



01 August 2018

ATTENTION: All Interested and Affected Parties

Dear All

SUBMISSION OF APPLICATIONS PROTOCOL

Due to the high number of applications this department receives and that any single project may be with one of several IEM Planners, the following process has been put in place, to ensure applications are sent to the correct individual and to also assist in the tracking applications when feed back is required. Please note that it is in the consultant's best interest to make sure their documentation is sent to the correct individual (and confirm receipt thereof), as this would allow for the efficient processing of applications.

1) All applications should be submitted in hard copy (from the BID stage to EIRs and includes maps). While Ezemvelo is willing to accept **only** Basic Assessment Reports in electronic format (i.e. CD/DVD), no e-mails will be accepted and **all supporting specialist studies and maps must be provided in hard copy.**

2) All **new** applications need to be addressed to:

Mr Andy Blackmore – Head IEM and Protected Area Planning
Planning Division

Postal: P O Box 13053
Cascades
3202

Courier: Queen Elizabeth Park
Cascades
1 Peter Brown Drive
Montrose
3201

Fax: 033 - 845 1499 (5 pg max.). Maps should not be faxed unless they are produced in black & white and have an appropriate key.

3) Should you wish to discuss a particular existing project (i.e. a project which has already been submitted this office), the IEM Technician must be contacted (Tel. 033 - 845 1917) and the project name and date of submission must be provided. She will provide you with the details of who that project has been assigned to and you may then contact that planner directly for the remainder of the project.

Please note that this procedure is in place to provide an efficient service to the public for specific applications. Ezemvelo KZN Wildlife's IEM Planners appreciate and look forward to *ad hoc* queries and discussions, which keeps communication lines open and make for good working relationships.

Yours sincerely

Head IEM and Protected Area Planning
for CHIEF EXECUTIVE OFFICER

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