". Inside this section is a file upload button labeled "Choose File" with a red circle around it, and the text "No file chosen". Below the file upload section is a green "Save" button with a red border.

Step 6: Click “Check box” provided as shown to certify the information provided in the application form.

The screenshot shows the bottom part of the form. It starts with a checked checkbox followed by the text: "I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting." Below this text are two buttons: a blue "Preview" button and a green "Submit Application" button. At the bottom left, there is a URL: <https://pmp.wis.mwe.qa.uq/permitrenewal#collapseThree>.

Step 7: To view the details of the application data provided, click the “**preview**” button and the form will be displayed.

N.B: In case of any of any edits, close the preview and go back to the particular section of the application form.

Step 8: Click the checkbox to activate the “**Submit Application**” button which changes from faint green to deep green.

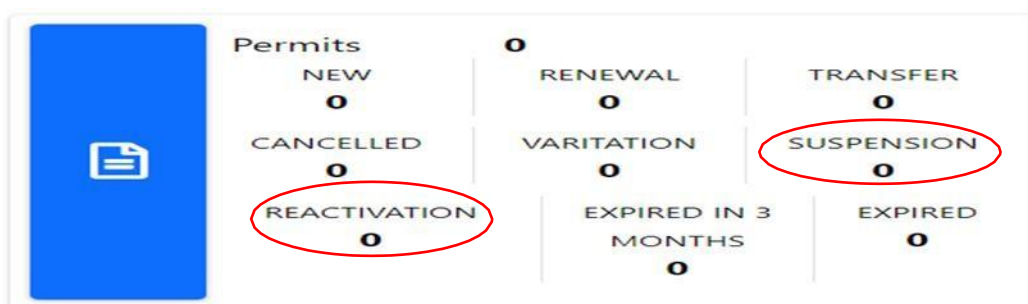
Step 9: Click on “**Submit Application**”.

Output:

After providing the necessary information, we will save it and submit the form. It will then be sent to the 'Commissioners' dashboard

Note:

To check the progress of submitted application for “Suspension” or “Reactivation”, Click on the “**Information Dashboard**” and select “**Suspension**” or “**Reactivation**”.



EXTERNAL USER SERVICES

Permits Management ▼

Payment for Registration Slip New Permits Renewal

Cancellation Variation Transfers

Suspension / Reactivation **Help/Support**

Water Regulation Data Management ▼

Hydrogeologist's /Driller's Information Management ▼

Requesting for Permit Help/Support

Step 1: Select “Help/ Support” from the Permit Management Menu

Menu > Permit Help / Support

Permit Help / Support

Reasons for Help/Support

Any Document to Upload. (Accepts.pdf,.docx less than or equal to 5MB only.)

Choose File No file chosen

Please upload any relevant document to expedite the process.

Submit

Step 2: Click to fill in the reasons for Help/Support in the text box provided

Step 3: Select “Choose file” to attach any supporting document and click on the submit

Button to send your request

WATER REGULATION DATA MANAGEMENT MENU

Entering Waste Water Discharge Data

Step 1: To fill the wastewater Discharge Data entry form, click on the Water Regulation Data Management Menu and select Wastewater Discharge Data Entry form as shown below

EXTERNAL USER SERVICES

Permits Management

Water Regulation Data Management

Wastewater Discharge Data Entry Form

Construction Data Entry Form

Water Abstraction Data Entry Form(SW AND GW Permit)

Water Abstraction Data Entry Form(SW Hydropower Dams)

Hydrogeologist's /Driller's Information Management

Step 2: A data entry form will be displayed, Select the permit type and fill in the required Permit holders' details for example the Permit Number, Permit Holder's name, the site Name etc.

Menu > Wastewater Discharge Data Entry Form Wastewater Discharge Permit Holders

Select Permit Type*
Waste Water Discharge Permit

Permit Number

Permit Holder's Name

Site Name

Please Select Basin

Please Select Region

Please Select District

Location

Latitude

Longitude

S.No	Day	Discharged Amount(m3/day)	Maximum Permitted
1	dd/mm/yyyy	Enter Discharged Amount(m3/day)	Enter Maximum Permitted

Add

Name of Officer In Charge Telephone Email

2. Effluent (Wastewater) Quality Data
 - Drop down to allow daily, weekly or monthly data entries should be enabled in WIS permits management portal
 - Parameters as stated in the special terms and conditions of the Waste Discharge Permit
 - Attach Effluent Certificates of Analysis from External Accredited Laboratory

Parameter/Pollutant Unit Maximum Permissible Limit Result **+Add**

Parameter or Pollutant	Unit	Maximum Permissible Limit	Result

Save

Step 3: Fill in the Discharge water information as shown in the image below. Click “Add” button to add another row.

Step 4: Enter the “Name of the officer”, the “Telephone” number and the “Email”.

