



Request for the relevant Competent Authority to define or adopt a Maintenance Management Plan for a watercourse in terms of the National Environmental Management Act, 1998 (Act No. 107 of 1998), Environmental Impact Assessment Regulations, 2014 (as amended).

File Reference Number:
Date Received by Department:
Date Received by Component:
Form Duly Signed and Dated:

(For official use only)	
	Yes No

PROJECT TITLE

PROPOSED DEVELOPMENT OF A NEW RETREAT AND ASSOCIATED MAINTENANCE MANAGEMENT PLAN ON A PORTION OF PORTION 11 OF FARM 1674, PAARL, AND ASSOCIATED INFRASTRUCTURE

A. SCOPE AND IMPORTANT INFORMATION

- 1) This document is to be used to ensure that the request for adopting or defining a Maintenance Management Plan (MMP) in terms of the National Environmental Management Act, 1998 (Act No. 107 of 1998) ("NEMA"), Environmental Impact Assessment (EIA) Regulations, 2014 (as amended) is undertaken to the sufficient standard and requirements as defined by the competent authority, the Department of Environmental Affairs and Development Planning of the Western Cape Government (henceforth the Department). It is advised that the determination of applicability regarding the scale of the proposed maintenance/management activity(ies) be undertaken through a pre-application consultation with the Department.
- 2) The geographical scope of the MMP is limited to watercourses as defined in the EIA Regulations, 2014(as amended). The document does not relate to coastal activities or activities to be undertaken in an estuary.
- 3) The use of this document for the development of a MMP for a watercourse **will only** be considered when the proposed maintenance activities constitute any one of the following listed activities identified in terms of the NEMA EIA Regulations, 2014 (as amended):

EIA Regulations Listing Notice 1 of 2014 (as amended)

- Activity 19, Listing Notice 1: The infilling or depositing of any material of more than 10 cubic meters into, or the dredging, excavation, removal or moving of soil, sand, shell grit, pebbles or rock of more than 10 cubic metres from a watercourse; but excluding where such infilling, depositing, dredging, excavation, removal or moving-

- (a) will occur behind a development setback;
 - (b) is for maintenance purposes undertaken in accordance with a maintenance management plan;
 - (c) falls within the ambit of activity 21 in this Notice, in which case that activity applies;
 - (N.B. Points (d) and (e) does not apply as these activities fall within the coastal zone)
- Activity 27, Listing Notice 1: The clearance of an area of 1 hectares or more, but less than 20 hectares of indigenous vegetation, except where such clearance of indigenous vegetation is required for-
 - i. The undertaking of a linear activity; or
 - ii. Maintenance purposes undertaken in accordance with a MMP.

EIA Regulations Listing Notice 2 of 2014 (as amended)

- Activity 15, Listing Notice 2: The clearance of an area of 20 hectares or more of indigenous vegetation, excluding where such clearance of indigenous vegetation is required for-
 - I. The undertaking of a linear activity; or
 - II. Maintenance purposes undertaken in accordance with a MMP.
- Activity 24, Listing Notice 2: The extraction or removal of peat or peat soils, including the disturbance of vegetation or soils in anticipation of the extraction or removal of peat or peat soils, but excluding where such extraction or removal is for the rehabilitation of wetlands in accordance with a MMP.

EIA Regulations Listing Notice 3 of 2014 (as amended)

- Activity 12, Listing Notice 3: The clearance of an area of 300 square metres or more of indigenous vegetation except where such clearance of indigenous vegetation is required for maintenance purposes undertaken in accordance with a MMP.

i. Western Cape

- i. Within any critically endangered or endangered ecosystem listed in terms of section 52 of the NEMBA or prior to the publication of such a list, within an area that has been identified as critically endangered in the National Spatial Biodiversity Assessment 2004;
 - ii. Within critical biodiversity areas identified in bioregional plans;
 - iv. On land, where, at the time of the coming into effect of this Notice or thereafter such land was zoned open space, conservation or had an equivalent zoning; or
 - v. On land designated for protection or conservation purposes in an Environmental Management Framework adopted in the prescribed manner, or a Spatial Development Framework adopted by the MEC or Minister.
- (NB. Point iii does not apply as this activity falls within the coastal zone)

- 4) In deciding the request, the competent authority may define conditions related to auditing compliance with the MMP; monitoring requirements; reporting requirements, review; updating and amending the document and period for which the MMP is defined/adopted.
- 5) The purpose of the MMP is to maintain both man-made and ecological infrastructure in a manner that either improves the current state of, and/or reduces the negative impacts on a

watercourse to ensure that ecosystems services are preserved/improved and to prevent further deterioration of the watercourse.

