



الهيئة السعودية للمياه
Saudi Water Authority

User Guide: License for a Water Filling Station

Date: February 2026

Version: 1

First: Service Description

Service Name:

Licensing Service for a Water Filling Station

Service Description:

This service enables entities to apply for a license to establish or operate a small station for the production and filling of potable water. The service is provided in accordance with the approved regulations and organizational bylaws governing the water sector, ensuring that the activity is conducted within the applicable regulatory and technical frameworks.

Service Objectives:

- Regulate and oversee the activity of small stations producing water.
- Verify that facilities comply with the approved regulatory, technical, and health requirements.
- Ensure the quality and safety of potable water produced from small stations.
- Protect consumers within the potable water production and filling ecosystem.

Target Groups:

Facilities seeking to establish or operate a small station for the production and filling of water.



Second: Terms and Requirements

Service Prerequisites:

1. Fulfillment of the approved regulatory and technical requirements governing small water production stations.
2. Compliance with health and regulatory standards related to water production and filling activities.
3. Fulfillment of the requirements listed in the “Potable Water Station Requirements List.”
4. Uploading the Water Source License issued by the Ministry of Environment, Water, and Agriculture (MEWA).
5. Obtaining an operational permit for the station issued by the National Center for Environmental Compliance (NCEC).
6. Fulfillment of the requirements for installing security surveillance cameras (CCTV) in accordance with approved regulations.
7. Commitment to conducting periodic testing of the produced water in accordance with the standards and specifications approved by MEWA.
8. Reviewing the instructional guide and complying with the regulatory and technical controls contained therein.
9. Obtaining any relevant approvals or licenses from competent authorities (where applicable).



Second: Terms and Requirements

Service Requirements:

- Provide the applicant facility's information.
- Enter the station's location data and its operational capacity.
- Provide technical data related to desalination and filling processes.
- Enter information of assets associated with the activity (if any).
- Provide details of contracts related to the activity.
- Enter the station's National Address.

Required Documents:

- Commercial Registration (CR) or other proof of the facility's legal status.
- Title deed of the land, lease agreement for buildings, or proof of the right of use.
- Water Source License issued by the Ministry of Environment, Water, and Agriculture (MEWA).
- Operational permit issued by the National Center for Environmental Compliance (NCEC).
- Certificate of compliance with CCTV security surveillance installation requirements.
- Engineering layout (design) of the filling station issued by a municipality-approved engineering office, including (entrances and exits - filling area - administrative buildings - parking areas- storage area - production station area).



Second: Terms and Requirements

Required Documents:

- Test results report for the produced water issued by a laboratory accredited by the Saudi Accreditation Center (SAAC), in accordance with approved standards and specifications.
- Feasibility study for filling stations intended for commercial sale, including:(services provided, volume and quantities produced in the region, selling price, potential beneficiaries, production costs, and expected returns).
- Valid municipal license.
- Well usage license for an activity compatible with the applied-for activity.
- Any relevant approvals or permits from competent authorities (where applicable).

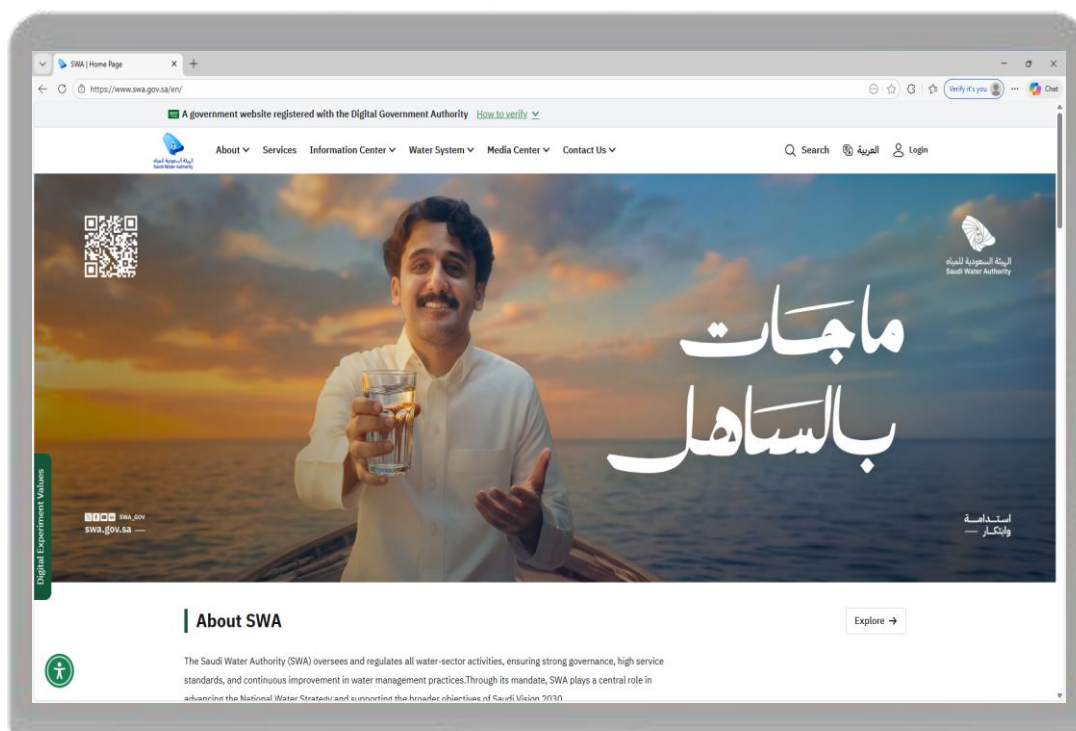
Regulatory Notice:

The role of the Authority is limited to reviewing the application and verifying compliance with the regulatory and technical requirements prior to issuing the license. The license issued by the Authority does not replace any other approvals or permits that may be required by other competent authorities.