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2. Effluent (Wastewater) Quality Data
 - Drop down to allow daily, weekly or monthly data entries should be enabled in WIS permits management portal
 - Parameters as stated in the special terms and conditions of the Waste Discharge Permit
 - Attach Effluent Certificates of Analysis from External Accredited Laboratory

Parameter/Pollutant Unit Maximum Permissible Limit Result **+Add**

Parameter or Pollutant	Unit	Maximum Permissible Limit	Result

Save

Step 5: Click “Add” Button to drop down and add another row to enter effluent data and click the save button to save the entered data.

EXTERNAL USER SERVICES

Permits Management

Water Regulation Data Management

Wastewater Discharge Data Entry Form

Construction Data Entry Form

Water Abstraction Data Entry Form(SW AND GW)

Water Abstraction Data Entry Form(SW and Construction)

Hydrogeologist's /Driller's Information Management

Filling in the Construction Data Entry form

Step 1: To fill in the construction data entry form, Select Construction Data Entry Form under the Water Regulation Data Management Menu.

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Construction Data Entry Form for Construction Permit Holder

Menu > Construction Data Entry Form for Construction Permit Holder

Select Permit Type:
---Select Permit Type---

Permit Number

Permit Holder's Name

Site Name

Date
dd/mm/yyyy

EXTERNAL USER SERVICES

Permits Management

Step 2: Enter the Construction Permit Holder's details in all the fields displayed in the image.

Wastewater Discharge Data Entry Form

Construction Data Entry Form

Water Abstraction Data Entry Form (SW AND GW Permit)

Water Abstraction Data Entry Form (SW Hydropower Dams)

Step 3: Attach a “Construction progress report”, “Construction completion report” or any other report and click on the save button to save the information.

Attach a construction progress report, construction completion report or any other report as may be required

Reference File Input*
Choose File No file chosen

Name of Officer In Charge

Email

Phone

Water Abstraction Data Entry Form for Surface Water and Groundwater Permit Holders

Menu > Water Abstraction Data Entry Form for Surface Water and Groundwater Permit Holders

Select Permit Type:
---Select Permit Type---

Permit Number

Permit Holder's Name

Please Select Region

Please Select Basin

Please Select District

Location

Latitude

Longitude

Permit Type
--Select--

Filling in Water Abstraction Data Entry form for Surface Water and Ground water (SW and GW) Permits

Step 1: Select Water Abstraction Data Entry form for (SW AND GW Permit) under the “Water Regulation Data Management Menu” as displayed in the image below.

Step 2: A water Abstraction Data Entry form will be displayed. Select the permit type and enter the required Permit holder's details as shown below in the image.

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Step 3: Enter the Discharge data starting with the “**Date**”, the “**Start (Initial) Day Reading**”, “**End (Final) Day Reading**”, the “**Water Abstracted in 24hrs(m³)**”, the “**Weekly water level measured in a borehole (m)/Surface(m)**” and the “**Permitted volume**”.

Step 4: Click the Add button to “**Add**” another row.

Step 5: To delete the entered data in case of errors or wrong data, click on the “**Delete**” button to delete the data in a particular row.

Step 6: Click the “**Save**” button to save the entered information.

S.NO	Date	Start Day Reading(A)	End Day Reading(B)	Water Abstracted in 24 Hours(m3)	Weekly water level measured in a borehole(m)/Surface(m)	Permitted Volume	
1	dd/mm/yyyy 	<input type="text" value="Enter Start Day Reading(A)"/>	<input type="text" value="Enter End Day Reading(B)"/>	<input type="text" value="Enter Water Abstracted in 24 Hours(m3)"/>	<input type="text" value="Enter Weekly water level measured in a borehole(m)"/>	<input type="text" value="Enter Permitted Volume"/>	

Add

Save

Filling in Water Abstraction Data Entry form for Surface Water Hydro Power Dams.

Step 1: Select Water Abstraction Data Entry form for Hydropower Dam from the “Water Regulations Data Management Menu” as displayed in the image below.

EXTERNAL USER SERVICES

- Permits Management
- Water Regulation Data Management**
- Wastewater Discharge Data Entry Form
- Construction Data Entry Form
- Water Abstraction Data Entry Form(SW AND GW Permit)
- Water Abstraction Data Entry Form(SW Hydropower Dams)**
- Hydrogeologist's /Driller's Information Management

Step 2: Select the “Dam Name”, “Permit Type”, “Permit Number” and enter other required details as shown below in the image.