- 6) Notwithstanding the MMP possibly being defined or adopted by the Competent Authority, any other applicable statutory requirement must still be complied with (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)).
- 7) The proponent must note that a MMP for a watercourse **must** be undertaken through consultation with the Department of Water and Sanitation and/or the relevant Catchment Management Agency (responsible water authority). This is to ensure compliance in terms of a Permissible Water Use as set out in the National Water Act, 1998 (Act No. 36 of 1998). It is recommended that this process for authorisation in terms of the National Water Act be clarified prior to the drafting and submission of the MMP.
- 8) The development of this document has been done in such a way so as to meet the requirements of both this Department as the competent authority in terms of the NEMA EIA Regulations, 2014 (as amended), as well as the requirements of the delegated water authority, regarding general authorisation considerations for sections 21(c) and (i) of the National Water Act, 1998 (Act No. 36 of 1998), to ensure alignment between the two authorities when defining or adopting the MMP.
- 9) In situations where a Water Use Licence Application (WULA) is required by the water authority regarding the proposed activities within a MMP, this will not prevent the proponent from submitting a request for a MMP to be defined or adopted by the Department.
- 10) Unless protected by law, all information contained in, and attached to this document, shall become public information on receipt by the competent authority.
- 11) A duly dated and originally signed copy of this document together with one hard copy and one electronic copy of the MMP must be posted, to the Department at the postal address given below, or delivered to the Registry Office of the Department.
- 12) A copy of the final defined/adopted MMP and cover letter **must** be submitted to the responsible water authority.
- 13) **NOTE: Adopting or defining the MMP does not absolve the proponent from complying with any applicable legislation or 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.” (Note: When interpreting this “duty of care” responsibility, cognisance must be taken of the national environmental management principles contained in Section 2 of the NEMA.**
- 14) **NOTE: This document can be used as a template to assist in the information required and is to be filled out in full. The Department reserves the right to request any additional information during the initial development and submission of the draft MMP.**

- 15) **NOTE: The Department reserves the right to not adopt the MMP and require that an application be submitted to obtain Environmental Authorisation for the respective activities. Furthermore, consideration for the review should also be aligned to the periodic reviews of the General Authorisation for sections 21 (c) and (i) of the National Water Act, 1998 (Act No. 36 of 1998) to ensure continued alignment and compliance.**

B. MAINTENANCE MANAGEMENT PRINCIPLES

- 1) The following are overarching principles to be used by landowners and managers when considering the development and implementation of a MMP:
 - a. The anticipation and prevention of negative impacts and risks, then minimisation, rehabilitation or 'repair', where a sequence of possible mitigation measures to avoid, minimize, rehabilitate and/or remedy negative impacts is explicitly considered;
 - b. Avoid and reduce unnecessary maintenance;
 - c. Maintenance and management of a watercourse must be informed by the condition of the physical and ecological processes that drive and maintain aquatic ecosystems within a catchment, relative to the desired state of the affected system;
 - d. Management actions must aim to prevent further deterioration to the condition of affected watercourses and, overall, be guided by a general commitment to improving and maintaining ecological infrastructure for the delivery of ecosystem services;
 - e. Managers and organs of state must identify, address and, where feasible, eliminate the factors that necessitate intrusive, environmentally-damaging maintenance; and
 - f. A process of continuous management improvement be applied, namely Planning; Implementing; Checking (monitoring, auditing, determine corrective action) and Acting (management review).

- 2) The following table provides a simple overview for the determination of the need for a MMP:

	Question	If the answer to any of the questions is YES, then a MMP may be applicable.
2.1	Is there a watercourse on or adjacent to the property?	Yes
2.2	Has there been a history of flood damage or vandalism to the existing infrastructure or watercourse – erosion and/or sedimentation?	Not that the EAP is aware of
2.3	Is there infrastructure or any community at risk of being damaged by flooding?	Yes, but this is for a 1:100 year flood event and no community would be affected, only the proposed development
2.4	Is the design of infrastructure considered inadequate in terms of managing the risk of flooding, erosion and/or sedimentation?	The current infrastructure is inadequate, however the proposed flood management measures are considered adequate to contain a 1:100 year flood (Obree, 2021)
2.5	Would you consider an improved design to existing infrastructure to reduce maintenance needs?	Yes, this would contain the 1:100 year flood to the stream 10
2.6	Are there specific incidences where the watercourse is obstructed or blockages occur that alter the flow of the river during floods?	Yes, during high rain/flood events, the overtopping of the dam to the east of the site contributes to flooding. The Hoof Road crosses over the watercourse at the upstream corner of the development site (Obree,

		2021). Twin box culverts of approximately 1.5m x 1.5m are provided at this crossing (Obree, 2021). These box culverts restrict flow, causing a build-up of water on the upstream side (Obree, 2021). Flows in excess of about 8m ³ /s will result in overtopping of the road on either side of the culvert, since the level of the road has been raised at this point (Obree, 2021). Due to the topography of the area on either side of the crossing, excess flows (that do not pass through the culverts) will move overland in an uncontrolled manner, with some of this water passing through the site of the proposed development (Obree, 2021).
2.7	Is there an existing obstruction in the watercourse that has changed the flow of the river under normal conditions?	No, only for flows in excess of about 8m ³ /second
2.8	Is there a marked increase in the rate of erosion/sedimentation being experienced which threatens operations and assets?	No
2.9	Is there a presence of alien or bush encroachment vegetation within the watercourse and/or the presence of woody debris after flooding?	Yes, to a degree

3) It is important to consider that the type of maintenance required will impact on the level of assessment needed in terms of the impact the activity will have on the system and how best to mitigate the impact. Types of maintenance can broadly be classified in the following categories, with recognition that maintenance activities vary across the rural and urban context:

Maintenance Category	Types of maintenance activities
Category A: Sediment removal as a result of deposition or sediment deposition as a result of erosion	Clearing sediment from culverts and the associated drift. After these are constructed as part of the proposed development.
Category B: Emergency repairs – urgent action required to manage risk and damage to assets	Construction of the flood management measures. These measures comprise the conversion of the existing culvert crossing on Hoof Road to an engineered low level road crossing to contain flood flow safely under and over the new culverts, within the river corridor. The existing berm on the development side of the watercourse would also be formalised to be continuous, reprofiled and raised. The existing head-cut within the stream would be “flooded” (i.e., water would be allowed to pool therein) so that the erosive cut is less likely to move upstream and there would be some low retaining of the channel side embankments in gabions, as well as floor armouring throughout the structure. This also includes any temporary construction access pathways needed to the stream and culverts.

