



COUNTY GOVERNMENT OF KITUI

MINISTRY OF ENERGY, ENVIRONMENT, CLIMATE CHANGE, FORESTRY, NATURAL AND MINERAL RESOURCES

CITIZENS' SERVICE DELIVERY CHARTER

VISION

To be the leading county in Kenya in the utilization of electricity, alternative sources of energy and gainful utilization of minerals in a sustainably managed healthy environment.

MISSION

To ensure sustainable environmental management, access to varied and affordable sources of energy, and increased levels of investments through effective utilization of minerals, to improve the livelihoods of the people of Kitui County.

MANDATE

To ensure:

1. A clean and a healthy environment for all
2. Accelerated rural electrification and access to quality affordable and secure renewable energy for all
3. Sustainable and gainful utilization of minerals resources by providing a conducive environment through the development of attractive policies and incentives for the prospective investors and the community.

Services Offered:

Environment, Climate Change And Forestry Department				
Service	Obligation/ Requirement	Charges	Standard	Responsible department/section
Enquiries	Request for information from the public	Nil	Immediately	Department of Environment, Climate Change and Forestry Department
Transport of farm forestry products	Application letter/form	Kshs. 1,000 up to 1 ton; Kshs. 1,500 for 1 - 3 tons & Kshs. 2,000 for 3 - 7 tons	License issued 3 days after approval	Department of Environment, Climate Change and Forestry Department
Assessment of trees damage	Application letter/form	Kshs. 1,000	Report prepared within 3 days after field assessment	Department of Environment, Climate Change and Forestry Department
Issuance of license to emit noise and vibrations in excess of permissible levels	Apply at least 2 days prior to commencement of an activity Submit duly filled application form for license/ permit Adhere to the conditions of license / permit	Permit for 7 days- Kshs. 2,200; Permit for excessive vibration 8-90 days - Kshs. 5,500 Permit for noise pollution and excessive vibration 5,500	License issued 2 days before commencement of activity	Department of Environment, Climate Change and Forestry Department
Energy, Natural And Mineral Resources Department				
Service	Obligation/ Requirement	Charges	Standard	Responsible department/section
Enquiries	Request for information from the public	Nil	Immediately	
Issuance of license to harvest sand	Submit duly filled application form for sand harvesting license; Adhere to the conditions of the license.	Commercial sand harvesting license - KES 10,000 per year	Approval done within 7 working days	Department of Energy, Natural and Mineral Resources
Issuance of permit for commercial transportation of sand/ballast	Submit duly filled application form for sand transportation permit; Adhere to the conditions of the permit	Sand Transportation per vehicle/sacco -10,000 Transportation of ballast per sacco-50,000	Approval done within 7 working days Transportation of sand allowed only within 6:00 A.M. to 8:00 P.M.	Department of Energy, Natural and Mineral Resources
Issuance of license to sell sand	Submit duly filled application form for sand transportation permit; Adhere to the conditions of the permit	Commercial license for selling sand - KES 20,000 per year	Approval done within 7 working days	Department of Energy, Natural and Mineral Resources
Issuance of permit to transport charcoal	Submit duly filled application form for permit to transport charcoal; Adhere to the conditions of permit	Vehicle registration for charcoal transportation - KES 10,000 per year Cess per bag of charcoal- KES 150 per bag per trip	Approval done within 7 working days	Department of Energy, Natural and Mineral Resources
Issuance of permit for commercial charcoal production	Submit duly filled application form for permit for commercial charcoal production; Adhere to the conditions of permit	Registration for charcoal producers association - KES 5,000 per year	Approval done within 7 working days	Department of Energy, Natural and Mineral Resources
Issuance of license to sell charcoal	Submit duly filled application form for license to sell charcoal; Adhere to the conditions of license	Commercial license for selling charcoal - KES 10,000 per year Charcoal Disposal Kitui H/Q KES 500, Mwingi Town KES 400, Other Trading Centres KES 300	Approval done within 7 working days	Department of Energy, Natural and Mineral Resources
Issuance of permit for transportation of minerals	Submit duly filled application form for mineral transportation permit Adhere to the conditions of the permit	Mineral cess e.g. clay, limestone, marble, quarry, gypsum, granite and other low valued minerals per ton KES 150 Mineral cess e.g. iron ore and other minerals of high value per ton KES 1000	Approval done within 14 working days	Department of Energy, Natural and Mineral Resources
Issuance of minerals prospecting Operation Single business permit	Submit duly filled application form for prospecting single business permit Adhere to the conditions of license	Mineral Prospecting License per sub county-KES 100,000	Approval done within 14 working days	Department of Energy, Natural and Mineral Resources
Issuance of Mining or Natural Resource Extraction Operation Single business permit	Submit duly filled application form for Mining single business permit Adhere to the conditions of license	Mining or Natural Resource Extraction Operation Over 15 Employees-200,000 Mining or Natural Resource Extraction Operation with less than 15 Employees-150,000 Artisanal Mining permit-50,000 Reconnaissance permit/ Individual miners permit-1,000 Leased private land for natural resource extraction-20,000	Approval done within 14 working days	Department of Energy, Natural and Mineral Resources
Prospecting and mining consent	Submit duly filled application form for Mining single business permit Adhere to the conditions of license	Nil	Approval done within 14 working days	Department of Energy, Natural and Mineral Resources
Gemstone Dealers License	Submit duly filled application form for Mining single business permit Adhere to the conditions of license	Nil	Approval done within 14 working days	Department of Energy, Natural and Mineral Resources
Description	Unit of Measure	Amount Payable	Responsible department/section	
Sand cess outside Kitui	Lorry 5-10 tons per trip Lorry 11-15 tons per trip Lorry over 25 tons per trip	KES 2,000 KES 3,000 KES 5,000	Department of Energy, Natural and Mineral Resources	
Sale of Sand Per Ton	From Aggregation Site By Cooperative	KES 1,500	Department of Energy, Natural and Mineral Resources	
Sand Sacco/ group registration	per group per year	KES 5,000	Department of Energy, Natural and Mineral Resources	

How to make a complaint. Where it is possible, we will deal with complaints immediately. If you are not satisfied with our response, you shall raise your concerns formally in writing to:

County Executive Committee Member
Ministry Of Energy, Environment, Climate Change, Forestry, Natural And Mineral Resources
Tanathi Water Works Development Agency | K.I.D.P Building, Along Kalawa Road
P. O. Box 33 - 90200 Kitui | Tel: +254 725 737050
Email address: energy@kitui.go.ke or environment@kitui.go.ke

The Chief Executive Officer (Ombudsman Commission on Administrative Justice)
West End Towers, 2nd floor | P. O. Box 20414 - 00200 Nairobi
Tel: +254 20 2270000 | www.ombudsman.go.ke