Water Abstraction Data Entry Form for Surface Water Hydropower Dams

Menu > Surface Water Hydropower Dams

Dam Name (circled in red)

Select Permit Type: ---Select Permit Type---

Permit Number

Permit Holder's Name

Site Name

Please Select Zone

Please Select Basin

Please Select District

Location

Latitude

Longitude

S.NO	Date	Water Depth at Gauge(m)	River Flow(m ³ /s)	Amount Abstracted Diverted(m ³ /s)	Maximum Permitted Abstraction(m ³ /s)	Environmental flow(m ³ /s)	Minimum Permitted Environmental Flow(m ³ /s)	Overflow Spill Flow(m ³ /s)	Tailrace Outflow(m ³ /s)	Reservoir Water Level(m.a.s.l)	Maximum Reservoir Operational Level(m.a.s.l)	Power Generated (MW)
1	dd/mm/yyyy	Enter River Flow	Enter River Flow	Enter Amount Abstracted Diverted	Enter Amount Abstracted Diverted	Enter Environmental flow	Enter Environmental Flow(m ³ /s)	Enter Overflow Spill	Enter Tailrace Outflow	Enter Reservoir Water Level	Enter Maximum Reservoir Operational	Enter Power Generated

Add (circled in red)

Name of Officer in Charge

Telephone

Email

Add (circled in red)

Save (circled in red)

Step 3: Enter all the fields (remember to scroll to the right side for more fields).

Step 4: Click “Add” button to add another row

Step 5: Click the “Save” button to save the information entered.

HYDROGEOLOGIST'S/DRILLER'S INFORMATION MANAGEMENT MENU

Requesting for Borehole Numbers

Step 1: Select the “Borehole Numbers Request” under the “Hydrogeologist’s/ Driller’s Information Management menu” as displayed below

EXTERNAL USER SERVICES

- Permits Management
- Water Regulation Data Management
- Hydrogeologist's/Driller's Information Management**
- Borehole Numbers Request
- Hydrogeologist Registration

INFORMATION DASHBOARD

Submission In Progress			1
NEW	RENEWAL	TRANSFER	
1	0	0	

New Applications			3
SUBMITTED	IN PROGRESS	REJECTED	
0	0	0	

Borehole Numbers Allocations			6
SUBMITTED	APPROVED		
1	5		

Payment Registration Slip			0
REQUESTED PRS	GENERATED PRS		
0	0		

Renewal Applications			1
SUBMITTED	IN PROGRESS	REJECTED	
0	1	0	

Hydrogeologist Applications			3
SUBMITTED	IN PROGRESS	APPROVED	
1	1	1	

Permits					
NEW	RENEWAL	TRANSFER	CANCELLED	VARIATION	SUSPENSION
6	1	0	0	2	0
REACTIVATION	EXPIRED IN 3 MONTHS	EXPIRED			
0	0	1			

Step 2: Enter the “Permit Number” and Click on the “Search” button.

A “pop-up notification” as shown below will be displayed asking you to check if the permit is valid. If the Permit is valid, click “OK” and the details of a permit will be auto-filled in the remaining fields.

For new Borehole numbers allocation

Menu > Borehole Numbers Allocation

New Batch Numbers
Reassign Batch Numbers

For reassign Borehole numbers allocation

New Borehole Numbers Allocation

Permit Number * [Search]

Permit Holder Name *

Company Name *

Address *

Email Id *

Permit Issue Date * [dd-mm-yyyy]

Permit Expiry Date * [dd-mm-yyyy]

Permit Status * [---Select One---

Number of Borehole Numbers Requested for : *

Send Request for Borehole Number(s) Clear

Menu > Borehole Numbers Allocation

Borehole Numbers Allocation

Permit Number * [Search]

Permit Holder Name *

Company Name *

Address *

Permit Issue Date * [dd/mm/yyyy]

Permit Expiry Date * [dd/mm/yyyy]

Permit Status * [---Select One---

Number of Borehole Numbers Requested for : *

Send Request for Borehole Number(s) Clear

pmp.weis.mwe.go.ug says
Please recheck the permit was valid

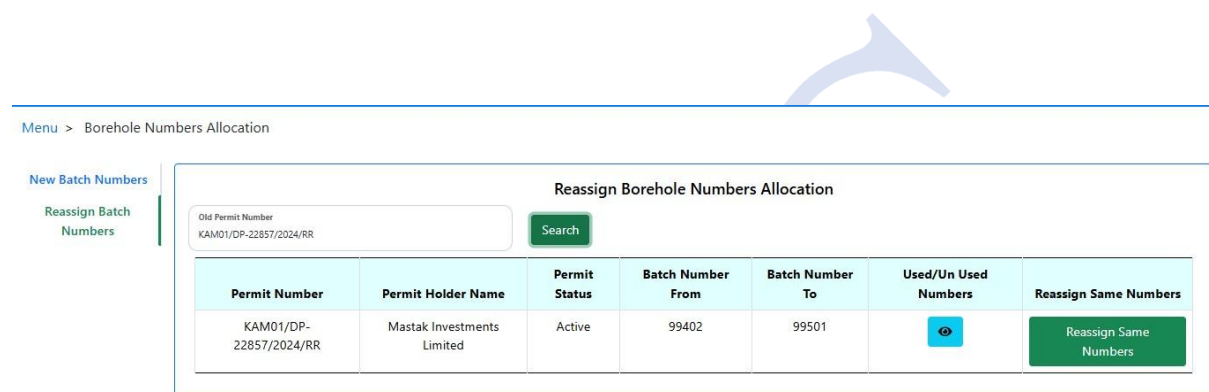
OK

Step 3: Enter the “**Borehole numbers Requested for**” and click on “**Send Request for Borehole Number(s)**” button to send your request.