<p>Category C: Managing alien invasive and bush encroachment plant species</p>	<p>Removal of invasive alien plant species to reduce maintenance requirements as they relate to erosion and sedimentation and to improve hydrological flow and reduce associated flooding impacts. This must be removed from the stream 10 corridor and from wetlands and associated ecological buffers within site limits.</p>
<p>Category D: Rehabilitation and restoration activities for maintaining ecological infrastructure</p>	<ul style="list-style-type: none"> • Head-cut at contour 203.5: install small weir at the site of the head-cut, tied into the banks, followed by a steep but stepped waterfall structure and a short section of armouring on the base of the channel downstream of the “waterfall” to prevent down-cutting (Snaddon, 2021) as part of the stream and wetland rehabilitation plan. • A stepped gabion weir structure will achieve stabilisation of the channel and head-cut (Snaddon, 2021). This proposes the construction of a series of gabion weirs along the stretch of river below the head-cut (Snaddon, 2021). • Snaddon (2021) confirms other stabilisation measures can be used elsewhere on the site, in order to prevent erosion in and around planted areas. Stabilisation materials include: <ul style="list-style-type: none"> ○ Ecologs (dry woody material or sand contained in a hessian and chicken wire roll; ○ Biodegradable netting/matting; ○ Geotextile matting of thick filaments designed to be secured over a vulnerable slope to prevent surface erosion; ○ Mulch stabilisation, or ○ Compost stabilisation <p>Replanting/rehabilitation of stream 10 corridor and wetlands and associated buffers on site- Areas that have been impacted by construction within the wetlands, streams or their buffers must be re-planted with indigenous plant species (Snaddon, 2021). Planting must also be as per the final approved landscape plan.</p> <ul style="list-style-type: none"> • Maintenance of berms, culverts, drift and other flood protection and rehabilitation measures (e.g. gabions, bank stabilisation, etc.) for stream 10. • Maintenance of structures within the wetlands and their ecological buffers. Given that some hard landscaping (like the amphitheatre and pathways/boardwalks) would occur within these areas, there would be a need for some maintenance (although not likely to be frequent).

- 4) The development of appropriate method statements to mitigate the impact of the maintenance needs, should be aligned within the framework of these considerations:
- a. Watercourses experience a natural process of sedimentation and erosion, with varying rates depending on the geomorphology and the integrity of the land-uses within the catchment;
 - b. Manipulation of the watercourse results in increased erosion and/or deposition being experienced further downstream, perpetuating greater need for manipulation and more drastic and costly maintenance interventions;
 - c. Locally indigenous riparian and wetland vegetation assists in the stabilization of river banks through effective root structures, while contributing to improve in-stream habitat and water quality conditions;
 - d. Invasive alien and bush encroachment vegetation significantly impacts on the functioning of a watercourse, often leading to increased flood associated damage, with further implications and a reduction in water quality and availability;
 - e. Persons undertaking maintenance activities have a responsibility to ensure a sense of duty of care is applied as prescribed within NEMA Section 28(1).
- 5) It is recognized that within urban areas, sedimentation and erosion rates are significantly amplified as a result of development in urban areas and thus systems associated with watercourses in such areas can no longer be considered as 'natural'. In such a context, the drivers of such a process are often located outside the control of the landowner or responsible authority (i.e. Municipality). Therefore, the response taken to address the needs of a maintenance management plan for a watercourse within the urban environment may be limited in mitigating the requirement for maintenance to be undertaken.

C. REQUEST FOR THE COMPETENT AUTHORITY TO DEFINE OR ADOPT A MAINTENANCE MANAGEMENT PLAN FOR A WATERCOURSE IN TERMS OF THE NEMA, EIA REGULATIONS 2014 (AS AMENDED).

The following information must be submitted as part of the request for the competent authority to define or adopt the MMP:

1. PERSONAL DETAILS

Highlight the Departmental Sub-Region(s) in which the maintenance is to be undertaken. (mark the appropriate box with an 'X'). For Departmental details see Annexure A.

REGION 1 (City of Cape Town Metropolitan and West Coast District) <input type="checkbox"/>	REGION 2 (Cape Winelands District, Overberg District) <input type="checkbox"/>	REGION 3 (Eden & Central Karoo Districts) <input type="checkbox"/>
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Name of person/authority who will undertake responsibility for the activity:	Boschendal (Pty) Ltd represented by Mr. William George		
Contact person (if other):	Mr. William George		
Postal address:	P.O Box 35, Pniel Main Road		
Telephone:	(021) 870 4249	Postal code:	7681
Fax:	Not Applicable	Cell:	082 559 9100
Email:	Williamg@alphawealth.co.za		
Name of person who has prepared the MMP:	Chand Environmental Consultants cc represented by Claudette Muller		
Contact Person (if other):	Claudette Muller		
Postal address:	PO Box 238, Plumstead		
Telephone:	(021) 762 3050	Postal code:	7801
Fax:	086 665 7430	Cell:	Not Applicable
E-mail:	claudette@chand.co.za		
Name of landowner(s) on whose behalf the plan has been developed*:	Boschendal (Pty) Ltd		
Contact person(s):	As above		
Postal address:	As above		
Telephone:	As above	Postal code:	As above
Fax:	Not applicable	Cell:	As above
E-mail:			
Municipality for proposed project:	Stellenbosch Municipality		
Farm name(s), erf(s) and portion number(s) etc*:	A portion of portion 11 of farm 1674, paarl		
Magisterial District or Town:	Pniel		
Name(s) of watercourse(s) in question:	Stream 10, New Retreat seep and Dwars River unchanelled valley-bottom wetland- but only within the limits of the site boundary for the proposed development of the New Retreat		
*In instances where there is more than one landowner, please attach a list of landowners with their full names, contact details, farm name, farm number, portion number, Erf number, coordinates and signed declaration confirming approval for development and responsibility of the MMP			