Third: Steps to Access the Service

1. Visit the Saudi Water Authority website:

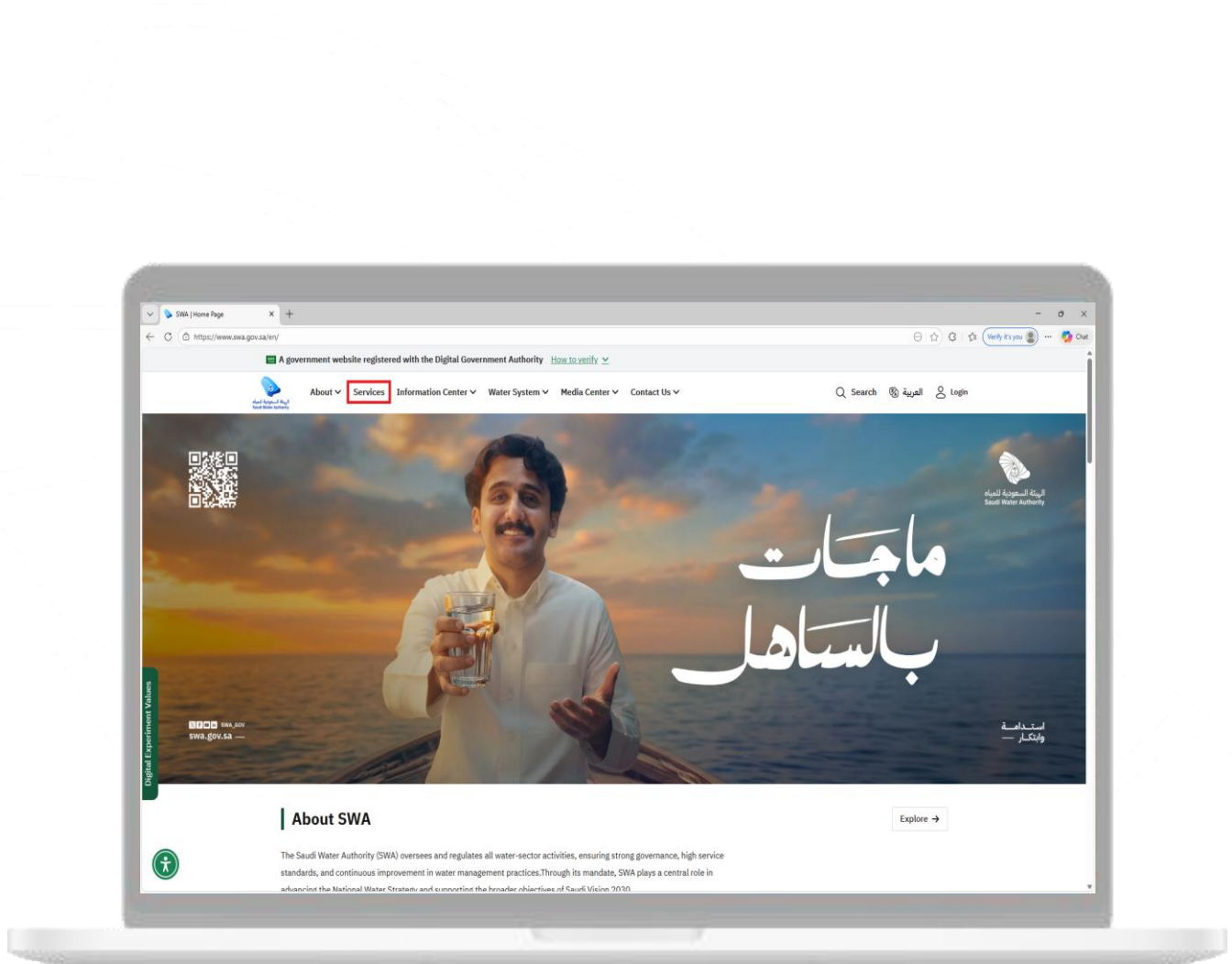


Click here to visit the website



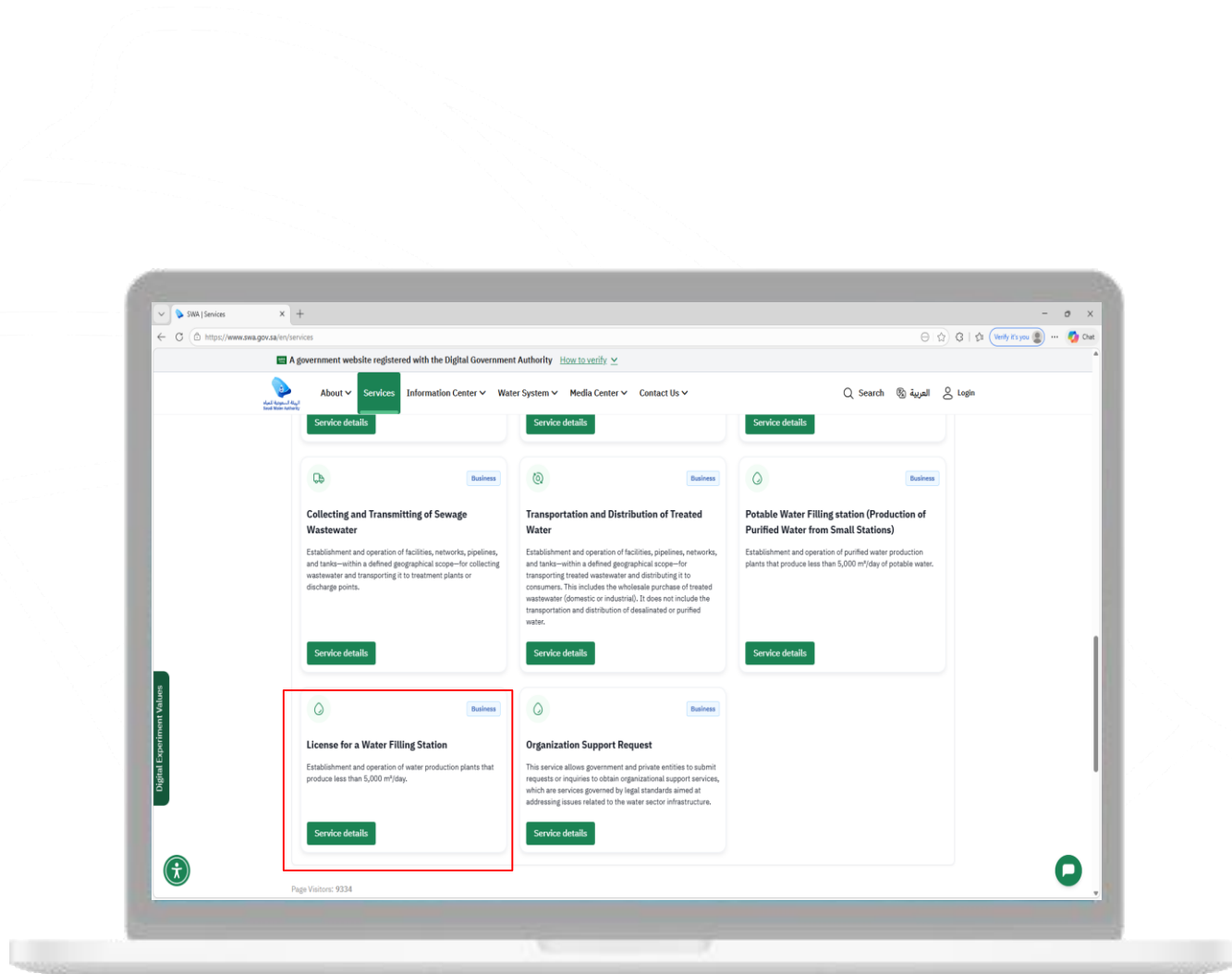
Third: Steps to Access the Service

2. Navigate to the Electronic Services menu.



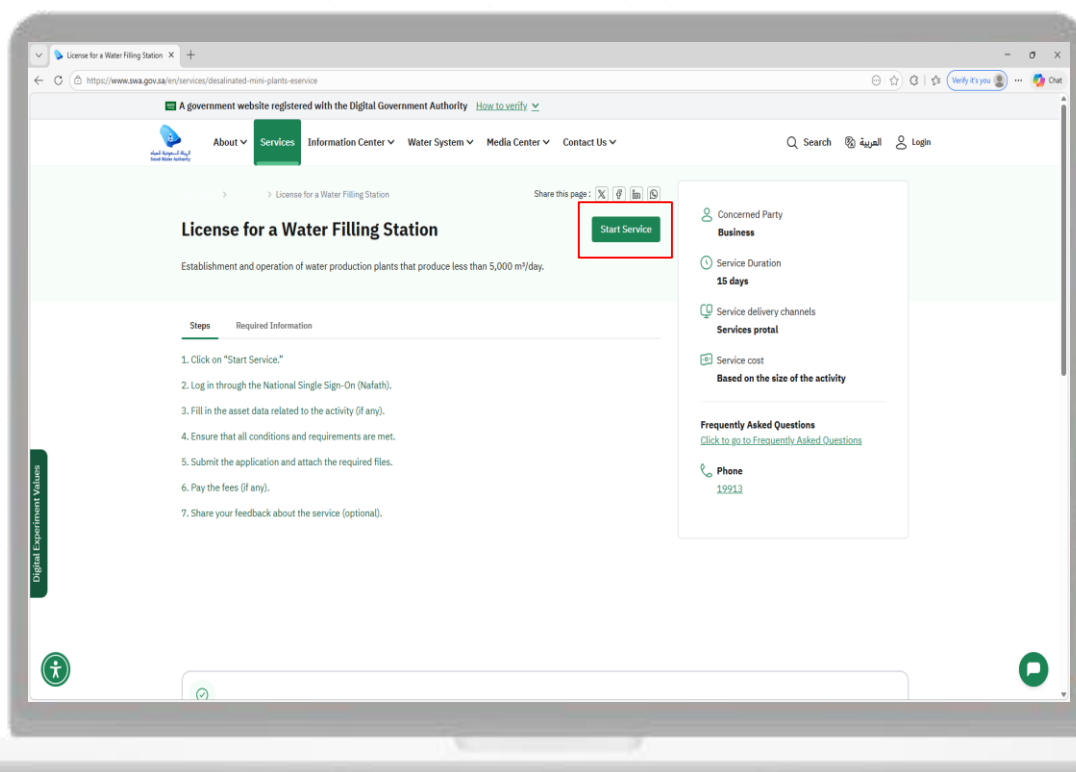
