

Application for hydroelectric-power scheme permissions – who you are



Introduction

Please read through the guidance notes and the application form carefully before you fill the form in.

If you have not already done so, we strongly recommend that you first fill in 'Form WR315: Hydroelectric-power schemes – pre-application'. This is to make sure you apply for the correct permissions for your scheme, and that when you fill in this application, you include all the documents we need.

When you have sent us the pre-application, we will appoint an account manager to help you with your application.

It should take you about 30 minutes to fill in this form.

If you are not sure about anything in this form, phone us on 03708 506 506 between 8am and 6pm, Monday to Friday.

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1 Type of application

Which permissions are you applying for in connection with your hydroelectric-power scheme?

Mark all that apply, then go to section 2.

New full abstraction licence
Fill in WR330 and WR332.

New transfer abstraction licence
Fill in WR330 and WR332.

New impoundment licence
Fill in WR334.

Environmental permit for flood risk activities
Fill in form EPB (part B10) and form EPF (part F3).

Fish Pass Approval
Fill in form FP 002.

2 Government Gateway number

2.1 Do you have a Government Gateway number?

Yes Please answer 2.2 and 2.3 below.

No Go to section 3.

2.2 What is your Government Gateway number?

2.3 Please state the full name the Government Gateway number relates to

3 About you, the applicant

Are you applying as a company, an individual, a group of individuals (a partnership) or a public body?

Company
Go straight to section 4.

Individual
Go straight to section 5.

Group of individuals
Go straight to section 6.

Public body
Go straight to section 7.

4 Applications from companies

To apply as a company, you must be a registered company formally registered with Companies House. Please see www.companieshouse.gov.uk for more information.

4.1 Company name, as registered with Companies House

4.2 Company registration number

4.3 Company director's details

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Now go straight to section 8.

5 Applications from individuals

Give your full name.

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Now go straight to section 8.

6 Applications from groups of individuals

6.1 What type of group are you?

Charity

Group of individuals

Club

Partnership

6 Applications from groups of individuals, continued

6.2 Name of your group

6.3 Give details of your group's main representative

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

6.4 Give details of a second representative of your group

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Address

Postcode _____

If there are further people in the group, give the other members' details on separate sheets of paper and attach them to this application form.

Now go straight to section 8.

7 Applications from public bodies

7.1 Name of the public body

7.2 What type of public body are you?

7 Applications from public bodies, continued

7.3 Chief executive's full name

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Now go to section 8.

8 Your address

If you are applying as an individual, group of individuals or public body, do not fill in 8.1 below. Go straight to 8.2.

8.1 Office address registered with Companies House

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

8.2 Your main UK business address

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

Now go to section 9.

9 Contact details

9.1 Who can we contact about your application?

This can be you or someone acting as a consultant or an agent for you during your application process.

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

9.2 Who can we contact about your operation?

If you want us to contact the person named in 9.1, tick the box below and go to 9.3.

Same as in 9.1

If you want to nominate someone else for us to contact, give their details below.

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Position

Address

Postcode _____

9 Contact details, continued

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

9.3 Who can we contact about your abstraction licence returns?

You only need to fill in parts 9.3 and 9.4 if you are applying for an abstraction licence. If you are not applying for an abstraction licence, go to section 10.

If you are applying for an abstraction licence, who should we contact about your abstraction licence returns?

Same as in 9.1
 Go to 9.4.

Same as in 9.2
 Go to 9.4.

If you want to nominate someone else for us to contact, give their details below.

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

9.4 Who can we contact about your billing invoice?

Same as in 9.1

Same as in 9.2

Same as in 9.3

If you want to nominate someone else for us to contact, give their details below.

9 Contact details, continued

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

10 Environmental Impact Assessments and Environmental Reports

10.1 Does any part of your proposed hydroelectric-power scheme need planning permission?

- Yes Go to 10.2.
No Go to 10.4.

10.2 What is the current status of your planning application?

- Not yet made
- Waiting for a decision
- Refused
- Granted
- Planning permission reference number

10.3 Do you need to do an Environmental Impact Assessment (EIA)?

- Yes Enclose a copy of the Environmental Statement you prepared for your planning application.
No

10.4 Do you need to prepare an Environmental Report?

- Yes Enclose your Environmental Report with this form.
No

11 Checklist

11.1 Please read through this list and mark the items you are sending with this application

- Filled-in forms WR330 and WR332 – Application for a full or transfer licence – and any supporting documents you need to send with it
- A filled-in form WR334 – Application for an impounding licence – and any supporting documents you need to send with it
- A filled in form EPB: Application for an environmental permit – Part B10 Flood Risk Activities, and any supporting documents you need to send with it
- A filled in form EPF: Application for an environmental permit – Part F3 Charging for Flood Risk Activities and declarations
- A filled-in form FP 002 – Application for fish pass approval – and any supporting documents you need to send with it
- Extra sheets of paper giving answers to questions
- How many?