2. DECLARATION

THE PERSON THAT WILL BE UNDERTAKING THE MAINTENANCE

I William George, in my **personal capacity** or **duly authorised** (please circle the applicable option) by Boschendal (Pty) Ltd (name of legal entity) ~~thereto hereby~~ declare that I/we:

- Request the MMP to be adopted by the Competent Authority;
- Regard the information contained herein to be true and correct for this Maintenance Management Plan;
- 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 the adoption of this MMP, I/we shall comply with any other statutory requirement applicable, which may include, but not limited to the Conservation of Agricultural Resources Act, 1983 (Act No. 43 of 1983), the National Water Act, 1998 (Act No. 36 of 1998) and the Environmental Impact Assessment Regulations, 2014 (as amended) ("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 (as amended) and that an environmental assessment for environmental authorisation may be required for any other listed activities not included as part of this MMP;
- Acknowledge that any activity undertaken that does not form part of the defined and adopted MMP, will be subject to the Section 24(F) of NEMA and that appropriate enforcement and compliance requirements will follow;
- Shall undertake only those tasks described in the MMP, failing which environmental authorisation will be required, where applicable;
- Shall provide the competent authorities 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 MMP; and
- Am aware that a false declaration is an offence in terms of Regulation 48(1)(a) GN No. R. 982 of 4 December 2014 (as amended).



Signature of the proponent:

16 November 2021

Date:

Boschendal (Pty) Ltd

Name of institution/company:

3. BACKGROUND AND INTRODUCTION

This is indicated in the MMP.

The MMP (MMP) must be submitted with the signed declaration (see above) for the MMP to be defined or adopted in terms of the National Environmental Management Act, 1998 (Act No. 107 of 1998), Environmental Impact Assessment Regulations, 2014 (as amended).

Provide a strategic overview of the need for the development of the MMP – what is the need for this plan; how this plan will aim to contribute to furthering sustainable practices and reducing and/or mitigating the need for maintenance.

This section must also include details of the responsible party who will implement the MMP, engineers or other specialists appointed and the specifications for their appointment to assess the needs for the maintenance work, the Environmental Assessment Practitioner (EAP) or consultant appointed to compile the MMP. A short portfolio of evidence which indicates the relevant freshwater/ aquatic experience of the EAP/consultant or the person who prepared the MMP is required as supporting information to the introduction.

Should sufficient expertise and resources be available for the development of an MMP by the proponent, the process of appointing an EAP for the final compilation and submission of the MMP to the Department is still required.

3.1 DEFINITIONS OF TERMS AND ACRONYMS

Acronyms and technical terms used in the MMP must be defined or clarified so that the person(s) who must implement the plan understands the document clearly.

4. ENGAGEMENT PROCESS

4.1 AUTHORITY ENGAGEMENT

Please indicate (with an 'x') which of the following authorities have been consulted to provide input based on the proposed maintenance activities:

- X Department of Water and Sanitation- *(they have been provided with the Freshwater Report and Proposed Plans as part of the GA registration, and have also been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)*
- Catchment Management Agency (DWS is the custodian of this, as above- no catchment management agency established for the Berg River)
- X CapeNature *(they have been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)*
- X SANParks *(they have been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)*
- X Western Cape Department of Agriculture, Directorate: Sustainable Resource Management *(they have been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)*
- X District Municipality *(they have been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)*
- X Local Municipality *(they have been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)*
- X Irrigation Board / Water Users Association *(they have been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)*
- X Heritage Western Cape *(they have been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)*

X Department of Agriculture, Forestry and Fisheries (they have been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)

X Department of Environmental Affairs & Development Planning (they have been provided with the post-application draft BAR and MMP, noting the EMPr is appended to the BAR and contains the MMP for comment- their comment is awaited)

Other (please list):

For each of the indicated authorities, please provide an explanation as to their required involvement. Details of interactions with each of the respective authorities should be captured by providing an attendance register and minutes of meetings attended with the authority in question. Comments received from the authorities must be submitted and referenced within the final application. Comments will be provided with the final application. All parties were provided with electronic copies of the post-application Draft Basic Assessment Report, which includes the MMP, for comment.

Not Applicable: For a MMP where multiple property owners are involved or a plan is developed for members of an association, it is recommended that a Project Liaison Committee is setup, to achieve the following objectives:

- Present the project work plan and objectives for approval;
- Present the initial findings and draft of the plan for discussion and approval;
- Present the final accepted plan for agreement and clarification.

Not Applicable: In cases where the Municipality is the proponent, it is advised that the Project Liaison Committee represent the multiple departments involved with the maintenance and management of watercourse, which could include but is not limited to departments of, Stormwater, Water and Sanitation, Environment, Parks and Wastewater. Such an approach seeks to ensure alignment and an understanding of the roles and responsibilities of the varying maintenance requirements within the Municipality.

