



forestry, fisheries & the environment

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

PRE-APPLICATION MEETING REQUEST

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

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Kindly note the following:

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 **April 2021**. 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.

Departmental Details

Online Submission:

EIAapplications@environment.gov.za

Please read the process for uploading files to determine how files are to submitted to this Department.

Physical address:

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

Queries must be directed to the Directorate: Coordination, Strategic Planning and Support at:
Email: EIAAdmin@environment.gov.za

1. APPLICANT CONTACT DETAILS

Name of the Applicant:			
RSA Identity/ Passport Number:			
Name of contact person for applicant (if other):			
RSA Identity/ Passport Number:			
Responsible position, e.g. Director, CEO, etc.:			
Company/ Trading name (if any):			
Company Registration Number:			
BBBEE status:			
Physical address:			
Postal address:			
Postal code:	Cell:		
Telephone:	Fax:		
E-mail:			

2. ENVIRONMENTAL ASSESSMENT PRACTITIONER CONTACT DETAILS

Company of Environmental Assessment Practitioner:				
B-BBEE	Contribution level (indicate 1 to 8 or non-compliant)		Percentage Procurement recognition	
EAP name:				
EAP Qualifications:				
Professional affiliation/registration:				
Physical address:				
Postal address:				
Postal code:	Cell:			
Telephone:	Fax:			
E-mail:				

3. COMPETENT AUTHORITY

Identified Competent Authority to consider the application:
Reason(s) in terms of S24C of NEMA:

4. MEETING DETAILS

Purpose of the meeting request		
Any advice requested before from the Department on this project i.e. from IQ or via email (attached response received)	Yes	No
Applicant Category	Application by Parastatal	
	Organ of State	
	Private Individual/Parties	
Application type	Application for EA	
	Application for Integrated EA	
	Application for Amendment EA	
Proposed meeting date and time-slot. Provide three alternative dates and time-slots (<i>note that the Department requires at least a month due to logistical arrangements</i>)		
Date	Time-slot	
	Start time	End time
1		
2		
3		
Duration of the meeting		
Estimated number of people attending meeting		

Please attach a proposed agenda as **APPENDIX 1**. If the Applicant or EAP intends to discuss several projects in one meeting, separate agendas must be drafted for each proposed project and the project details for each project. Please note that a detailed agenda is required.

5. PROJECT DETAILS

Project description	
Indicate if any screening has taken place on site	
Physical Address where the development will take place	
Farm name(s)/ Erf No	
Local Municipality	
District Municipality	

Locality map:	<p>A locality map must be attached to the application form, as APPENDIX 2. 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 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; • a legend; • 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 • 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 and decimal minutes. The minutes should be to at least three 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 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.
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.
Activity No(s):	Provide the relevant Scoping and EIR 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.

Be reminded that the onus is on the applicant to ensure that all applicable listed activities are included in the application. Environmental Authorisation must be obtained prior to commencement with each applicable listed activity.

7. ADDITIONAL INFO, IF ANY

Please attach any additional information as APPENDIX 3.

8. LIST OF APPENDICES

		SUBMITTED	
APPENDIX 1	Proposed Agenda	YES	NO
APPENDIX 2	Locality map	YES	NO
APPENDIX 3	Additional info	YES	NO

APPENDIX 1
PRE-APPLICATION MEETING AGENDA
(Please note that a generic agenda will not be accepted. Please submit a detailed agenda)

**APPENDIX 2
LOCALITY MAP**

**APPENDIX 3
ADDITIONAL INFO, IF ANY**