

Beacon Showing

Overview

Owners of State Land (allocation by Department of Lands or Council - SHHA) may request that the boundaries of their property be re-identified and the beacons that mark these boundaries be shown to them.

Who is eligible?

Plot owners of State Land or their authorised representative are eligible to receive this service once free of charge. Any subsequent requests will incur a fee.

How do I get this service?

- The Application Form that applies to this Service is "Application Form for Showing of Lost Beacons". Please download and complete the Application Form by clicking [Beacon Relocation Form](#).
- If you have downloaded the form to complete, please then send the completed form together with the supporting documentation by mail, fax or email to the office of the Department of Surveys and Mapping in Gaborone, Francistown, Selebi Phikwe or Maun. Contact information is provided below.
- If this is not the first time you have been shown the beacons for your plot, pay a deposit to the office of the Department of Surveys and Mapping and obtain a receipt for the payment.
- The plot beacons will be re-identified and you will be contacted to set an appointment to be shown the beacons on your plot.

What supporting documents are required?

- Offer letter from Department of Lands or Councils /Title Deed
- Proof of payment from Department of Lands or Councils
- National Identity Card (Omang)
- Passports (non-citizens only)
- Letter of authorisation if not owner, accompanied by certified copy of owner's ID and authorised person's ID

How long will this service take?

After all documentation has been received, it is expected that an appointment to be shown the boundary beacons will be made within the following timeline from date of application:

	Area	Time taken for beacon showing
	Gaborone, Francistown and Selebi Phikwe	Three (3) working days
	Jwaneng, Lobatse and Sowa	Five (5) working days
	Gantsi and Kasane	Ten (10) working days

How much does it cost?

The Department of Surveys and Mapping will show first time applicants their plot beacons once at no charge. Any subsequent showings will be charged a fee of BWP600.00 deposit (a minimum of three hours at a rate of BWP200.00 per hour) with an extra BWP200.00 for every hour beyond. This fee is to be paid by cash or cheque.

Where can I obtain this service?

For more information or to request this service, please contact the offices listed below. Opening hours are from 07:30 to 12:45 and 13:45 to 16:30, Monday to Friday, except public holidays.

Department of Surveys and Mapping

P/Bag 0037

Plot 1285 Station Road

Gaborone

Botswana

Phone. (+267) 3623200

Fax. (+267) 3952704

Email. msmadibela@gov.bw

Ministry of Land Management, Water and Sanitation Services

Department of Surveys and Mapping

P.O Box 697

Plot 252 Francistown

Old BGI Complex

Francistown

Botswana

Phone. (+267) 2412261

Fax. (+267) 2414295

Email. oteseletso@gov.bw; lekololo@gov.bw

Ministry of Land Management, Water and Sanitation Services

Department of Surveys and Mapping

P.O. Box 24

Plot 2719 Selibe Phikwe Industrial

Selebi Phikwe

Botswana

Tel: (+267) 2610438

Fax: (+267) 2614245

Email: mleinane@gov.bw; rnamayammu@gov.bw

Ministry of Land Management, Water and Sanitation Services

Department of Surveys and Mapping

P.O Box 74

Airport Road

Maun

Botswana

Phone. (+267) 6860272

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