4.2 PUBLIC PARTICIPATION

Refer to the Basic Assessment Report for details regarding the Public Participation Process (noting that a revised Public Participation Plan has been submitted as part of the Application), as well as to Appendix F thereof.

You are required to notify any and all potential interested and affected party(ies) of the proposed activity(ies) and allow them the opportunity to comment on the MMP for a watercourse. The detail required is outlined below, however this can be further discussed and determined as part of the pre-consultative meeting with the Department, which would ensure due diligence and good governance principles are applied.

It is noted, that for the development of MMPs for watercourses within the urban area, by Municipalities, public notice can be undertaken through the advertisement of the development of a MMP within local/community newspapers for the respective areas, with the relevant evidence of such an advertisement included in the final submission.

The following public participation recommendations, regarding the different scale or geographical extent of the request, are as follows. If no, then motivation must be given as to why a particular process was not undertaken.

Single property / maintenance and management activities along a watercourse occurring along a stretch of no more than 1 kilometer (≤1000 meters):

(i) Given written notice to the owner or person in control of that land if the person undertaking the maintenance activity is not the owner or person in control of the land.	Yes / No/ NA Not Applicable, applicant is landowner	Evidence to be letter from landowner acknowledging development of MMP.
(ii) Given written notice to adjacent landowners (up to 500m upstream and downstream from furthest upstream and downstream maintenance site and opposite side of the banks) of the development of the MMP.	Yes / No/ NA Notification letters have been sent to landowners adjacent to the farm portion, but Boschendal/ Applicant owns the land around the site and 500m up- and down-stream.	Evidence to be dated letters addressed to landowner and/or manager of adjacent properties.
(iii) Stakeholder meeting held for adjacent landowners, in which MMP is presented. This must include an opportunity for adjacent landowners to provide comment.	Yes / No Not required, see note above regarding adjacent landowners	Evidence will consist of meeting requests, attendance register of said meeting, minutes / notes of the meeting, and comments provided.
(iv) Given written notice to any organ of state having jurisdiction in respect of any aspect of the activity(ies) proposed within the development of the MMP.	Yes / No Yes, notification of availability of the BAR and MMP will be provided to the state departments as indicated above.	Evidence will include relevant dated letters to the relevant government agencies and departments.
(v) Provided written notice and confirmation to the relevant Water Users Association (WUA) or Irrigation Board (IB) of the Berg River	Yes / No Berg River	Evidence to be dated letter(s) to management

development of the MMP, if applicable.	Irrigation Board to be notified of availability of the BAR and MMP for comment	body (secretary and chairperson) for the WUA/IB.
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Single or Multiple properties / WUA / IB / local authority applying for a single MMP to cover a stretch of a watercourse longer than 1 kilometer (>1000 meters) OR a catchment or sub-catchment area
Not Applicable

(i) Given written notice to the owner(s) or person(s) in control of the land if the person(s) undertaking the maintenance activity(ies) is not the owner or person in control of the land.	Yes / No	Evidence to be letter from landowner acknowledging development of MMP.
(ii) Given written notice to non-participating adjacent landowners (up to 1km upstream and downstream from furthest upstream and downstream maintenance site and opposite side of the river banks) of the development of the MMP. <i>This must also include general notice to adjacent WUA or IB of the proposed MMP development if application is made by a WUA or IB.</i>	Yes / No	Evidence to be dated letters addressed to landowner and/or manager of adjacent properties.
(iii) Stakeholder meeting held for all participating and non-participating landowners, in which details and methodology of MMP is presented. A minimum of two meetings are required, to present on the development of the plan and a final draft version of the plan.	Yes / No	Evidence will consist of meeting requests, attendance register of said meeting, minutes/ notes of the meeting, and comments provided.
(iv) Given written notice to any organ of state having jurisdiction in respect of any aspect of the activity(ies) proposed within the development of the MMP.	Yes / No	Evidence will include dated letters to the relevant government agencies and departments.
(v) Provide written notice and confirmation to the relevant Water Users Association (WUA) or Irrigation Board (IB), of the development of the MMP <i>(if a MMP is not requested and managed through a WUA/IB).</i>	Yes / No	Evidence to be dated letter(s) to management body (secretary and chairperson) for the WUA/IB.
(vi) Describe any other measures taken to inform the public about this MMP. A complete list of measures that are in place to deal with interactions with the public, if it becomes necessary and required by the competent authority during implementation of the project, must be provided for.	Yes / No	Evidence to be referenced accordingly based on the measures taken and/or developed.

Kindly note, the Department may request further or allow reduced requirements for public participation, noting the specific circumstances applied to each request to define or adopt an MMP. Please include or delete the respective sections as agreed to with the Department in the pre-consultative meeting, with supporting evidence of this agreement included.

Please circle the appropriate answer above to indicate the public participation process that has been followed to give notice of this request to potential interested and affected parties and attach any comments and/or objections received, with evidence provided and referenced.

5. DATA COLLECTION AND ASSESSMENT

[This section is intended to provide the required information on the needs for the scientific content and methodology statements of a MMP. It provides headings for the various sections that a MMP must contain, as well as a brief description of typical content and the level of detail required under each heading]

Note: Information relating to the specifications and Terms of Reference used for the appointment of all specialist inputs must be provided.

Information required for maintenance and management activities for a single/ multiple owner along a watercourse. This is indicated in the MMP.

- 5.1 Provide a map (at an appropriate scale) of the watercourse or stretch of watercourse being applied for within the stretch where maintenance activities will take place being clearly defined – consideration must be made to mapped features relating to Critical Biodiversity Areas (CBAs) and National Freshwater Ecosystem Priority Areas (NFEPAs).
- 5.2 GPS coordinates must be provided for all site(s) at which maintenance activities will take place and included on the map which defines the stretch of watercourse. Coordinates must be provided in degrees, minutes and seconds using the Hartebeesthoek94 WGS84 coordinate system. Where numerous properties/sites are involved (e.g. linear activities), you may attach a list of property descriptions and co-ordinates to this form.
- 5.3 Specialist assessment to be undertaken to determine (NOTE: information relating to the specifications and Terms of Reference used for the appointment of all specialist inputs must be provided):
 - Hydrological (incl. flood hydrological data etc.) and geomorphological assessment of watercourse functioning;
 - The relevant Present Ecological Status (PES) of the stretch of watercourse in question, if not available an assessment is to be done to determine PES in accordance with the Department of Water and Sanitation (DWS) guidelines;
 - What is the reason/cause for the maintenance activities based on an ecological and hydrological assessment of the watercourse within the context of the larger catchment;
 - What are the drivers of system functioning within the watercourse and what is the ecological objective – based on historical condition and PES;
 - What is the management objective given the ecological status of the watercourse based on historical and PES data; as set out in agreement with the person(s) responsible for undertaking the maintenance activities;
 - What is the impact on the watercourse/river system (resource quality characteristics: flow regime, geomorphology, water quality, habitat and biota) for a minimum of 500m both up and downstream of the proposed maintenance activities, with the mitigation measures included;
 - An appropriate assessment for risk for each of the proposed types of maintenance activities and linked management actions in terms of the risk matrix for General Authorisations (GA) of Section 21 (c) and (i) by the DWS (GN 509 of 2016) or where applicable.

- 5.4 Mapped biodiversity features such as Critical Biodiversity Area, Ecological Support Area, National Freshwater Ecosystem Priority Area (NFEPA), and the National list of Ecosystems that are threatened and in need of protection (2011) gazetted in terms of Section 52 of the National Environmental Management: Biodiversity Act (Act No. 10 of 2004) (NEMBA), the Western Cape Biodiversity Spatial Plan 2017, as well as relevant provincial specific plans and classifications etc. Please consult the website www.bgis.sanbi.org.za to determine mapped features.
- 5.5 Include a description of existing or previous protection measures or reinforcements (eg. gabions or groynes etc.) and infrastructure. Describe any evidence of erosion and/or siltation at the various sites and outlining possible causal factors and maintenance practices.
- 5.6 Provide historical maps and data (images/flow/water quality/land use) of the river channel (if available) in order to assess the natural to changing flow patterns of the watercourse to determine cause of maintenance and possible impact of the maintenance activities, to inform mitigation measures.
- 5.7 Provide a photographic record for the condition of the riparian habitat around maintenance sites, with the presence of important and/or sensitive habitat/species noted.
- 5.8 For sites prone to flood damage, a description regarding the history and effect of past floods and include dates of most recent events must be provided. This must inform the process to understand what actions are required along the stretch of the watercourse to reduce such impacts to the resource quality characteristics.
- 5.9 Explain the risks associated with the no-go option for the MMP i.e. the risk of not undertaking the maintenance activities as stated in the MMP.
- 5.10 Reference must be made to any strategic plan where available, for example, a Catchment Management Strategy, with the objectives of the MMP shown to be in alignment with such plans.

6. METHOD STATEMENT

[Method Statements are provided in the MMP.](#)

- 6.1 The method statement must provide a step-by-step plan (which may include a schematic diagram etc.) to inform the responsible person(s) on the process and actions to take in a sequential and logical manner, which aims to reduce the impact of undertaking the activity within a reasonable timeframe and cost.
- 6.2 A method statement should be compiled for each individual activity given the likely specific circumstances and conditions of a site requiring maintenance. However, in situations whereby uniform conditions and circumstances are evident for multiple sites requiring the same type of activity, a method statement can be given for a specific type of activity to be undertaken at multiple sites given the aforementioned requirements.
- 6.3 The detail of the method statement will be assessed by the Department and other relevant regulatory authorities to ensure actions that are taken are such that they do not perpetuate increased incidences of erosion/deposition of material.

6.4 Time periods must be given within which the maintenance actions contemplated need to be implemented. An indication must be made whether maintenance actions will be repeated, e.g. clearing of silt/debris from under a bridge annually or after flood events.

6.5 The following serves as a general guide required to minimise the spatial impact of the maintenance activity:

- Repairs and maintenance should be undertaken within the dry season, except for emergency maintenance works.
- Where at all possible, existing access routes should be used. In cases where none exist, a route should be created through the most degraded area avoiding sensitive/indigenous vegetation areas.
- Responsible management of pollutants through ensuring handling and storage of any pollutants is away from the watercourse. When machinery is involved, ensure effective operation with no leaking parts and refuel outside of the riparian area, at a safe distance from the watercourse to manage any accidental spillages and pose no threat of pollution.
- At no time should the flow of the watercourse be blocked (temporary diversions may be allowed) nor should the movement of aquatic and riparian biota (noting breeding periods) be prevented during maintenance actions.
- No new berms can be created.
- In circumstances which require the removal of any top soil, this must be sufficiently restored through sustainable measures and practices.
- Concerted effort must be made to actively rehabilitate repaired or reshaped banks with indigenous local vegetation.
- No deepening of the watercourse beyond the original, pre-damage determined thalweg, unless such deepening is directly related to the natural improved functioning and condition of such a watercourse.
- Where at all possible, limit the disturbance to the zone of the thalweg. This is due to the ecological importance of the low flow channel and respective habitat being allowed to re-establish improving the ecological condition.
- The build-up of debris/sediment removed from a maintenance site may:
 - be utilised for the purpose of in-filling or other related maintenance actions related to managing erosion, which form part of an adopted MMP;
 - not be used to enlarge the height, width or any extent of existing berms;
 - not be deposited anywhere within the watercourse or anywhere along the banks of a river where such action is not part of the proposed maintenance activity (ies). Material that cannot be used for maintenance purposes must be removed out of the riparian area to a suitable stockpile location or disposal site. Further action and consideration may be required where the possibility of contaminated material may occur, such as in urban watercourses.
- The use of foreign material, such as concrete, rubble, woody debris and/or dry land based soil, is strictly prohibited from being used in maintenance actions, unless for the specific purpose of repairs to existing infrastructure, coupled with appropriate mitigation measures.

