KWAZULU-NATAL PROVINCE
ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

	(For official use only)
Provincial Reference Number:	
Date Received by Department:	
Date Received by District:	

APPLICATION FOR ADOPTION OF A MAINTENANCE MANAGEMENT PLAN

Submitted in terms of the National Environmental Management Act, 1998 (Act No. 107 of 1998), and the Environmental Impact Assessment Regulations, 2014.

PROJECT TITLE

DISTRICT MUNICIPALITY

EDTEA_2026 MMP Application_Oct 2026

IMPORTANT INFORMATION

PLEASE NOTE:

1) If any environmental assessment process is undertaken to develop the MMP and if this process is initiated after 8 August 2022, all activities associated with the investigation, assessment and preparation of the environmental impact assessment must be undertaken by an Environmental Assessment Practitioner [EAP] who is registered with EAPASA in accordance with the S24H Regulations, 2016 (as amended). It is the responsibility of the applicant to ensure that they appoint an EAP that is in good standing and registered with EAPASA.
2)
3) It is the responsibility of the applicant to confirm that the Department is the competent authority to which this application must be submitted (refer to NEMA section 24C).

4) This form is current as **October 2026**. It is the responsibility of the Applicant / Environmental Assessment Practitioner ("EAP") to ascertain whether subsequent versions of the form have been released by the Department.

5) The application must be typed within the spaces provided in the form. The size of the space provided is not necessarily indicative of the amount of information required. A legible font type and size must be used when completing this form. The font size should not be smaller than 10pt.

6) Where required, place a tick (✓) in the box you select.

7) Incomplete applications or applications that do not meet the minimum requirements provided in the ***KZN Policy Guideline: Maintenance Management Plans*** will not be accepted.

8) The use of the phrase "not applicable" in this form must be done with circumspection. Should it be done in respect of material information required by the competent authority for assessing the application, it may result in the refusal of the application for Adoption of the Maintenance Management Plan.

9) Unless protected by law, all information contained in, and attached to this document, shall become public information on receipt by the competent authority.

PRE-APPLICATION MEETING

10) This Department requires that a pre-application meeting be held with the relevant district office prior to lodging an application for the Adoption of a Maintenance Management Plan. Kindly liaise with the relevant district office to schedule a pre-application meeting. The Head Office may be contacted on **033 – 398 8041**for details of the relevant district office for this application.

- Provide details of the Pre-Application Meeting below:

Date of Pre-Application Meeting	Time and Venue of Pre-Application Meeting

- The minutes of the Pre-Application Meeting **MUST BE ATTACHED** to this application (refer to the List of Appendices).

HEAD OFFICE REGISTRY DETAILS

11) Three copies of this applications with original signatures must be hand delivered or posted to the Head Office Registry of this Department at the address provided below:

Postal address:

Head Office
KwaZulu-Natal Department of Economic Development, Tourism & Environmental Affairs
Private Bag X9152
PIETERMARITZBURG
3200

Physical address:
Hassen Haffejee Street
PIETERMARITZBURG
3201

Contact Person: **Ms. Ayanda Ngcobo / Ms. Nyameka Matsheke**

Telephone No: **033 – 398 8041**
Cellular No.: **083 - 651 1833 / 065 – 870 5620**

Email: Ayanda.Ngcobo@kznedtea.gov.za / Nyameka.Matsheke@kznedtea.gov.za

12) All documentation delivered to Head Office must be delivered during the official Departmental Office Hours visible on the Departmental premises.

13) All documents (includes application forms, reports or any other related submissions) that are faxed; emailed; delivered to Security or placed in the Departmental Tender Box or Job Application Box will NOT be accepted, only hardcopy submissions are accepted.

14) Should a specialist report or report on a specialised process be submitted at any stage for any part of this application, the declaration of interest of the specialist must also be submitted.

15) Unless protected by law, all information filled in on this application may become public information on receipt by this Department. Any interested and affected party must be provided with the information contained in this application on request, or during any stage of the application process.

16) If an Environmental Assessment Practitioner (EAP) has not been appointed at the time of the submission of this application form, the declaration from the EAP must be included in the Maintenance Management Plan.

17) The Maintenance Management Plan must include the public and authority consultation processes and minimum information requirements defined within the ***KZN Policy Guideline: Maintenance Management Plans***; and, any information specifically requested by the Department in the Pre-Application meeting or subsequent requests or requirements.

18) This application and the *KZN Policy Guideline: Maintenance Management Plans* provides a guide to the minimum information required. Any additional information that may be relevant and necessary for the Department to make an informed decision in respect of the application must also be submitted.