Third: Steps to Access the Service

3. Select the service “License for a Water Filling Station.”



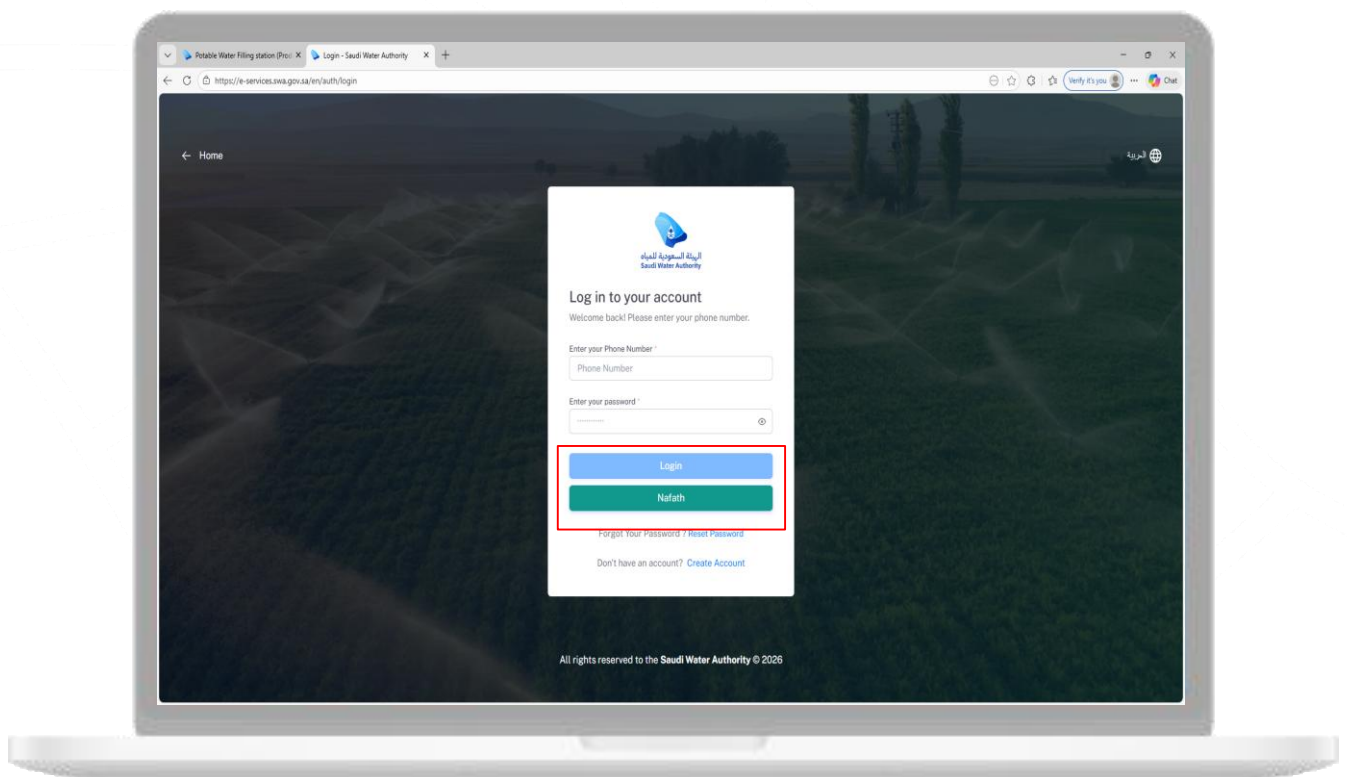
Third: Steps to Access the Service

4. Click on "Start Service."



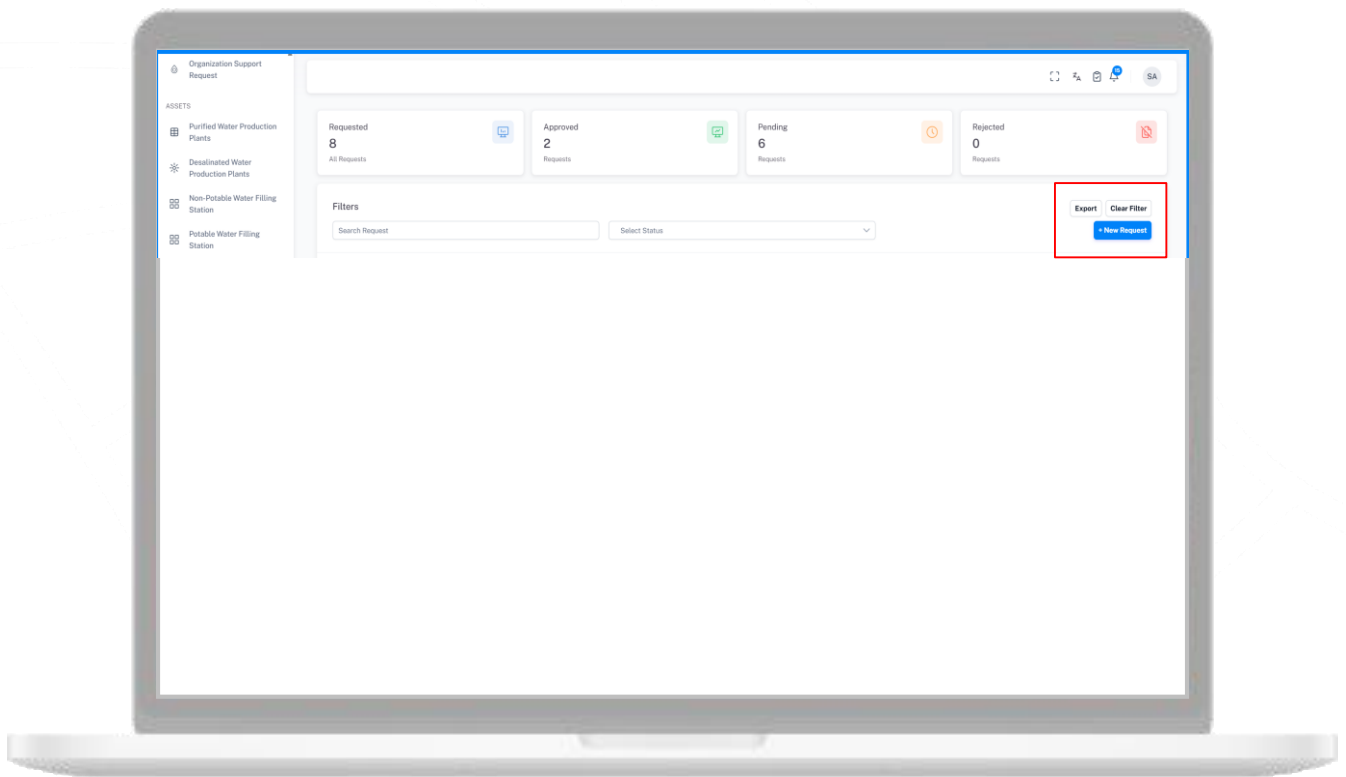
Third: Steps to Access the Service