Step 4: Click on the “**clear**” button to clear the information in case you intend to request for more borehole numbers or end the process

Output:

After entering the mandatory fields click on “**Send Request for Borehole Number(s)**”, your application directly submitted borehole allocator officer.



Menu > Borehole Numbers Allocation


New Batch Numbers

Reassign Batch Numbers

Reassign Borehole Numbers Allocation

Old Permit Number
KAM01/DP-22857/2024/RR

Search

Permit Number	Permit Holder Name	Permit Status	Batch Number From	Batch Number To	Used/Un Used Numbers	Reassign Same Numbers
KAM01/DP-22857/2024/RR	Mastak Investments Limited	Active	99402	99501		Reassign Same Numbers

Step 1: Enter the “**Old Permit Number**” and Click on the “**Search**” button.

Step 2: Then details of that permit number was bind with permits holders name, permit status, batch number from batch number to details.

Step 3: Then click on Used/un-used numbers button to view the used and un-used borehole numbers for permit number

Step 4: Then click on Reassign same numbers button to reassign the borehole numbers.

Output:

After click on Reassign same numbers button Application will submitted to borehole allocator

FILLING IN THE HYDROGEOLOGIST'S/ DRILLER'S FORM

Step 1: Select the “**Hydrogeologist’s Form**” under the “**Hydrogeologist’s/ Driller’s Information Management menu**” as displayed below

Step 2: Select the “**Type of Application**”, “**Type of Hydrogeologist role**” and “**Type of Applicant**”

Home Permits Applications Entry Permits Compliance DMS DDS Assets SDC

Step 3: Fill in all the required information in the fields displayed below



EXTERNAL USER SERVICES

Step 4: A copy of a **Formal Letter** addressed to the **Director, Directorate of Water Resources Management** requesting for registration must be attached under First “**Reference File Input**” and “**choose Files**” to attach the letter

Permits Management

Water Regulation Data Management

Hydrogeologist's /Driller's Information Management

Borehole Numbers
Request

Hydrogeologist
Registration

Home Permits Applications Entry Permits Compliance DMS DDS Assets SDC

Hydrogeologist Registration Form

Select Type of Application
---Select One---

Select Type of Hydrogeologist role Type
---Select One---

Select Type of Applicant
---Select One---

Hydrogeologist Registration Form

Select Type of Application
New

Select Type of Hydrogeologist role Type
Hydrogeologist

Select Type of Applicant
Individual Applicant

Physical location or place of operation including

Name *

Plot No *

Street/Road name *

PO Box *

Division *

Town Council/ Municipality *

Select District *

Mobile Number *

Email Address *

A formal letter addressed to the Director, Water Resources Management, requesting for registration *

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Step 5: In case of any other relevant information to confirm the capacity and competence of the Applicant, select “**Yes**” and “**Choose File**” to attach any other relevant information and Click the “**Save**” button to save the entered information

Step 6: To view the details of the application data provided, click the “**preview**” button and

the form will
be displayed.

N.B: In case of any of any edits, close the preview and go back to the particular section of the application form.

Step 7: Click the checkbox to activate the “**Submit Application**” button which changes from

faint green
to deep
green.

Step 8: Click on “Submit Application”.

☒ I certify that the information provided in this form is correct to the best of my knowledge. I also agree that no decision will be made nor action taken with respect to this application until I have provided the necessary information to the Director/Commissioner responsible for permitting.

<https://pmp.wis.mwe.qo.ug/permitrenewal#collapseThree>

[Preview](#) [Submit Application](#)

**O
u
t
p
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After submit the application, the application will go to “commissioner” dashboard.

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For Renewal Hydrogeologist’s Form:

Step 1: Select role of Hydrogeologist role:

- 1.1. Junior Hydrogeologist
- 1.2. Hydrogeologist
- 1.3. Except Hydrogeologist
- 1.4. Company Registered Hydrogeologist

Step 2: Select type of application:

- 2.1. New

2.2. Renewal

Step 3: Select type of applicant:

3.1. Individual Applicant

3.2. Firms Applicant

Step 4: If type of application is “**Renewal**”, user want to enter the Registration Code and click on search button

Step 5: Then data of hydrogeologist was bind automatically with text boxes below, then update the if any details are wrong or enter the empty text boxes. After attach required file and click on Update button.