- On completion of the maintenance action, the condition of the site in terms of relative topography should be similar to the pre-damaged state (i.e. the shape of the river bank should be similar or in a state which is improved to manage future damage). This ultimately dictates that the channel, banks and bed cannot be made narrower, higher or deepened respectively. Exceptions are considered for systems involved with the management of stormwater and improvements for water quality within the urban context.

7. MONITORING AND REPORTING

Monitoring and reporting requirements are indicated in the MMP.

It is important to note that any and all activities undertaken outside the scope of the adopted MMP, in terms of the action outlined within the given method statement, the responsible person(s) will be subject to Section 24(F) of NEMA and that appropriate enforcement and compliance requirements will follow.

The specific reporting information required by the competent authority should be discussed during the consultation phase between the proponent and the Department. The relevant information required should be considered on a case-by-case basis.

The following Forms A and B are to be considered as a guideline in terms of the type of information required. It is proposed that Form A below must be completed by the relevant person(s) before maintenance activities are undertaken and Form B after a maintenance activity has been completed. A copy of each completed Form A & B must be sent to the relevant WUA/IB/local authority management if they have undertaken the development of the MMP. For any individual landowner applications, the landowner is responsible to ensure a record of all maintenance activities is recorded as per Form A & B below. Form A and B must also be sent to the Provincial Department of Agriculture, Directorate: Sustainable Resource Management.

The Department may, within a reasonable notice period, request to evaluate the maintenance activities and assess the maintenance sites as per the adopted MMP.

Form A should be completed at least 7 working days before the commencement of any maintenance activity and Form B at least 3 working days following the completion of the maintenance activity(ies). At least two photographs are required from two different points of perspective (A and B) looking at the site (coordinates of these points are required). When listing the type and reference code, this must be done by specifically listing the relevant detail within the adopted MMP.

REPORTING FOR INTENT TO UNDERTAKE MAINTENANCE ACTIVITIES – FORM A

Section A: Landowner Details

Name	Surname	Farm No.	Erf No.	Today's Date

Section B: Details of proposed maintenance activity

WUA/GA reference number and DEA&DP reference number for MMP.	Activity Type:	Reference code (make reference to MMP)	Footprint area (m²)	Volume of material (m³)
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Equipment to be used:	Description of method for planned activity:	Date when work will commence:
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Date of last flood event for site:	Note any further damage and comments regarding the state of the site
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Section C: Photographs of activity location before maintenance

Before A Coordinates: S E	
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Before B Coordinates: S E Date of photos taken:	
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REPORTING FOR COMPLETION OF MAINTENANCE ACTIVITIES – FORM B

Section A: Landowner Details

Name	Surname	Farm No.	Erf No.	Today's Date

Section B: Details of proposed maintenance activity

WUA/GA reference number and DEA&DP reference number for MMP.	Activity Type:	Reference code (make reference to MMP)	Footprint area (m²)	Volume of material (m³)
Equipment that was used:	Description of method for completed activity and if commence date changed			Date activity completed
Date of last flood event for site:	Note any challenges or difficulties experienced in following the MMP method statement			

Section C: Photographs of activity location after maintenance

After A Coordinates: S E	
After B Coordinates: S E Date of photos taken:	

DEFINITIONS

"Activity" means an activity identified in any notice published by the Minister or MEC in terms of section 24D(1)(a) of the Act as a listed activity or specified activity. Activity in this document refers to the activities as listed in Listing Notice 1, 2 and 3 of the Environmental Impact Assessment Regulations, 2014 (as amended).

"Bush Encroachment" means stands of plants of the kinds specified in column 1 of Table 4 of the Conservation of Agricultural Resources Act (Act No. 43 of 1983) where individual plants are closer to each other than three times the mean crown diameter.

"Diverting" as defined in the General Authorisation, in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) and 21(i) (GN. 509 of 26 August 2016), means to, in any manner, cause the instream flow of water to be rerouted temporarily or permanently.

"Ecological Infrastructure" refers to naturally functioning ecosystems that deliver valuable services to people, such as water and climate regulation, soil formation and disaster risk reduction.

"Estuary" has the meaning assigned to it in the National Environmental Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008)

"Flood event" is the event where land is inundated by the overflowing of water from a river channel and where this event causes significant damage to infrastructure or results in watercourse erosion and/or sediment deposition.

NOTE that flooding can be a natural phenomenon in many river or wetland systems which, due to encroachment and human modification of the form and function of the affected system, may have evolved into a potential hazard to life or property.

"Flow-altering" as defined in the General Authorisation, in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) and 21(i) (GN. 509 of 26 August 2016), means to, in any manner, alter the instream flow route, speed or quantity of water temporarily or permanently.

