



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

Private Bag X447, Pretoria, 0001, Environment House, 473 Steve Biko Road, Pretoria, 0002 Tel: +27 12 399 9000, Fax: +27 86 625 1042

PRE-APPLICATION MEETING REQUEST – AUGUST 2023

Request for a pre-application meeting in terms of Regulation 8 of the National Environmental Management Act, Act No. 107 of 1998, as amended and the Environmental Impact Assessment (EIA) Regulations, 2014, as amended (the Regulations)

PROJECT TITLE (*This must include local municipality and/or district municipality and province*)

Click or tap here to enter text.

IMPORTANT INFORMATION BEFORE COMPLETING THIS APPLICATION FORM:

1. This form must always be used for pre-application meeting requests where this Department is the Competent Authority.
2. This application form is current as of **August 2023**. It is the responsibility of the Applicant / Environmental Assessment Practitioner (EAP) to ascertain whether subsequent versions of the form have been published or produced by the Competent Authority. The latest available Departmental templates are available at <https://www.environment.gov.za/documents/forms>.
3. The onus on Applicant/EAP to determine all applicable listed activities that would require Environmental Authorisation prior to the commencement of the construction activities. Should any revision of your development comprise any other activities that constitute a listed activity/ies as defined in GN R983, R984 and R98 of 04 December 2014, as amended, it must also form part of the Application for Environmental Authorisation.
4. Be reminded that it is not compulsory in terms of the EIA Regulations that a pre-application meeting must take place prior to an application being lodged with the Department.
5. This form must be lodged with the Department at least **one (1) month** prior to the requested meeting date.
6. Please note that the proposed date and time will be confirmed prior to the meeting.
7. A detailed motivation and agenda must be appended to this meeting request.
8. This form must be marked **“for Attention: Chief Director: Integrated Environmental Authorisations”** and submitted to the Department via email.
9. All fields are compulsory.
10. The required information must be typed within the spaces provided in the form. The sizes of the spaces provided are not necessarily indicative of the amount of information to be provided. Spaces are provided in tabular format and will extend automatically when each space is filled with typing. A legible font type and size must be used when completing the form. The font size should not be smaller than 10pt (e.g. Arial 10).
11. **Note that the EAP is required to submit minutes of the meeting to the Department for approval as per the timeframes agreed to in the meeting.**
12. The Department reserves the right to refuse the pre-application meeting based on the information provided in this request.



Batho pele- putting people first

The processing of personal information by the Department of Forestry, Fisheries and the Environment is done lawfully and not excessive to the purpose of processing in compliance with the POPI Act, any codes of conduct issued by the Information Regulator in terms of the POPI Act and / or relevant legislation providing appropriate security safeguards for the processing of personal information of others.

Competent Authority Details

Online Submission only:

Email: eiaapplications@dffe.gov.za

Click <https://www.dffe.gov.za/documents/forms/legal> for guidance document which must be complied with in order to upload/submit files to this Competent Authority.

Physical address:

Department of Forestry, Fisheries and the Environment
Attention: Chief Director: Integrated Environmental Authorisations
Environment House
473 Steve Biko Road
Arcadia

For Submission enquiries: Contact the Directorate: IEA Strategic Support, Coordination and Reporting at:

Email: EIAApplications@dffe.gov.za

For EIA related implementation queries:

Email: EIAAdmin@dffe.gov.za

For EIA Related Interpretation queries in terms of the Listed Activities:

Email: IQ@dffe.gov.za

For SIP confirmation, please contact the SIP coordinator at the below contact details:

- Mr Alvino Wildschutt-Prins
Programme Manager: Infrastructure Pipeline Development & Management
SIP Programme Management Office
Cell: 072 650 2249
Email: alvino@presidency.gov.za
- Mr Avik Singh, Infrastructure Project pipeline (SIP Support)
AvikS@idc.co.za

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1. COMPETENT AUTHORITY

Identified Competent Authority to consider the application:	Department of Forestry Fisheries and the Environment
Reason(s) in terms of S24C of NEMA:	<i>Please reference a specific sub regulation and/or gazette.</i>

2. GENERAL INFORMATION

PROJECT TITLE (This must include local municipality and/or district municipality and Province)

Include the project title which describes the main activity, any associated activities and provide the area within which it occurs.

Title	Choose a title.
Name of the Applicant	Click or tap here to enter text.
Surname of the Applicant	Click or tap here to enter text.
Name of contact person for applicant (name and surname) (if other)	Click or tap here to enter text.
Company/ Trading name (if any)	Click or tap here to enter text.
Company Registration Number	Click or tap here to enter text.
Physical address	Click or tap here to enter text.
Postal address	Click or tap here to enter text.
Postal code	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Cellphone	Click or tap here to enter text.
E-mail	Click or tap here to enter text.

Name of the Landowner	Click or tap here to enter text.
Surname of the Landowner	Click or tap here to enter text.
Postal address	Click or tap here to enter text.
Postal code	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Cellphone	Click or tap here to enter text.
E-mail	Click or tap here to enter text.

Name of the Person in control of the land	Click or tap here to enter text.
Surname of the Person in control of the land	Click or tap here to enter text.
Postal address	Click or tap here to enter text.
Postal code	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Cellphone	Click or tap here to enter text.
E-mail	Click or tap here to enter text.

In instances where there is more than one landowner, please attach a list of those landowners with their contact details as APPENDIX 2.

Provincial Environmental Authority:	Click or tap here to enter text.
Name of contact person in Environmental Section (name and surname)	Click or tap here to enter text.
Postal address	Click or tap here to enter text.
Postal code	Click or tap here to enter text.

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Telephone	Click or tap here to enter text.
Cellphone	Click or tap here to enter text.
E-mail	Click or tap here to enter text.

Local Municipality	Click or tap here to enter text.
Name of contact person in Environmental Section (name and surname)	Click or tap here to enter text.
Postal address	Click or tap here to enter text.
Postal code	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Cellphone	Click or tap here to enter text.
E-mail:	Click or tap here to enter text.

In instances where there is more than one Local/Provincial Authority involved, please attach a list of those Local/ Provincial Authorities with their contact details as APPENDIX 3. Ensure that the details provided above are verified and valid.

3. ENVIRONMENTAL ASSESSMENT PRACTITIONER (EAP) INFORMATION

Company of Environmental Assessment Practitioner (EAP)	Click or tap here to enter text.
EAP name and surname	Click or tap here to enter text.
EAP Qualifications and Professional affiliations	Click or tap here to enter text.
Physical address	Click or tap here to enter text.
Postal address	Click or tap here to enter text.
Postal code	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Cellphone	Click or tap here to enter text.
E-mail	Click or tap here to enter text.

4. MEETING DETAILS

Purpose of the meeting request	Click or tap here to enter text.	
Any advice requested before from the Department on this project i.e., from IQ or via email (attached response received)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant Category	Application by Parastatal	<input type="checkbox"/>
	Organ of State	<input type="checkbox"/>
	Private Individual/Parties	<input type="checkbox"/>
Application type	Application for EA	<input type="checkbox"/>
	Application for Integrated EA	<input type="checkbox"/>
	Application for Amendment of an EA	<input type="checkbox"/>
Proposed meeting date and timeslot as well as three alternative dates and timeslots		
Date	Timeslot	
	Start time	End time
1 Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2 Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3 Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Duration of the meeting	Click or tap here to enter text.	

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Estimated number of people attending meeting	Click or tap here to enter text.
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5. SITE DESCRIPTION

Provide a detailed description of the site involved in the application.

Province/s	Click or tap here to enter text.
District Municipality/ies	Click or tap here to enter text.
Local Municipality/ies	Click or tap here to enter text.
Ward number/s	Click or tap here to enter text.
Nearest town/s	Click or tap here to enter text.
Farm name/s and number/s	Click or tap here to enter text.
Portion number/s	Click or tap here to enter text.

Surveyor General 21 digit code:

(If there are more than 4, please attach a list with the rest of the codes as APPENDIX 4. Where the 21-digit SGID and farm name are not available, the coordinates of the boundary of the property or properties must be provided in 4.

1	2	3	4	5																

Coordinates of Property/ies boundary (*corner points or start, middle, end*)

Coordinates must be provided in degrees, minutes and seconds using the Hartebeesthoek94 WGS84 co-ordinate system.

FEATURE	LATITUDE (S)			LONGITUDE (E)		
	DEG	MIN	SEC	DEG	MIN	SEC
	°	'	''	°	'	''
	°	'	''	°	'	''
	°	'	''	°	'	''

N.B. This template/table must be used to provide additional coordinates for relevant infrastructure which must be included in APPENDIX 4.

Locality map and Project Plan:

Locality map:	<p>A locality map must be attached to the application form, as APPENDIX 5. The scale of the locality map must be at least 1:50 000. For linear activities of more than 25 kilometres, a smaller scale e.g. 1:250 000 can be used. The scale must be indicated on the map. The map must be legible and of high resolution. The map must include the following:</p> <ul style="list-style-type: none"> • an accurate indication of the project site position as well as the positions of the alternative sites, if any; • road names or numbers of all the major roads as well as the roads that provide access to the site(s) • a north arrow; • scale indicator; • a legend (which explains all symbols used on the map); • the prevailing wind direction; • site sensitivities, including but not limited to vegetation, wetlands, watercourses, heritage sites, critical biodiversity area/s, World Heritage Site, etc. and it must be overlaid by the study area; and
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	<ul style="list-style-type: none"> GPS co-ordinates (Indicate the position of the proposed activity with the latitude and longitude at the centre point for each alternative site. The co-ordinates should be in degrees, minutes and seconds. The seconds should be to at least two decimal places. The projection that must be used in all cases is the WGS-84 spheroid in a national or local projection).
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6. ACTIVITIES APPLIED FOR

For an application for environmental authorisation that involves more than one listed activity that, together, make up one development proposal, all the listed activities pertaining to this application must be provided below.

Activity No(s):	Provide the relevant Basic Assessment Activity(ies) as set out in Listing Notice 1 of the EIA Regulations, 2014 as amended	Describe the portion of the proposed project to which the applicable listed activity relates. Ensure to include thresholds/area/footprint applicable.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Activity No(s):	Provide the relevant Scoping and EIA Activity(ies) as set out in Listing Notice 2 of the EIA Regulations, 2014 as amended	Describe the portion of the proposed project to which the applicable listed activity relates. Ensure to include thresholds/area/footprint applicable.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Activity No(s):	Provide the relevant Basic Assessment Activity(ies) as set out in Listing Notice 3 of the EIA Regulations, 2014 as amended	Describe the portion of the proposed project to which the applicable listed activity relates. Ensure to include thresholds/area/footprint applicable.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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7. OTHER AUTHORISATIONS REQUIRED

Are there any other applications for Environmental Authorisation on the same property?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please indicate the following:			
Competent Authority	Click or tap here to enter text.		
Application Reference Number	Click or tap here to enter text.		
Project Name	Click or tap here to enter text.		
Please provide details of the steps taken to ascertain this information: Click or tap here to enter text.			
Explain whether the above approval(s) will be in conflict with the proposed development. Click or tap here to enter text.			

8. OTHER LEGISLATION/APPROVAL

Applications in terms of the National Environmental Management Act (“NEMA”) & specific environmental management Acts (“SEMA’s”):

LEGISLATION	AUTHORISATION REQUIRED		APPLICATION SUBMITTED	
	YES	NO	YES	NO
Is Section 50(5) of the National Environmental Management: Protected Areas Act applicable to your proposed development? (The proposed development is within a proclaimed protected area as defined the Act.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Water Act (Act No. 36 of 1998)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Environmental Management: Air Quality Act (Act No. 39 of 2004)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Environmental Management: Biodiversity Act (Act No. 10 of 2004)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Environmental Management: Integrated Coastal Management Act (Act No. 24 of 2008)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Environmental Management: Protected Areas Act (Act No. 57 of 2003)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Environmental Management: Waste Act (Act No. 59 of 2008)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others: Please specify Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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9. LIST OF APPENDICES

		SUBMITTED	
		YES	NO
APPENDIX 1	PRE-APPLICATION MEETING AGENDA	<input type="checkbox"/>	<input type="checkbox"/>
APPENDIX 2	LIST OF LANDOWNERS	<input type="checkbox"/>	<input type="checkbox"/>
APPENDIX 3	LIST OF LOCAL/PROVINCIAL AUTHORITY INVOLVED	<input type="checkbox"/>	<input type="checkbox"/>
APPENDIX 4	LIST OF SGIDS AND COORDINATES	<input type="checkbox"/>	<input type="checkbox"/>
APPENDIX 5	LOCALITY MAP	<input type="checkbox"/>	<input type="checkbox"/>
APPENDIX 6	SCREENING TOOL REPORT	<input type="checkbox"/>	<input type="checkbox"/>
APPENDIX 7	Other Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX 1
PRE-APPLICATION MEETING AGENDA

**APPENDIX 2:
LIST OF LANDOWNERS**

**APPENDIX 3:
LIST OF LOCAL/PROVINCIAL AUTHORITY INVOLVED (WITH CONTACT DETAILS)**

**APPENDIX 4:
LIST OF SGIDS AND COORDINATES**

APPENDIX 5 LOCALITY MAP

APPENDIX 6 SCREENING TOOL REPORT

**APPENDIX 7
OTHER**