File Description

Reference File Input

Choose Files No file chosen

Copy of valid Identification (ID) *

File Description

Reference File Input

Choose Files No file chosen

Certified copies of academic documents including of university degree certificates & Transcripts and relevant professional training certificates *

File Description

Reference File Input

Choose Files No file chosen

Detailed curriculum vita (CV); this should include names of projects undertaken in the groundwater field and the contacts of clients worked for, for purposes of verification of the information provided. Names of 3 key people that can act as referees should be indicated *

File Description

Reference File Input

Choose Files No file chosen

Detailed curriculum vita (CV); this should include names of projects undertaken in the groundwater field and the contacts of clients worked for, for purposes of verification of the information provided. Names of 3 key people that can act as referees should be indicated *

File Description

Reference File Input

Choose Files No file chosen

Any other information necessary to confirm the capacity and competence of the applicant

Any Other Information

YES

File Description

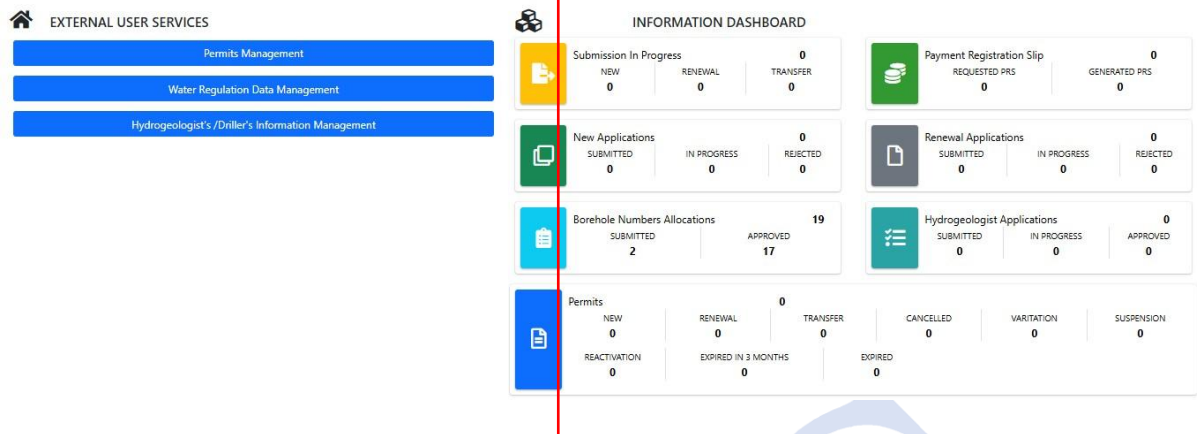
Reference File Input

Choose Files No file chosen

Submit

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INFORMATION DASHBOARD

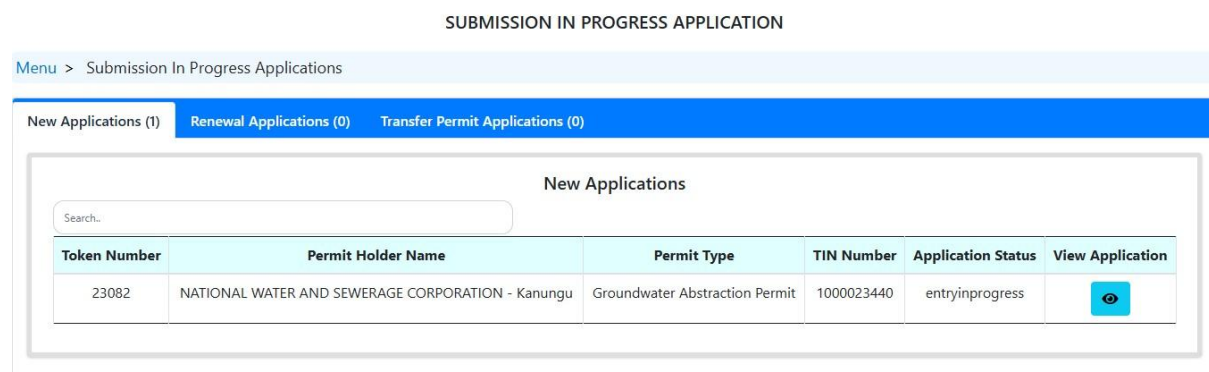


Check progress made on permit application as external user.

A). Click to view the application “**Submission in progress**” for “**New**”, “**Renewal**” and “**Transfer**” application.



1. Click on Submission in progress card page will direct new page



It was having three (3) tabs:

- New Applications
- Renewal Applications
- Transfer Permit Applications

New Applications:

1. This indicates the number of new permit applications currently in progress.
2. Click on the "View Application" button to resume the application you previously stopped.