IMPORTANT INFORMATION ABOUT MAINTENANCE MANAGEMENT PLANS

With regards to a Maintenance Management Plan, note that:

1) Adopting or defining a Maintenance Management Plan does not absolve a proponent from complying with any other applicable legislation (e.g. any obligations under the National Water Act, 1998 (Act 36 of 1998) or the Conservation of Agricultural Resources Act, 1983 (Act 43 of 1983)).

2) The development of aMaintenance Management Plan for a watercourse must be undertaken through consultation with the Department of Water and Sanitation to ensure compliance in terms of the National Water Act, 1998 (Act No. 36 of 1998). The process required for authorisation in terms of the National Water Act must be clarified prior to the drafting and submission of an MMP to the Department for consideration and adoption.

3) The Adoption a Maintenance Management Plan does not absolve a proponent from the general "duty of care" set out in Section 28(1) of the NEMA that states, *"Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, to minimise and rectify such pollution or degradation of the environment*".

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1. APPLICANT DETAILS

Name of applicant who will undertake the activity:			
Contact person (if other):			
Postal address:			
		Postal code:	
Telephone:		Cell:	
Email:	( )	Fax:	( )
Name of person who has prepared the Maintenance Management Plan:			
Contact Person (if other):			
Postal address:			
		Postal code:	
Telephone:	( )	Cell:	
E-mail:		Fax:	( )

If the applicant is not the owner or the person in control of the land or Regulation 39(2) in the EIA Regulations 2014 does not apply):

Name of landowner:			
Contact person:			
Postal address:			
		Postal code:	
Telephone:	( )	Cell:	

E-mail:		Fax:	( )
In instances where there is more than one landowner, please attach a list of landowners with their contact details.			

Please provide the following information for each site:

Municipality for proposed project:	
Farm name, erf and portion number etc.:	
Magisterial District or Town:	
Name(s) of water course(s) in question:	
GPS Coordinates for the site:	

2. DESCRIPTION OF THE SITE

a) Please provide details of the geographical, physical, biological, social, economic, heritage and cultural sensitivity of the site/s.

3. DETAILS OF CURRENT ACTIVITIES ON THE SITE

a) Have any other activities listed in the EIA Regulations commenced on the site/s?
b) If yes, describe these activities and when and how they commenced.

4. ARRANGEMENTS FOR INTERACTION WITH THE PUBLIC

Describe the measures taken to inform the public about this maintenance management plan. What measures are in place to deal with interactions with the public, if it becomes necessary during implementation of the project.

5. COMMENT/APPROVALS BY OTHER AUTHORITIES

Your proposed maintenance activities will require comments with any of the following authorities:

- ☐ Department of Water and Sanitation
- ☐ Ezemvelo KZN Wildlife
- ☐ KZN Department of Agriculture and Rural Development
- ☐ District Municipality
- ☐ Local Municipality
- ☐ Any applicable Irrigation Boards / Water Users Associations
- ☐ KZN Amafa and Research Institute (Amafa)
- ☐ Other authorities considered relevant in the circumstances

List:_____
_____
_____
_____

Please include details of these interactions, and explain why these were necessary.

6. DESCRIPTION OF IMPACT AND RISK ASSESSMENT PROCESS AND PROPOSED REHABILITATION MEASURES TO BE UNDERTAKEN FOR EACH SITE

a) Environmental management objectives:

Indicate which of the following environmental management objectives apply to the proposed management actions:

- ☐ Prevent degradation of the natural environment
- ☐ Prevent degradation of agricultural resources
- ☐ Mitigate unavoidable environmental degradation
- ☐ Rehabilitate environmental damage

b) Activities to be undertaken

Please provide details of the proposed activity/ies to be undertaken in accordance with a maintenance management plan as specified in the Listing Notices in terms of the EIA Regulations 2014.

c) Description of environmental impacts

Details of the significance, consequence, extent, duration and probability of impacts must be provided.

d) **Description of proposed management tasks**

Details of the measures to manage or mitigate the identified environmental impacts must be provided (a schedule of tasks must be provided in the Tables1 and 2 below).

NOTE: Please attach the following information as an appendix:

Locality and Site Map Requirements

A locality map with scale at least 1:50 000 printed at a minimum size of A3 must be provided with the application. In addition to the information required in the KZN Policy Guideline: Maintenance Management Plans, the following minimum information must be indicated:

- A unique Locality Plan reference number and date;
- The position of the project site(s);
- Road names or numbers of all the major roads as well as access roads to the site(s);
- A North arrow;
- Legend;
- The location of the maintenance site(s), with a unique reference name(s).