11.2 Fees

To find out the fee for your abstraction or impoundment licence, see the Abstraction Charges Scheme guidance on our website at www.gov.uk/government/publications/abstraction-charges-scheme.

Do you need a receipt for this payment?

- Yes
No

To find out our fees for permits for flood risk activities, see the guidance on our environmental permitting charges in the 'Flood risk activities: environmental permits' section of our website at www.gov.uk/government/publications/application-for-an-environmental-permit-part-f3-charging-for-flood-risk-activities-and-declarations.

12 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can deal with your enquiry.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research into environmental issues and develop solutions to problems;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service and improve it where necessary; and

- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.

13 Declaration

It is an offence to make a false statement when applying for the permissions you need for a hydroelectric-power scheme.

By signing below you are declaring that, as far as you know, the information given in this application, including the map and any supporting documents, is true.

Signature



Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Today's date (DD/MM/YYYY)

14 Next steps

Please return all forms and any supporting documents to:

Permitting and Support Centre
Water Resources Team
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF.

If you need help filling in this form contact us as shown below.

General enquiries: 03708 506 506 (8am to 6pm Monday to Friday)

Textphone: 08702 422549 (8am to 6pm Monday to Friday)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you have any communication needs such as needing information in a different language or alternative format (for example, in large print, in Braille or on CD).



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Account manager

Application for a water resources abstraction licence – part B



Water Resources Act 1991 (as amended by the Water Act 2003),
Environment Act 1995, The Water Resources (Abstraction and
Impounding) Regulations 2006

Introduction

Please read through this application form and use the guidance notes to help fill it in. If it has not been completed correctly we will have to ask for more information. This may mean we have to return it to you.

If you are not sure about anything in this form, phone us on 03708 506 506 or send an email to enquiries@environment-agency.gov.uk.

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B1 Applicant's name

B1.1 Give the name of the applicant

This must be the same as the name given at A3, A4, A5 or A6 (as appropriate) in part A.

B2 Existing licence number (if you are applying to replace or change the licence)

You do not need to fill this in if your application is for a new licence. In this case go to **section B3**.

B2.1 If you are applying to replace or change an existing licence, what is your current licence number?

B2.2 Please give a brief outline of the changes you wish to make to your licence.

B3 Restoring sustainable abstraction

B3.1 Is this application a result of the restoring sustainable abstraction programme?

No

Yes

B4 Source of supply

Please follow the guidance notes on part B closely.

B4.1 Where do you want to abstract from?

Groundwater

Surface water

B4.2 Which type of abstraction point will you be abstracting from?

(pick one from the list in B4.2 of the guidance notes)

B4.3 What type of activity or business goes on at your site?

The answer you give must be one of the options listed in B4.3 of the guidance notes.

B4.4 If you are abstracting from surface water, what is the name of the watercourse?

B4 Source of supply, continued

B4.5 If you are abstracting from groundwater, what type of aquifer is the groundwater in?

If you are not abstracting from groundwater, go to **section B6**.

Give the name of the aquifer below.

B5 Groundwater investigation at the site

You do not need to fill this in if you are abstracting from surface water. In this case, go to **section B6**.

B5.1 Have you discussed with the Area groundwater team the need for an investigation consent at the site?

(Please note: You don't have to answer this question at the pre application stage).

- No I have not spoken to the Area groundwater team about a groundwater investigation consent (contact us on the details at the top of this form before submitting your application)
- Yes I have spoken to the Area groundwater team about the requirements for a groundwater investigation consent. In the box below give details of the discussions you have had with us. Please include details of whether you have been told you need to complete a groundwater investigation consent or not.

B5.2 Where you have been told to complete a groundwater investigation, have you carried out the investigation which you had a consent for?

No Please follow the guidance on **GOV.UK** regarding the process of applying for a section 32(3) Groundwater investigation consent.

Yes Give your groundwater consent number and the date the consent was issued below.

Groundwater consent number

(DD/MM/YYYY)

If you have not already given us the results from your test pumping, attach them to this application form when you send it to us. You are required to submit a report on the risk assessment from the proposed abstraction to existing water rights and the water environment. This will include the methodology for the hydrogeological parameters selected

Also, fill in the table below to give us details of the boreholes, wells and so on you abstracted water from for the investigation. For each well, borehole and so on we need to know:

- its proposed size and depth
- the type and thickness of the lining or linings, if any
- how you intend to prevent any leaks or overflow from it

B7 Further abstractions (temporary licences only)

You only need to fill in this part if you are applying for a temporary licence. If you are not applying for a temporary licence, go to **section B8**.