5. Log in via the Unified National Access (Nafath).



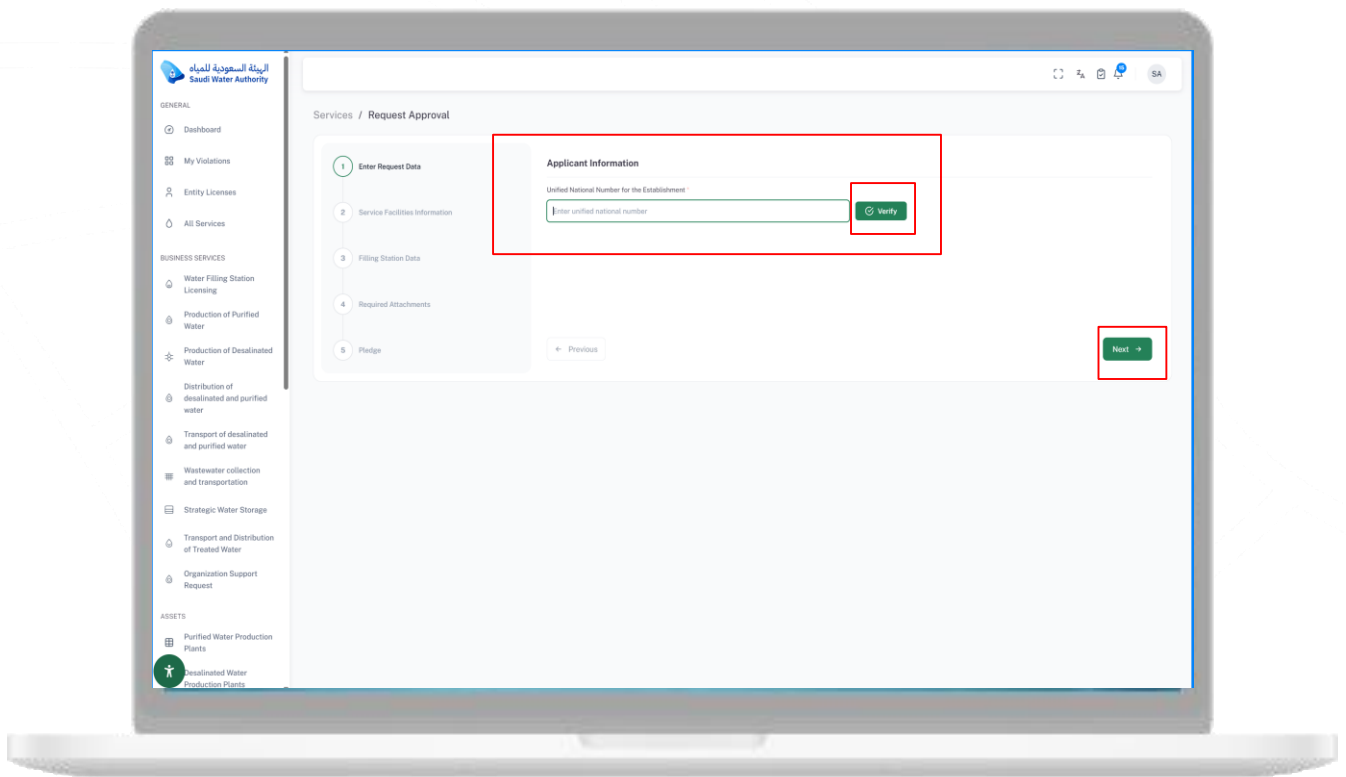
Third: Steps to Access the Service

6. Access the portal and click “New request”.



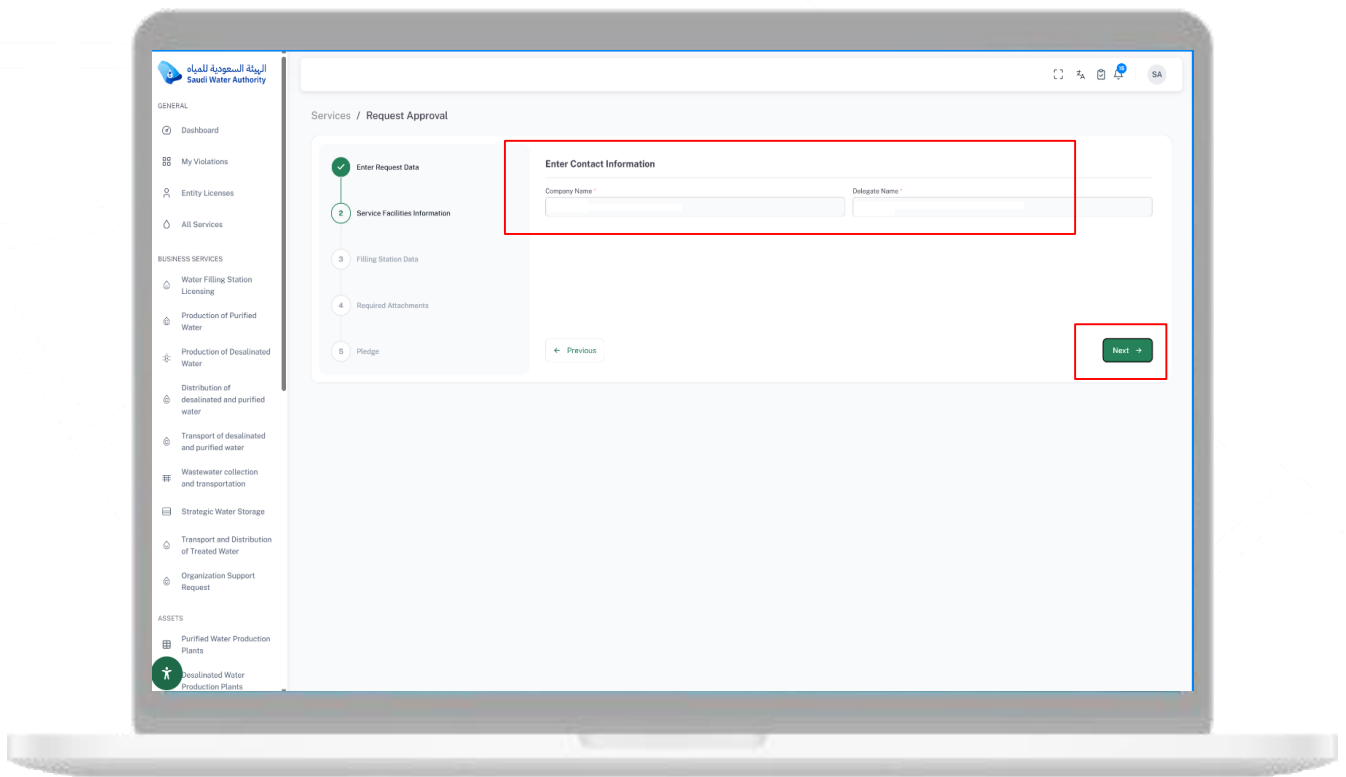
Third: Steps to Access the Service

7. Enter request data then press “verify”