A Site Plan with scale at least 1:10 000 printed at a minimum size of A3 must be provided with the application. In addition to the information required in the KZN Policy Guideline: Maintenance Management Plans, the following minimum information must be indicated:

- A unique Site Plan reference number and date
- Roads that provide access to the site(s);
- A North arrow;
- Legend;

- The location of the maintenance site(s), with a unique reference name(s) and the GPS co-ordinates for the centre point of the maintenance site(s) in degrees, minutes and seconds. The projection must be the WGS-84 spheroid in a national or local projection.
- Locations for all activities, for example,
  - Site camps, ablutions, storage areas;
  - Where soil/sediment/debris will be stored/loaded, etc.
- Extent of indigenous vegetation and sensitive features, if present
- The 1:100 year flood line (if known) and the 32 m line from a watercourse

7. METHOD STATEMENTS

Please expand or contract the tables that follow for each task listed in 6(c), where necessary.

NOTE:
The Department is entitled to request further information if it believes it is necessary for consideration of this request.

Table 1: Method statement that describes immediate proposed tasks, and assessment of their impacts

Description of tasks and subordinate actions: • ***Pre-work required.*** • ***Description of work to be done: what, when, where and how.*** • ***Access to and from the site.*** • ***Disposal of sand, soil, pebbles, rock.***				
Actions	***Potential impacts of these actions***	***Severity of impacts*** ***High: Disturbance of area with important conservation value; destruction of rare or endangered species. No possible mitigation, or mitigation is difficult, expensive, time-consuming.*** ***Medium: Disturbance of area with potential conservation value or of use as a resource; complete change in species occurrence or variety.*** ***Low: Disturbance of degraded area with little conservation value; minor change in species occurrence or variety. Mitigation easily achieved or little required.***	***Measures to mitigate the severity of these impacts***	***Corrective/remedial measures if mitigation measures are not properly implemented on site***

Table 2: Method statement that describes future proposed tasks, and assessment of their impacts

Description of tasks and subordinate actions:

- ***Pre-work required.***
- ***Description of work to be done: what, when, where and how.***
- ***Access to and from the site.***
- ***Disposal of sand, soil, pebbles, rock.***

Actions	***Potential impacts of these actions***	***Severity of impacts*** ***High: Disturbance of area with important conservation value; destruction of rare or endangered species. No possible mitigation, or mitigation is difficult, expensive, time-consuming.*** ***Medium: Disturbance of area with potential conservation value or of use as a resource; complete change in species occurrence or variety.*** ***Low: Disturbance of degraded area with little conservation value; minor change in species occurrence or variety. Mitigation easily achieved or little required.***	***Measures to mitigate the severity of these impacts***	***Corrective/remedial measures if mitigation measures are not properly implemented on site***

8. ENVIRONMENTAL MONITORING PROGRAMME

The monitoring programme must detect changes that will inform intervention or remedial measures for good environmental performance. The data collection, management and reporting must be documented and be made available for inspection.

Table 3: Table for monitoring of actions

Part of the site that is monitored	Frequency of monitoring	Monitoring Procedure	How results are analysed and presented	Comments

9. DECLARATION

THE PERSON THAT WILL BE UNDERTAKING THE MAINTENANCE

I ……., in my **personal capacity** or **duly authorised** (please circle the applicable option) by ……..…… (name of legal entity) thereto hereby declare that I/we:

- Regard the information contained in this application to be true and correct,
- Am fully aware of my responsibilities in terms of the National Environmental Management Act of 1998 ("NEMA") (Act No. 107 of 1998) and that, notwithstanding an Adoption of this Maintenance Management Plan, I/we shall comply with any other statutory requirement applicable in terms of the Conservation of Agricultural Resources Act, 1983 (Act 43 of 1983), Water Act, 1956 (Act 54 of 1956), the National Water Act, 1998 (Act 36 of 1998), and the Environmental Impact Assessment Regulations ("EIA Regulations") in terms of NEMA;
- Am fully aware that the proposed maintenance constitutes a listed activity in terms of the NEMA EIA Regulations, 2014, and that an environmental assessment for environmental authorisation may be required for any other listed activities;
- Shall undertake only those tasks described in the Maintenance Management Plan, failing which environmental authorisation will be required, where applicable;
- Shall provide the competent authority with access to all information at my disposal that is relevant to this request;
- Shall be responsible for any costs incurred in complying with environmental legislation;
- Hereby indemnify the government of the Republic, the competent authority and all its officers, agents and employees, from any liability arising out of, inter alia, any loss or damage to property or person as a consequence of undertaking this maintenance management plan; and
- Am aware that a false declaration is an offence in terms of regulation 48 GN. No. R326, 07 April 2017.

Signature of the applicant: Date:

Name of institution/company: