

# Water Rights Application

## Overview

Procedure for permission to draw water from boreholes, wells, dams, lakes and rivers.

## Who is eligible?

All citizens, residents and businesses are eligible to apply for this service.

## How do I get this service?

- Complete either of the following forms: **APPLICATION FOR REGISTRATION OF EXISTING RIGHT, APPLICATION FOR GRANT OF WATER RIGHT, APPLICATION FOR CREATION OF SERVITUDE FORM, NOTIFICATION OF ACQUISITION OF RIGHT BY AGREEMENT FORM.**
- Submit the completed forms to the Department of Water and Sanitation office (address provided below) together with a copy of the Customary Land Grant Certificate, Lease Agreement or the Title Deed. In the case of land owned by the state, attach the letter of authority to use the land from the Director of Lands.
- Attach approved application for and grant of field/project water point in case of private boreholes (a permission to drill).
- Attach borehole completion certificate (to check and verify ownership)
- Attach a sketch map including point of abstraction (coordinates) for river draw-offs
- Applications are charged at P60.00 as cost recovery measure as per Presidential Directive Cab 2/2004

## What supporting documents are required?

- Certified copy of valid national identity card (Omang) for citizens
- Certified copy of passports for non-citizens
- Customary Land Grant Certificate or Title Deed
- Letter of authority from the Director of Lands confirming that the applicant has surface rights where the borehole is located

## How long will this service take?

Once all of the necessary documents are submitted, this process takes 90 days to complete.

## How much does it cost?

The processing of the application costs BWP60.00

## Where can I obtain this service?

For more information, please contact any of the offices listed below, 7:30 to 12:45 and 13:45 to 16:30, Monday to Friday, except public holidays.

Department of Water and Sanitation (Headquarters)  
Plot 2509, Block B Ground Floor, Office G04  
Old Lobatse Road  
Private Bag 0029

Gaborone  
Botswana  
Tel. (+267) 360 7100  
Fax. (+267) 390 3508

Mahalapye Water and Sanitation Regional Office  
Xhosa 2 ward  
P.O Box 30  
Mahalapye  
Botswana  
Tel. (+267) 4710251  
Fax. (+267) 4711729

Jwaneng Water and Sanitation Regional Office  
RAC Office Block, Plot 385, Marakanelo street, unit 2  
Private Bag 002,  
Jwaneng  
Botswana  
Tel. (+267) 5880396  
Fax. (+267) 5881225

Serowe Water and Sanitation Services Regional Office  
Dinokwane ward  
Private Bag 005  
Serowe  
Botswana  
Tel. (+267) 4633403  
Fax. (+267) 4600273

Francistown Water and Sanitation Regional Office  
Plot 252/2567, Od BGI Building  
Private Bag F181  
Francistown  
Botswana  
Tel. (+267) 2413117  
Fax. (+267) 2413449

Gumare Water and Sanitation Regional Office  
Bothatogo ward  
P.O Box 131  
Gumare  
Botswana  
Tel. (+267) 6874029  
Fax. (+267) 6874976

Maun Water and Sanitation Regional Office  
Along Sir Seretse Khama Rd

Private Bag 002  
Maun  
Botswana  
Tel. (+267) 6860452  
Fax. (+267) 6860372

Kasane Water and Sanitation Regional Office  
Plot 90026, President Avenue Street, Newtown  
P.O.Box 26  
Kasane  
Botswana  
Tel. (+267) 6250323  
Fax. (+267) 6250377

Ghanzi Water and Sanitation Regional Office  
Plot 1301, Bosele ward  
Private Bag 0025  
Ghanzi  
Botswana  
Tel. (+267) 6596226  
Fax. (+267) 6597583  
Tsabong Water and Sanitation Regional Office  
Ikageng Ward  
Private Bag 0029  
Tsabong  
Botswana  
Tel. (+267) 6540216  
Fax. (+267) 6540636