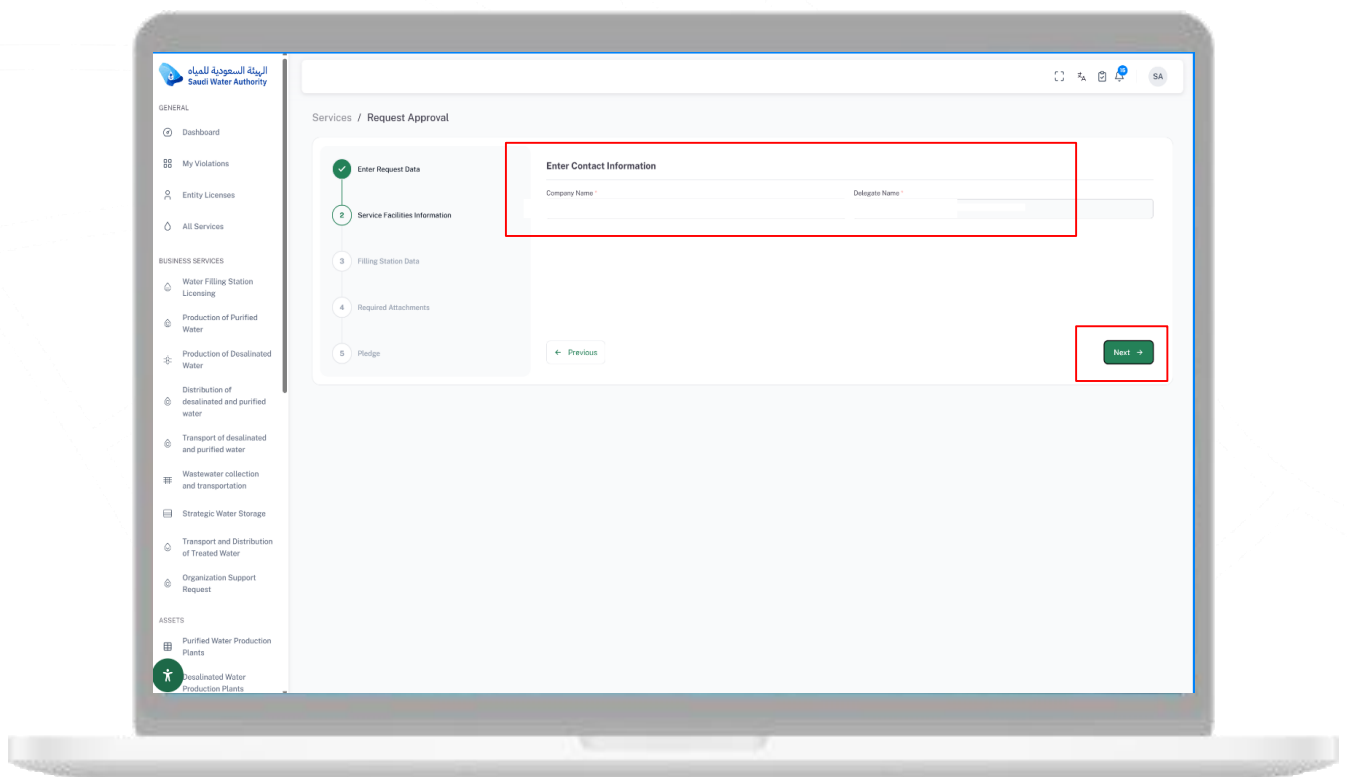
Third: Steps to Access the Service

8. Enter contact information



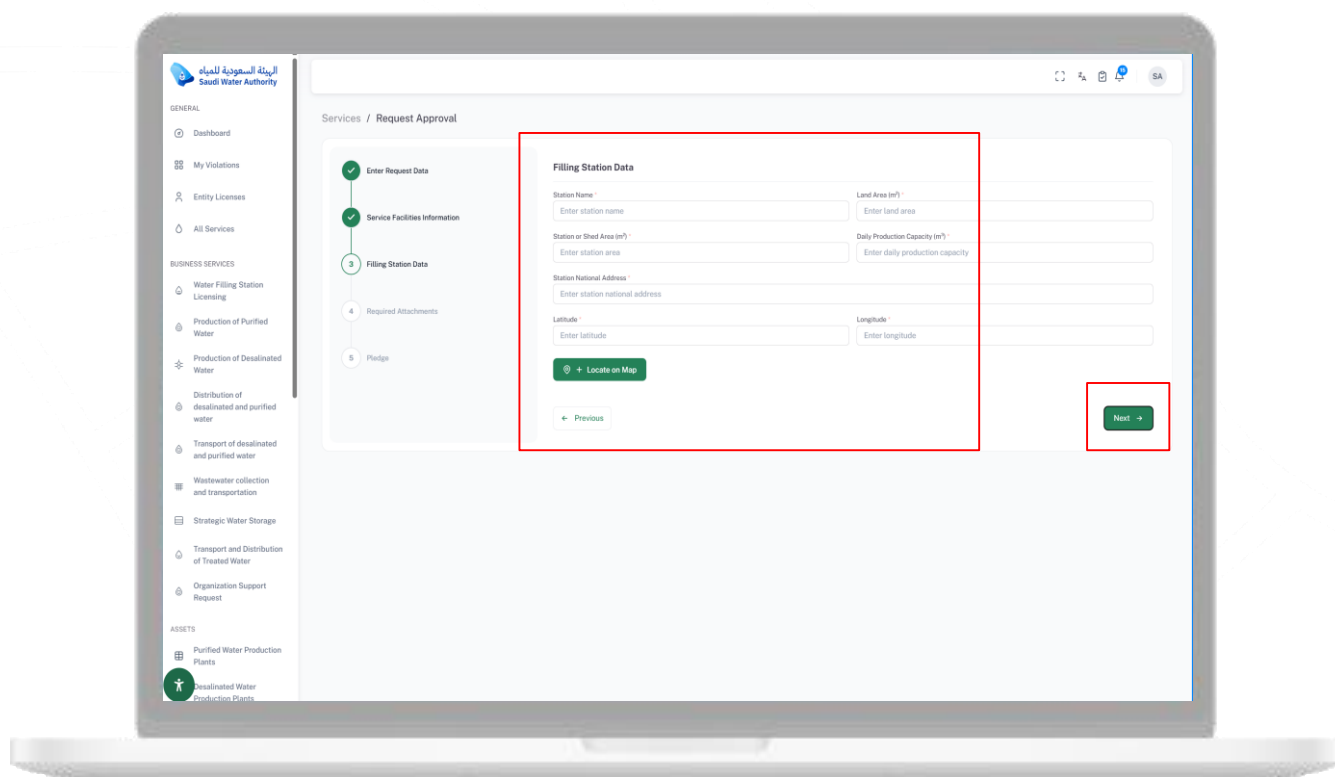
Third: Steps to Access the Service

9. Enter contact information



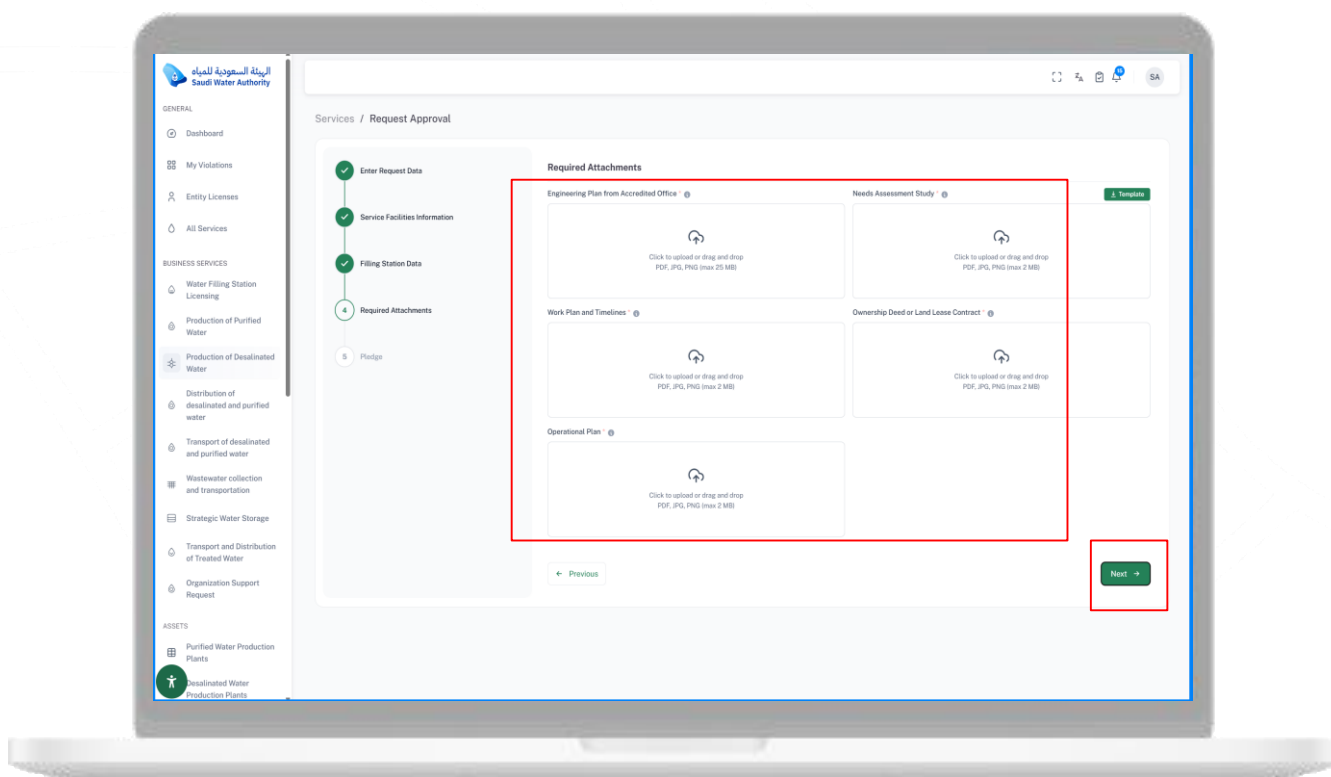
Third: Steps to Access the Service

10.Fill out the station data.