"General Authorisation" in this document refers to the General Authorisation in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) or Section 21(i) (GN. 509 of 26 August 2016).

"Impeding" as defined in the General Authorisation, in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) and 21(i) (GN. 509 of 26 August 2016), means to, in any manner, hinder or obstruct the instream flow of water temporarily or permanently, but excludes the damming of flow so as to cause storage of water.

"Indigenous vegetation" refers to vegetation consisting of indigenous plant species occurring naturally in an area, regardless of the level of alien infestation and where the topsoil has not been lawfully disturbed during the preceding ten years.

"Maintenance" means actions performed to keep a structure or system functioning or in service on the same location, capacity and footprint.

“Maintenance Management Plan” means a management plan for maintenance purposes defined or adopted by the competent authority.

“River Management Plans” as defined in the General Authorisation, in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) and 21(i) (GN. 509 of 26 August 2016), any river management plan developed for the purposes of river or storm water management in any municipal/metropolitan area or described river section, river reach, entire river or sub quaternary catchment that considers the river in a catchment context.

“River reach”, a length of river characterised by a particular channel pattern and channel morphology, resulting from a uniform set of local constraints on channel form. A river reach is typically hundreds of meters in length.

“Stretch” a section of watercourse, delineated between two or more mapped coordinates, within which proposed maintenance activities are to take place as guided by a MMP.

“Thalweg” refers to the line of lowest elevation within a valley or watercourse.

“Watercourse” means:

- (a) a river or spring;
- (b) a natural channel in which water flows regularly or intermittently;
- (c) a wetland, lake or dam into which, or from which, water flows; and
any collection of water which the Minister may, by notice in the Gazette, declare to be a watercourse as defined in the National Water Act, 1998 (Act No. 36 of 1998); and

a reference to a watercourse includes, where relevant, its bed and banks.

“Wetland” means, land which is transitional between terrestrial and aquatic systems where the water table is usually at or near the surface, or the land is periodically covered with shallow water, and which land in normal circumstances supports or would support vegetation typically adapted to life in saturated soil.

ACRONYMS

CBA	Critical Biodiversity Area
DEA&DP	Department of Environmental Affairs & Development Planning
DWS	Department of Water & Sanitation
EAP	Environmental Assessment Practitioner
EIA	Environmental Impact Assessment
GA	General Authorisation, in terms of the National Water Act, 1998 (Act No. 36 of 1998)
GN	Government Notice
IB	Irrigation Board
MEC	Member of Executive Council
MMP	Maintenance Management Plan
NEMA	National Environmental Management Act, 1998 (Act No. 107 of 1998)
NEMBA	National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004)
NFEPA	National Freshwater Ecosystem Priority Areas
NWA	National Water Act, 1998 (Act No. 36 of 1998)
PES	Present Ecological State
SANParks	South African National Parks Authority
WUA	Water Users Association
WULA	Water Use Licence Application

REFERENCE GUIDE FOR DRAFTING MMPs FOR A WATERCOURSE

Ecosystem Guidelines for Environmental Assessment in the Western Cape, Edition 2, 2016. Available at: www.bgis.org.za

Wetland offsets: A best practice guideline for South Africa, 2016. Available at: <http://www.wrc.org.za>

Preliminary guideline for the determination of buffer zones for rivers, wetlands and estuaries, 2014. Available at: <http://www.wrc.org.za>

National Water Act, 1998 (Act No. 36 of 1998). Available at: <http://www.gov.za/documents/national-water-act>

General Authorisation, in terms of Section 39 of the National Water Act, 1998 (Act No. 36 of 1998) for water uses as defined in Section 21 (c) or Section 21 (i).

ANNEXURE A

DEPARTMENTAL DETAILS

CAPE TOWN OFFICE: REGION 1 (City of Cape Town & West Coast District)	CAPE TOWN OFFICE: REGION 2 (Cape Winelands District & Overberg District)	GEORGE OFFICE: REGION 3 (Central Karoo District & Eden District)
<p>Requests for competent authority to adopt an MMP must be sent to the following details:</p> <p>Department of Environmental Affairs and Development Planning Attention: Directorate: Development Management (Region 1) Private Bag X 9086 Cape Town, 8000</p> <p>Registry Office 1st Floor Utilitas Building 1 Dorp Street, Cape Town</p> <p>Queries should be directed to the Directorate: Development Management (Region 1) at: Tel: (021) 483-5829 Fax (021) 483-4372</p>	<p>Requests for competent authority to adopt an MMP must be sent to the following details:</p> <p>Department of Environmental Affairs and Development Planning Attention: Directorate: Development Management (Region 2) Private Bag X 9086 Cape Town, 8000</p> <p>Registry Office 1st Floor Utilitas Building 1 Dorp Street, Cape Town</p> <p>Queries should be directed to the Directorate: Development Management (Region 2) at: Tel: (021) 483-5842 Fax (021) 483-3633</p>	<p>Requests for competent authority to adopt an MMP must be sent to the following details:</p> <p>Department of Environmental Affairs and Development Planning Attention: Directorate: Development Management (Region 3) Private Bag X 6509 George, 6530</p> <p>Registry Office 4th Floor, York Park Building 93 York Street George</p> <p>Queries should be directed to the Directorate: Development Management (Region 3) at: Tel: (044) 805-8600 Fax (044) 8058650</p>

WESTERN CAPE DEPARTMENT OF AGRICULTURE DETAILS

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