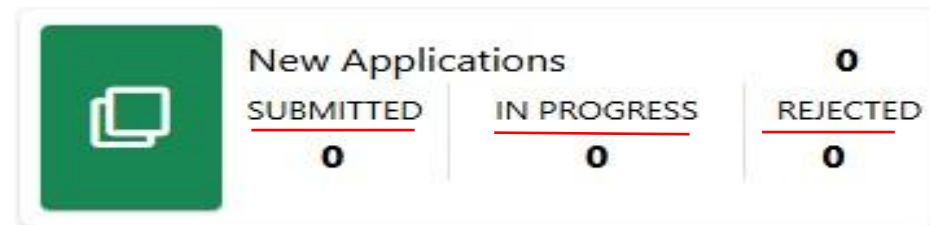
Renewal Applications:

1. This indicates the number of renewal permit applications currently in progress.
2. Click on the "View Application" button to resume the application you previously stopped.

Transfers Applications:

1. This indicates the number of transfer permit applications currently in progress.
2. Click on the "View Application" button to resume the application you previously stopped.

B). “**New Application**”, to view new applications that are “**Submitted**”, those are “**In-progress**” and those that are “**Rejected**”.



Menu > Application Tables

Submitted Applications (1) In Progress Applications (0) Rejected (0)

Submitted Applications

Search...

Application Number	Permit Holder Name	Permit Type	Application Received Date	Application Status	View Permit
GP-23082	NATIONAL WATER AND SEWERAGE CORPORATION - Kanungu	Groundwater Abstraction Permit	19 November 2024 18:03:01	saved	

Submitted Applications:

1. This indicates the number of submitted permit applications.
2. Click on the "View permit" button to view submitted application.

In Progress Applications:

1. This indicates the number of in progress permit applications.
2. Click on the "View permit" button to view submitted application.

Rejected Applications:

1. This indicates the number of rejected permit applications.
2. Click on the "View permit" button to view submitted application.

C). Click on “**Renewal Applications**” to view the “**Submitted**” Applications for Renewal, “**In-Progress**”, and “**Rejected**” Applications

The screenshot displays the 'Renewal Applications' dashboard. At the top, there is a summary bar with a document icon and three categories: SUBMITTED (0), IN PROGRESS (0), and REJECTED (0). Below this, a navigation bar shows 'Submitted Applications (0)', 'In Progress Applications (1)', and 'Rejected (0)'. The 'In Progress Applications' section is active, showing a search bar and a table with the following data:

Application Number	Permit Number	Permit Holder Name	Permit Type	Application Received Date	Application Status	View Permit
SP-01972	MSK401972/1SWMDW 2017	HIGHGROW AGRI LTD	Surfacewater Abstraction Permit	12 March 2024 17:46:16	InProgress	

Submitted Applications:

1. This indicates the number of submitted permit applications.
2. Click on the "View permit" button to view submitted application.

In Progress Applications:

1. This indicates the number of in progress permit applications.
2. Click on the "View permit" button to view submitted application.

Rejected Applications:

1. This indicates the number of rejected permit applications.

2. Click on the "View permit" button to view submitted application.

D). Click on **“Payment Registration Slip (PRS)”** to view the PRS **“Requested”** and those that are **“Generated”**

Payment Registration Slip

REQUESTED PRS 0

GENERATED PRS 0

Menu > PRS FLOW

PRS Requested (0) PRS Generated (0)

PRS Requested

Search...

PRS ID	Applicant Name	TIN Number	Permit Type	Email	Mobile Number	Address
--------	----------------	------------	-------------	-------	---------------	---------

It was having two (2) tabs:

- PRS Requested (Payment Registration Slip)
- PRN Generated (Payment Registration Number)

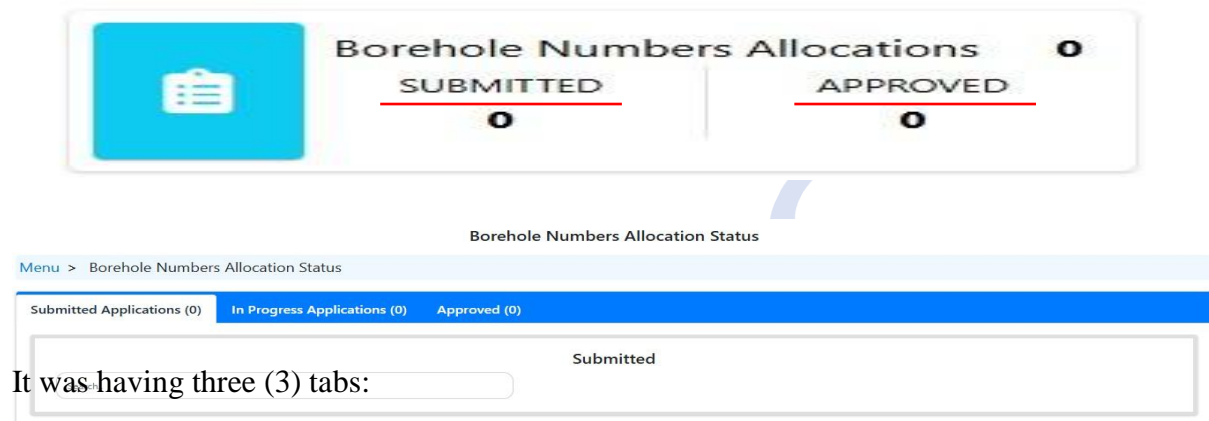
PRS Requested (Payment Registration Slip):