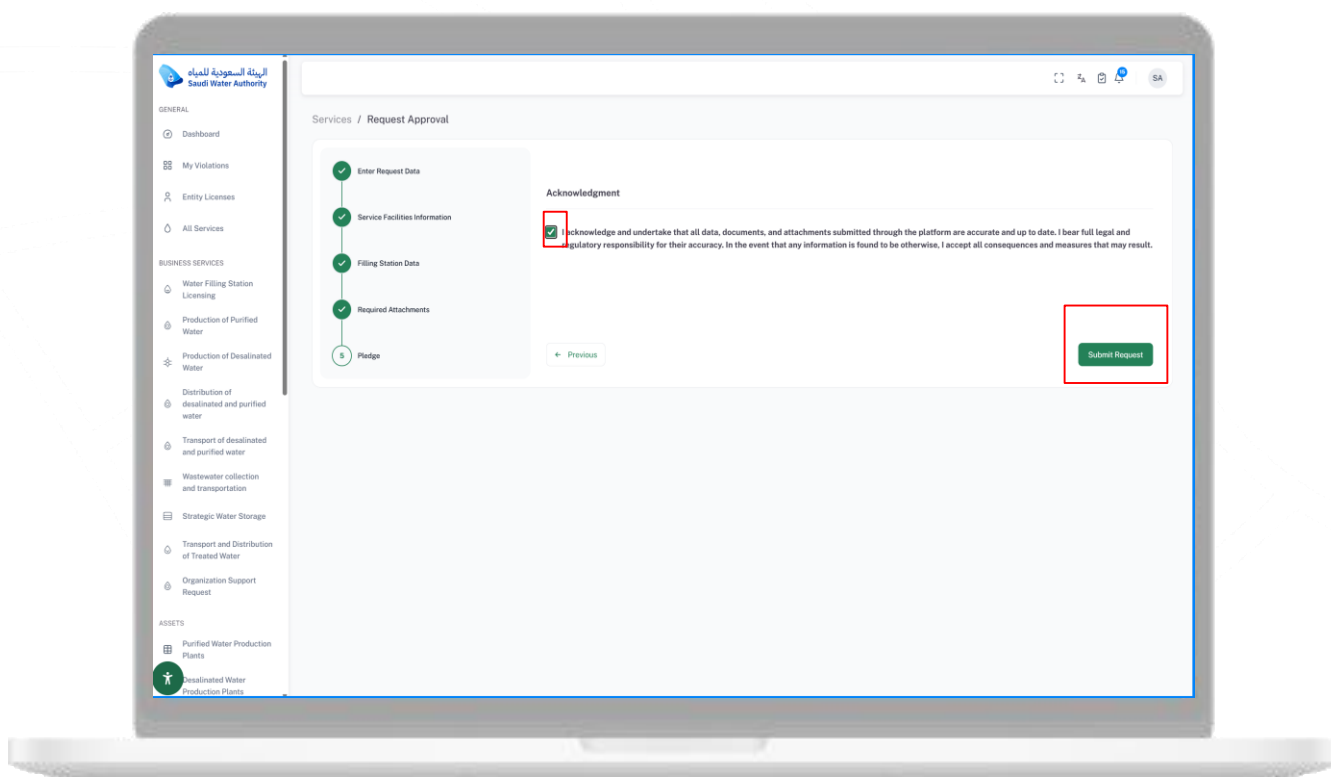
Third: Steps to Access the Service

11. Attach the required files and documents.



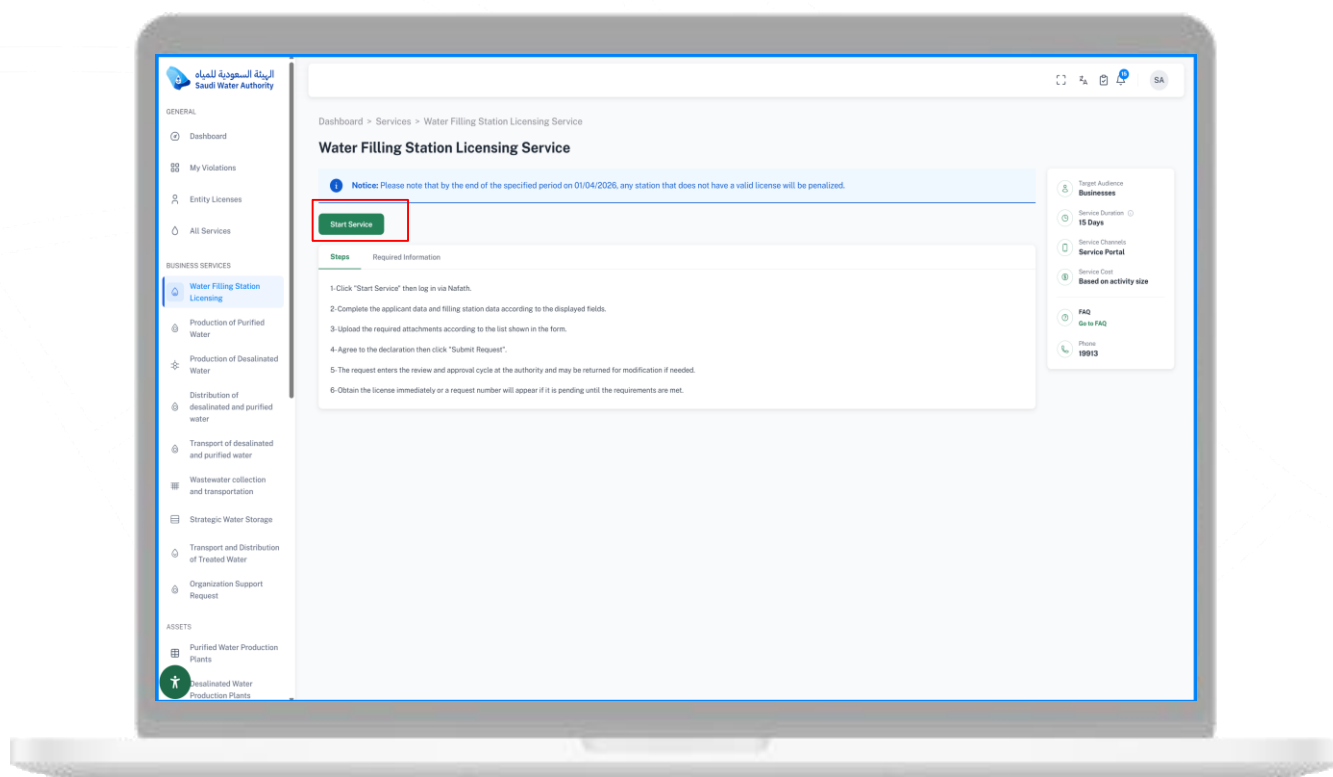
Third: Steps to Access the Service

12. Acknowledge the accuracy of the information and click “Submit request”



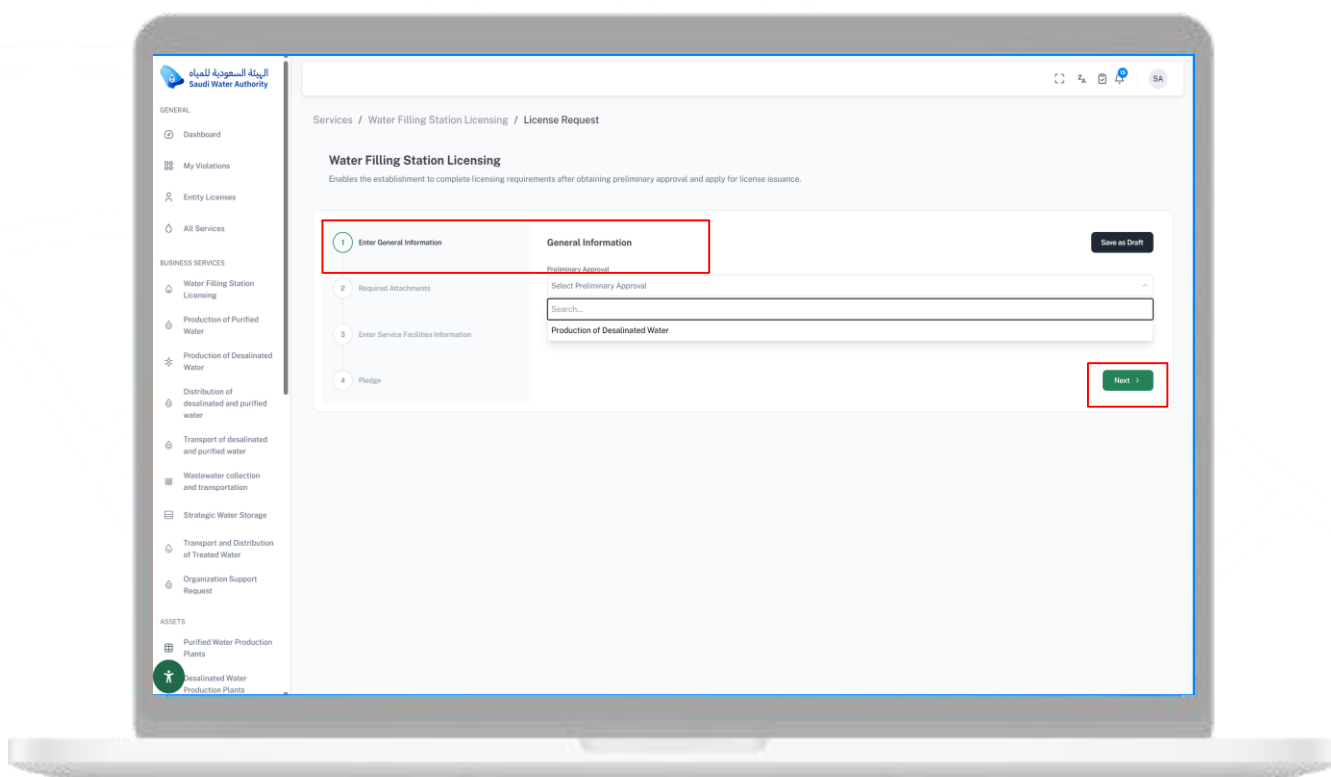
Third: Steps to Access the Service