B7.1 Do you expect to carry out further abstractions at this site in the future?

No Go to **section B8**

Yes How often and for what purpose?

B8 Water rights trading

B8.1 Are you making this application as part of an agreement to trade water rights with someone else?

No Go to **section B9**

Yes Give the name or licence number of the person you are trading water rights with?

If there is more than one licence or person, please provide details on a separate sheet.

B8 Water rights trading, continued

B8.2 Please fill in the table below with details about the proposed trade

Your abstraction location name (as at B10)	
What do you use, or will you use, the water for? (As at B13.)	
The other person's abstraction location name	
The national grid references of the other person's abstraction point or points	
What does or will the other person use the water for? (Pick from the list in guidance notes for B13.)	
Does the other person abstract, or will they abstract, from surface or groundwater?	Surface water Groundwater
Which type of abstraction point does, or will, the other person abstract from? (Pick one from the list in B4.2 of the guidance notes.)	
Annual quantity to be traded (m ³)	
Daily quantity to be traded (m ³)	

If there is more than one abstraction location or purpose please provide details on a separate sheet.

B8.3 Is the trade permanent or temporary?

Permanent

Temporary What date will the trade end?

(DD/MM/YYYY)

B9 Licence aggregation details

B9.1 Will the licence you are applying for be aggregated with any other licences?

No Go to **section B10**

Yes Give the existing licence number below and explain how you want to aggregate your abstraction quantities.

Please continue on a separate sheet if necessary and provide a document reference. Please note, there may need to be additional applications and costs to update these licences. Please refer to **our charging scheme** and website for more information.

B13 Abstraction details, continued

B13.2 Transfer of water to maintain a water level

Do you transfer water to maintain a water level?

No Go to **section B14**

Yes Please provide details of:

- what the levels are
- if/how they vary on a seasonal basis
- how they relate to the quantity of water abstracted
- how you control water levels

Is the water transferred to another water system?

No

Yes Please give details in the box below.

Continue on a separate sheet if necessary and provide a document reference.

B14 Safe passage for eels

(Please note: You don't have to answer this question at the pre-application stage.)

B14.1 Have you discussed with the Area fisheries team the need to provide an eel screen at the site?

No I have not spoken to the Area fisheries team about eel screening (contact us before submitting your application)

Yes I have spoken to the Area fisheries team about the requirements of the Eels (England & Wales) Regulations. (Send us the response letter you received from our Fisheries department.)

In the box below give details of the discussions you have had with us. (For example a brief outline of the outcome of the conversation and who you spoke to.)

If you have design drawings or details, attach them to this application form when you send it to us.

B15 Aggregating abstraction under the licence you are applying for

B15.1 If this application has more than one purpose, do you intend to aggregate the quantities you are applying for?

No

Yes Please give details of your proposal in the box below.

Continue on a separate sheet if necessary and provide a document reference.

B16 Making a pre-application

We strongly recommend that you send us your filled-in parts A and B now, as a ‘pre-application’, The current charges can be found at www.gov.uk or at the link [here](#).

B16.1 Do you want to send parts A and B now as a pre-application?

No Go straight to part C and part E (if applicable)

Yes For basic pre-application advice, send us parts A and B to us. For enhanced pre-application advice, please fill in B17 and send part A and B, and any supporting documents, to us.

If you are applying for basic pre application advice, we strongly recommend that you keep copies of your application forms as you will be required to submit again at the enhanced or formal application stage.

B17 Pre-application supporting documents

B17.1 If you are submitting an enhanced pre-application, please read through this list and tick the items you are sending with this pre-application.

Confirmation of the right of access or negotiations so far

Continuation sheet for answers to questions

A map (see the guidance notes for part B) showing the following:

Each point of abstraction

The area of land the water will be used on

The site of any proposed reservoir or water body which will be used for storage

The points where water will be discharged

An outline of land you occupy or have the right of access to including the boundary for all wetland applications

B18 Declaration and signature

This form must be signed by the appropriately authorised person or people. The table below gives details of who can sign this form.

Type of licence holder	Signature needed
Registered company	Company director or company secretary
Limited liability partnership	A partner, Company Director or company secretary
Individual	The individual
Public body (for example, a local authority or NHS trust)	A person authorised to sign documents on behalf of the organisation
Group of individuals	All individuals
Partnerships	One or more of the partners
Trust	All trustees or the chairman, treasurer or secretary

It is an offence to make a false statement for the purpose of getting or transferring a licence.

By signing below you are declaring that as far as you know and believe, the information you have given in your application (parts A and B), and any map, extra information sheets and supporting documents, is true.

Signature

Name

First name

Last name

Position

Today's date (DD/MM/YYYY)

If you are applying for basic pre application advice, we strongly recommend that you keep copies of your application forms as you will be required to submit again at the enhanced or formal application stage.