1. This indicates the number of PRS Requested (Payment Registration Slip) applications.
2. Click on the "View permit" button to view submitted application.

PRN Generated (Payment Registration Number):

1. This indicates the number of in progress permit applications.
2. Click on the "View permit" button to view submitted application.

E). Click on **“Borehole Numbers Allocations”** to view the borehole numbers allocations **“Submitted”** and those that are **“Approved”**.



- Submitted Application
- In-Progress Application
- Approved Application

Submitted Applications:

1. Displays the number of borehole number applications that have been submitted for allocation.
2. Click on the "View" button to view submitted application.

In-Progress Applications:

1. Displays the number of borehole number applications that are currently being processed.
2. Click on the "View" button to view submitted application.

Approved Applications:

1. Displays the number of borehole number applications that have been approved for allocation.
2. Click on the "View" button to view Approved application.

F). Click on “**Hydrogeologist Applications**” to view the hydrogeologist applications “**Submitted**” and those that are “**In-Progress**”, “**Approved**”.

The screenshot shows a dashboard titled "Hydrogeologist Applications" with a total count of 20. Below the title are three tabs: "SUBMITTED" (1), "IN PROGRESS" (2), and "APPROVED" (17). The "Submitted" tab is selected, showing a table of applications. The table has columns: Application Name, Application Type, Hydrogeologist Role, District, Current User, Application Received Date, and View Rec Application. A search bar is located above the table.

Application Name	Application Type	Hydrogeologist Role	District	Current User	Application Received Date	View Rec Application
JIDTECH-LTD	New	Company registered hydrogeologists	WAKISO	Commissioner Dashboard	28 November 2024 14:51:48	

It was having three (3) tabs:

- Submitted Application
- In-Progress Application
- Approved Application

Submitted Applications:

1. Displays the number of hydrogeologist applications that have been submitted for approval.
2. Click on the "View Received Application" button to view submitted application.

In-Progress Applications:

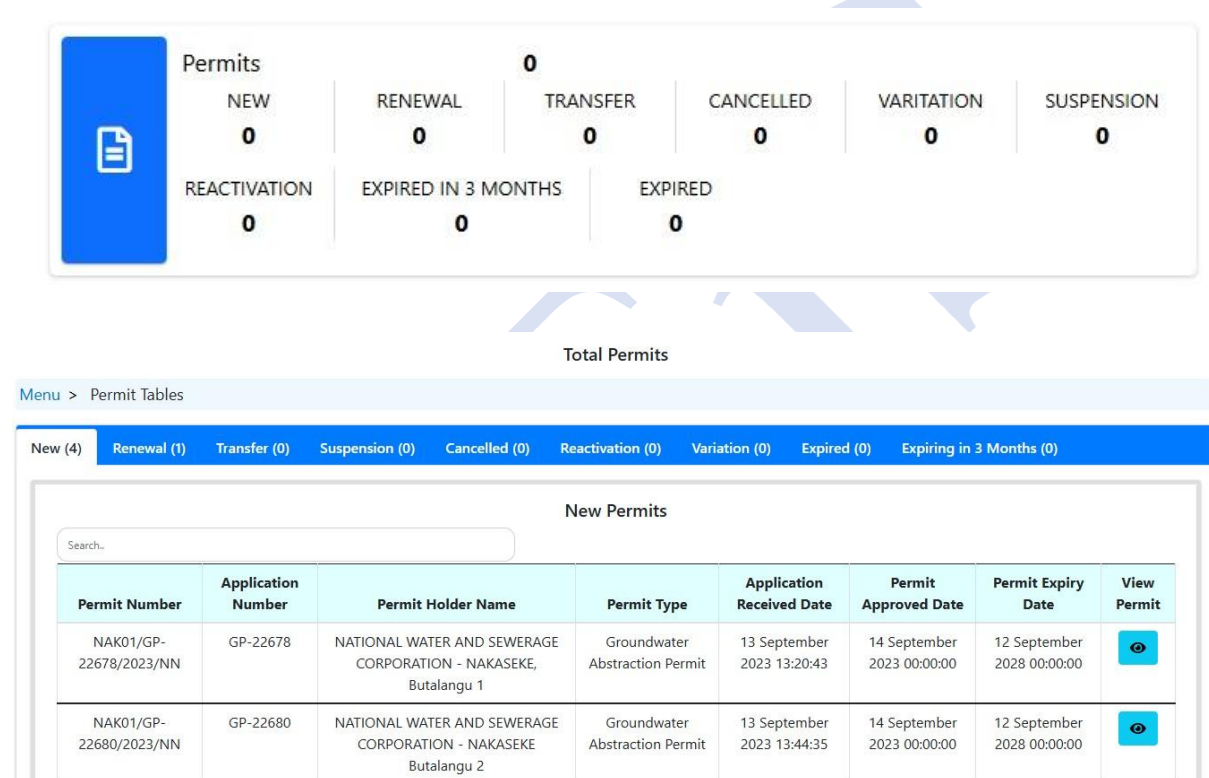
1. Displays the number of hydrogeologist applications that are currently being processed.
2. Click on the "View Received Application" button to view submitted application.

