

[Citizens](#)[Non-Citizens](#)[Businesses](#)[Government](#)

Application For Small Scale Mining Licence Such As AND/ GRAVEL, ROCK AGGREGATES, SALT, CLAY, KOALIN, MICA, GOLD, DIAMOND ETC

Mineral Right/License/Permit	Procedures	Minimum Requirement
Application For Small Scale Mining Licence Such As AND/ GRAVEL, ROCK AGGREGATES, SALT, CLAY, KOALIN, MICA, GOLD, DIAMOND ETC	Step 1. Applicant identifies Area of interest	Site Plan / Map/ Geological Info (1:50,000 Scale)
	Step 2. Applicant obtains a cartographic search report from the Minerals Commission to ascertain whether an area of interest is free or incumbent for the applicant to apply for a mineral right. (if area of interest is outside a demarcated Small Scale Mining Area)	(a) Site Plan / Map/ Geological Info (1:50,000 Scale) (b) Prescribed Search Fees
	Step 3. The Commission conducts a pre-licence site inspection to determine whether the site is suitable for mining and verify accuracy of the site plan presented by the applicant. (if area of interest is outside a demarcated Small Scale Mining Area)	(a) Site Plan demarcating boundaries of proposed site with type C pillars erected on the concession with the assistance of a licensed surveyor (b) Applicant erects a minimum of 60cm concrete pillars at all the vantage points on the concession boundaries at an interval of 61 meter (numbered and bears the initials of the applicant) (c) Evidence of Pre-Licence Inspection Fee payment (d) Pre-Licence Inspection Field Report (Where applicable)
	Step 4. Applicant purchases, completes and submits a Small Scale Mining License Application Form and supporting documents to the District Officer of Minerals Commission	(a) Application form (b) 20 copies of site plan (c) Cartographic Search Report (where applicable) (d) Individual – 2 Passport Size Pictures (e) Group made up of at least 10 members - 2 Passport Size Pictures of each member & a Constitution of the group (f) Co-operative Society - Registration Certificate, Details of Members & Regulations (g) Registered Enterprise/Venture (which as mining listed as part of its core business)– Certificate of Registration & Form A (h) Registered Company - Certificate of Incorporation, Certificate to Commence Business & Details of Directors. (which as mining listed as part of its core business) (i) Prescribed Processing fee
	Step5. The Metropolitan/ Municipal/ District (M/M/D) Assembly receives a request from the Minerals Commission to cause a publication of the application to be made in the offices of the M/M/D Chief Executive, the Local Information Center, Magistrate Court, Post Office, and such other places as he/she may deem necessary, for a period of 21 days to afford the general public the opportunity to examine the application and to react if necessary.	Minerals Commission's Request Letter with copies of the application
	Step 6. Metropolitan/Municipal/ District (MMD) Chief Executive responds to the Minerals Commission's request	Certificate of Service of the Notice endorsed by only the Metropolitan/ Municipal/ District (MMD) Chief Executive
	Step 7. Applicant obtains an Environmental Permit from the Environmental Protection Agency (EPA) and submits to the Minerals Commission	(a) Environmental Permit Request Letter for from the Minerals Commission (b) EPA Environmental Permit Registration Form
	Step 8. The Minerals Commission issues an Offer Letter with prescribed fees to be paid by the Applicant	Memos / Reports
	Step 9. The Commission prepares the Agreement upon receipt of EPA's Environmental Permit	(a) Environmental Permit
	Step 10. Applicant pays prescribed fees and signs his/her part of the Agreement at the Minerals Commission	(a) Letter of Acceptance (b) Evidence of Payment of Consideration Fee to Minerals Commission as stated in the Offer Letter (c) Evidence of Payment of Annual Ground Rent to Administrator of Stool Lands

Step 11. The Commission forwards the signed agreement to the Sector Minister to sign on behalf of the Government of Ghana	Applicant's Signed Agreement
Step 12. Sector Minister reviews and Grants of Mineral Right to Applicant by signing on behalf of the Government of Ghana	Applicant's Signed Agreement
Step 13. On the receipt of the signed Agreement, the applicant is required to send the agreement to the High/ Supreme Court to swear an oath and obtain a Certificate of Proof. The applicant is required to stamp and register the agreement with the Land Valuation Board and Title Deeds Registry, respectively.	Signed Public Agreement (Small Scale Mining Mineral Right)
Step 14. The applicant obtains an Operating Permit from the Inspectorate Division of the Minerals Commission, before any work on the concession area can commence.	(a) Copy of the Registered and Stamped Mineral Right (b) Covering letter from the Commission (c) Environmental permit

Contact Government

MDA's and Government Organization
MDA Online
MDA Directories

Official Communication

News and Media
Publications

Quick Links

Bulletin Board

Your Opinion

Suggestions
Guestbook

[About this Portal](#) | [Help](#) | [Accessibility](#) | [Copyright](#) | [Privacy Policy](#) | [Disclaimer](#) | [Contact Us](#) | [Sitemap](#) | [FAQ](#)

Copyright © 2011, Ghana Government eServices Portal.

Site best viewed in Internet Explorer 7 or above, Firefox 3.6 or above, Google Chrome 19 or above, Safari 5.0 +, with screen resolution of 1024*768 & above.