13. Select “Water Filling Station Licensing Service”, then press “Start service”



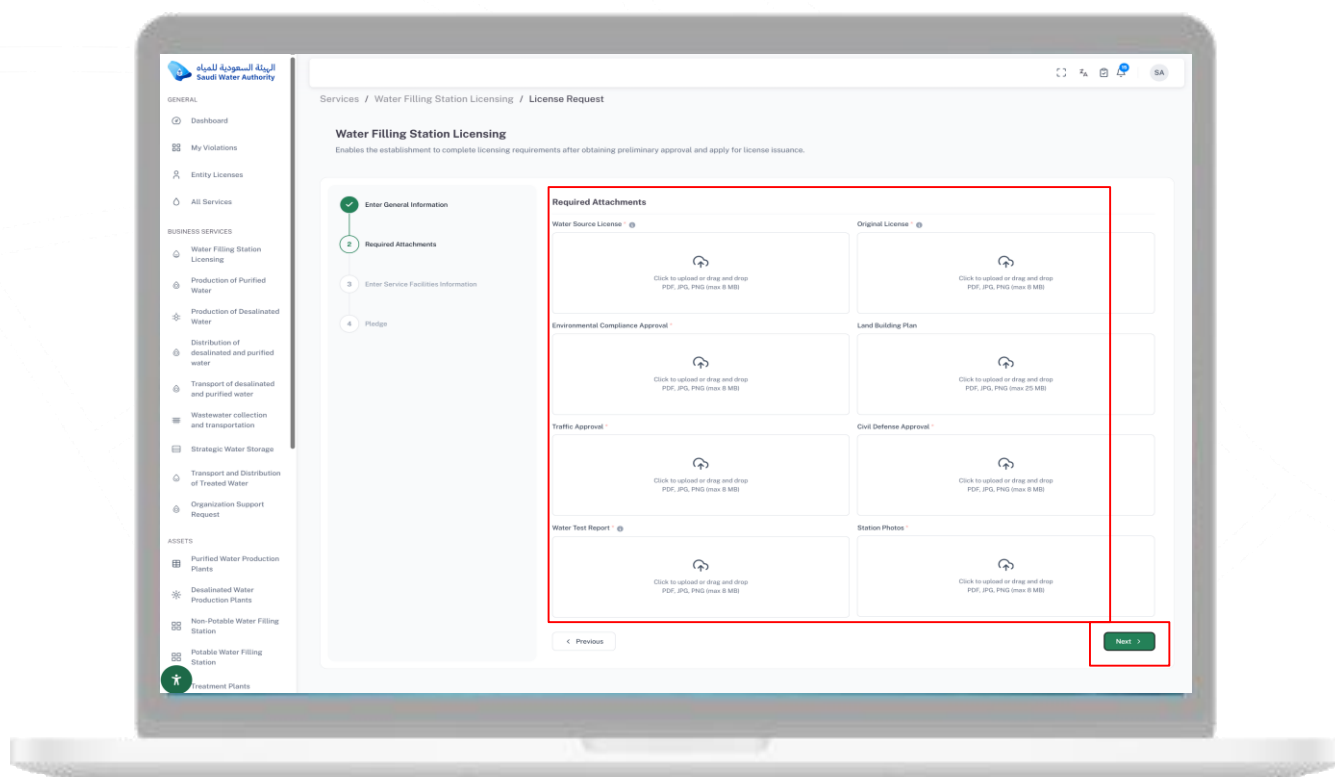
Third: Steps to Access the Service

14. Enter General Information.



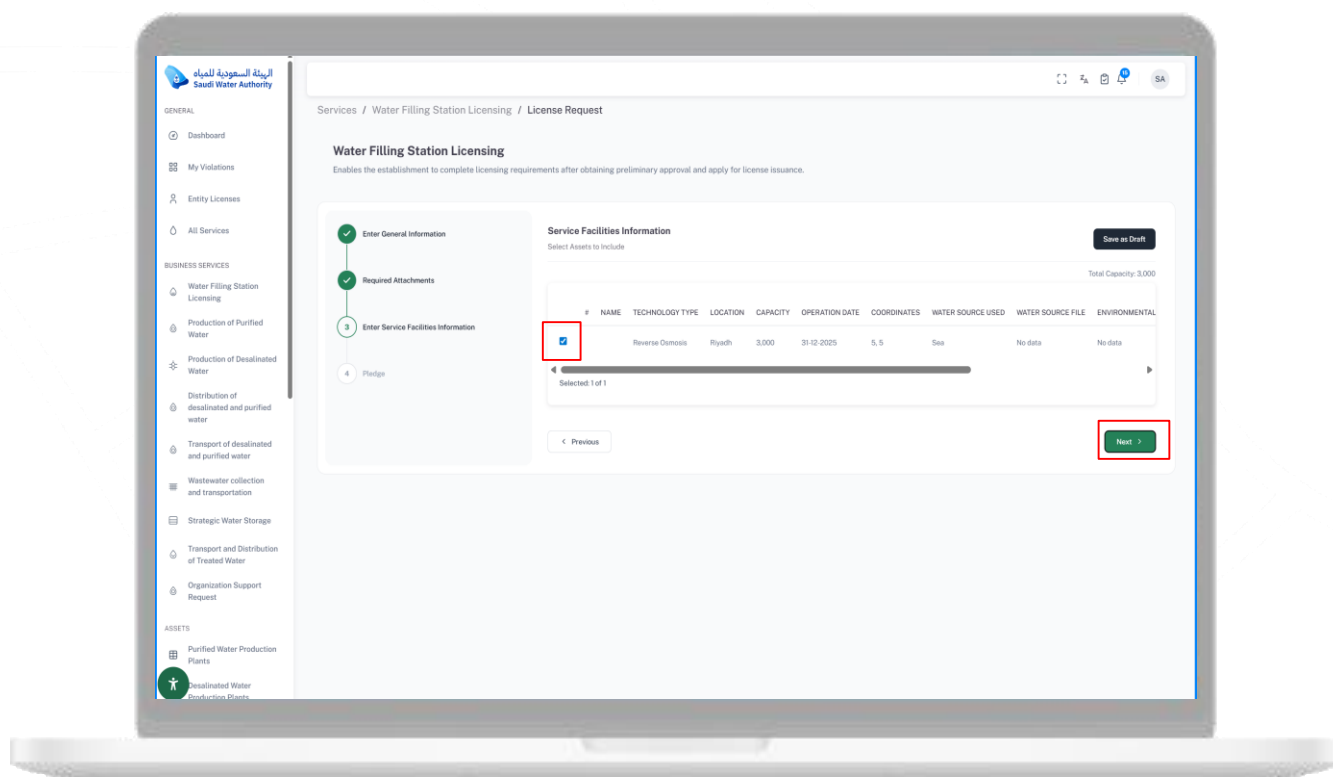
Third: Steps to Access the Service

15. Attach the required files and documents.



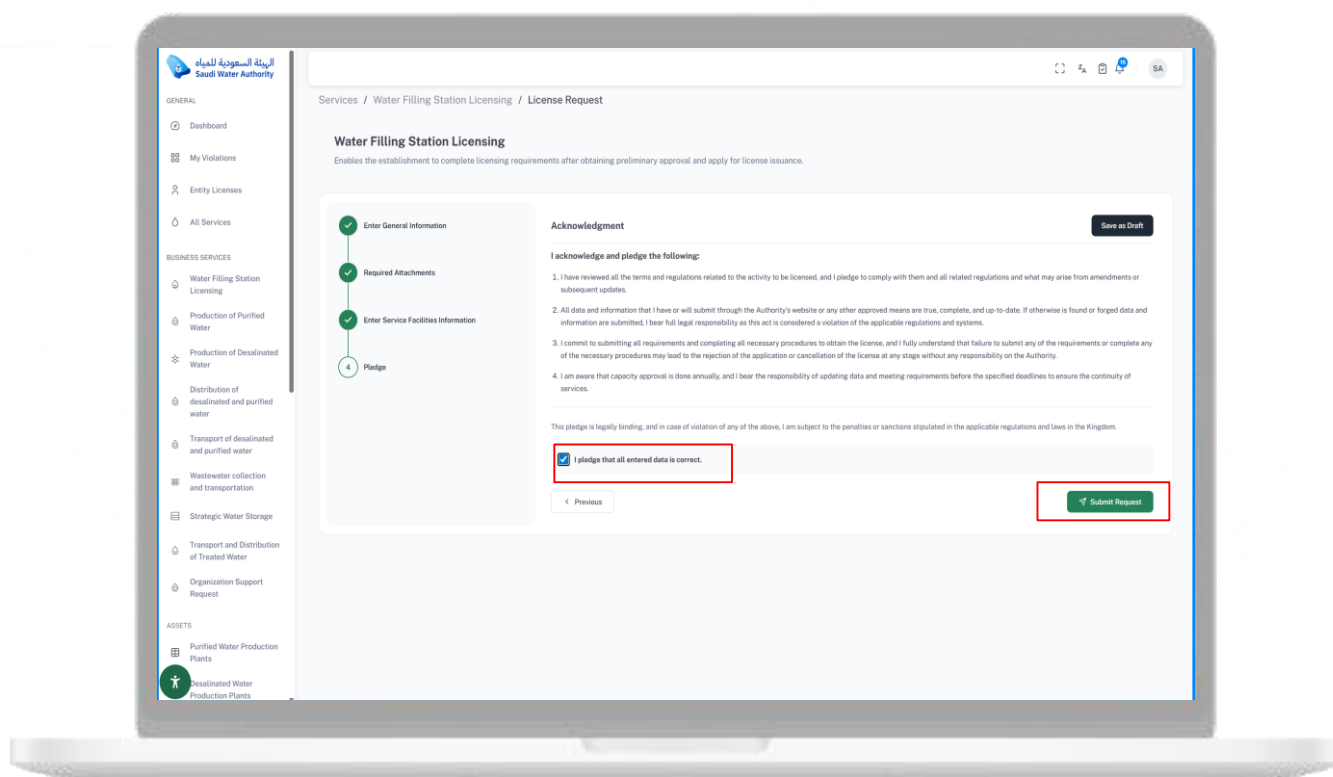
Third: Steps to Access the Service

16. Select the assets associated with the activity.



Third: Steps to Access the Service

17. Acknowledge the accuracy of the information and click “Submit Request”.



Third: Steps to Access the Service

18. Pay the fees (if applicable).

19. Rate the service (optional)





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