Approved Applications:

1. Displays the number of hydrogeologist applications that have been approved.
2. Click on the "View Certificate" button to view hydrogeologist certificate.

G). Click to view New Permits, Permit Renewal, Permit Transfer, Cancelled Permits, Permit Variation, Suspended Permits, Reactivated Permits, Permits Expiring in 3months and Expired Permits

This section provides an overview of the total number of permits in various stages of the approval process, including new, renewal, transfer, suspension, cancelled, reactivation, variation, expired, and expiring permits.



The screenshot displays a 'Permits' dashboard. At the top, there is a summary section with a blue icon of a document and a list of permit categories with their respective counts: NEW (0), RENEWAL (0), TRANSFER (0), CANCELLED (0), VARITATION (0), SUSPENSION (0), REACTIVATION (0), EXPIRED IN 3 MONTHS (0), and EXPIRED (0). Below this, a 'Total Permits' label is shown. The main section is titled 'Menu > Permit Tables' and features a blue header with tabs for different permit statuses: New (4), Renewal (1), Transfer (0), Suspension (0), Cancelled (0), Reactivation (0), Variation (0), Expired (0), and Expiring in 3 Months (0). The 'New (4)' tab is selected, showing a table of 'New Permits'. The table has columns for Permit Number, Application Number, Permit Holder Name, Permit Type, Application Received Date, Permit Approved Date, Permit Expiry Date, and a View Permit button. Two rows of data are visible, both for 'Groundwater Abstraction Permit' issued to 'NATIONAL WATER AND SEWERAGE CORPORATION - NAKASEKE Butalangu 1' and 'NATIONAL WATER AND SEWERAGE CORPORATION - NAKASEKE Butalangu 2'.

Permit Number	Application Number	Permit Holder Name	Permit Type	Application Received Date	Permit Approved Date	Permit Expiry Date	View Permit
NAK01/GP-22678/2023/NN	GP-22678	NATIONAL WATER AND SEWERAGE CORPORATION - NAKASEKE, Butalangu 1	Groundwater Abstraction Permit	13 September 2023 13:20:43	14 September 2023 00:00:00	12 September 2028 00:00:00	
NAK01/GP-22680/2023/NN	GP-22680	NATIONAL WATER AND SEWERAGE CORPORATION - NAKASEKE Butalangu 2	Groundwater Abstraction Permit	13 September 2023 13:44:35	14 September 2023 00:00:00	12 September 2028 00:00:00	

It was having three (3) tabs:

- New Permits
- Renewal Permits
- Transfer Permits
- Suspension Permits
- Cancelled Permits
- Reactivation Permits
- Variation Permits
- Expired Permits

- Expiring in three (3) months Permits

New Permits:

1. Displays the Permits that have been newly applied.
2. Click on the "View Permit" button to view submitted application.

Renewal Permits:

1. Displays the Permits that are being renewed.
2. Click on the "View Permit" button to view submitted application.

Transfer Permits:

1. Displays the Permits that are being transferred to a new holder.
2. Click on the "View Permit" button to view submitted application.

Suspension Permits:

1. Displays the Permits that have been suspended.
2. Click on the "View Permit" button to view submitted application.

Cancelled Permits:

1. Displays the Permits that have been cancelled.
2. Click on the "View Permit" button to view submitted application.

Reactivation Permits:

1. Displays the Permits that have been reactivated after suspension.
2. Click on the "View Permit" button to view submitted application.

Variation Permits:

1. Displays the Permits that have been modified.
2. Click on the "View Permit" button to view submitted application.

Expired Permits:

1. Displays the Permits that have expired.
2. Click on the "View Permit" button to view expired permits.

Expiring in 3 months Permits:

1. Displays the Permits that are set to expire within the next 3 months.
2. Click on the "View Permit" button to view expired permits.

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