B19 General Data Protection Regulations

Privacy notice: how we use your personal data

We are the Environment Agency and we run the water abstraction licence and impoundment licence service. We are the data controller. A data controller determines how and why personal data (personal information) is processed.

Our Personal Information Charter (<http://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter>) explains how we deal with your personal information. Go to GOV.UK and search 'Environment Agency personal information charter'.

B19 General Data Protection Regulations, continued

Why we are collecting personal data and what we will do with it

We the Environment Agency are the data controller. We are collecting and processing personal data to:

- process your abstraction or impounding licence applications including pre-application
- advertise your application, if required
- make your application available to the public and organisations that we have to notify, as required by the Water Resources Act 1991
- keep public registers up to date
- charge you for your abstraction or impounding licence as set out by our charges scheme
- process your records of abstraction (returns)
- make sure you keep to the conditions of your abstraction or impounding licence
- contact you about managing your abstraction or impounding licence or applying for other licences you may need
- contact you to gather feedback to improve the level of service that we provide
- register you to use our online water resources service

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. This is to undertake our responsibilities for managing water resources in England through our abstraction and impoundment licensing system.

We do not use your personal data to make an automated decision or for automated profiling.

Sharing and transferring personal data

We will not share your personal data with anyone outside of the Environment Agency without your consent unless we are allowed to do so by law. But we may pass your data on to our agents or representatives to process it for us.

We transfer your data through servers in the UK and Amazon Web Service (AWS) servers in Ireland. We store the data on servers in the UK and AWS servers in Ireland. The data will not be transferred outside the European Economic Area.

How long we hold personal data for

We will keep your personal data as required by law to maintain the Water Abstraction and Impounding Licence public register with details of all applications and our decisions on those applications.

We will keep other personal data for 7 years once the abstraction or impoundment licence ceases to have effect. After 7 years we will review retention in line with our standard information retention policy.

We will keep your personal data required to access the 'Manage your water abstraction or impoundment licence' service for as long as you require access to the service.

Contact details

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information.

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact our DPO:

Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH

Email: [**dataprotection@environment-agency.gov.uk**](mailto:dataprotection@environment-agency.gov.uk)

B19 General Data Protection Regulations, continued

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk. The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

B20 Commercial confidentiality and national security

You may be able to claim commercial confidentiality for information contained in your application. Please read the guidance note for this question, along with **WR25 – Public register and advertising applications**, before responding below.

Tick the box if you want to claim commercial confidentiality for some information in your application. Please treat the information listed and justified in the attached letter as commercially confidential.

Note: You should make sure that we can easily identify the information which you consider to be confidential. It will help us if the information you want us to treat as commercially confidential is provided in a way which will allow it to be easily removed (for example, on separate pages marked 'claimed confidential').

You can ask the Secretary of State for information in your form not to be included in any public notice or the public register because including it would be a risk to national security. With your application you must enclose a letter telling us that you have asked the Secretary of State for this, and you must still include the information in your application. We will not include the information in any public notice or public register unless the Secretary of State decides that it should be included.

Tick the box if you are applying to the Secretary of State for National Security Please note: You cannot apply for national security through this application.

B21 Where to send the form

Please send this form and any supporting documents to:

Permitting and Support Centre
Water Resources Team
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Or email to:

psc-waterresources@environment-agency.gov.uk

If you are not sure about anything in this form, phone us on 03708 506 506.

B22 Next steps

We will check this application and contact you if we have any questions.

If we approve this application, we will send you the licence. We will contact you once this is done.

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, or you would like us to review a decision we have made, please let us know.

More information on how to do this is available from our complaints and appeals procedures (www.gov.uk/government/organisations/environment-agency/about/complaints-procedure).



Continuation sheet

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide additional information or details related to the application.

Application for a water resources abstraction licence – part C



Water Resources Act 1991 (as amended by the Water Act 2003),
Environment Act 1995, The Water Resources (Abstraction and
Impounding) Regulations 2006

Introduction

Please read through this application form and use the guidance notes to fill it in. If it has not been completed correctly, we will have to ask for more information. This may mean we have to return it to you.

If you are not sure about anything in this form, phone us on 03708 506 506 or send an email to enquiries@environment-agency.gov.uk.

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C1 Applicant's name and application reference number

The name you give here should be the same as you gave in B1 of part B.

C1.1 Give the name of the applicant

This must be the same as the name given in part A and part B.

C1.2 If you have already sent us parts A and B as a pre-application, give us your application reference number

C2 Changes to parts A and/or B following pre-application

C2.1 Have you made any changes to parts A and/or B since you sent it as a pre-application?

No Go to **section C3**

Yes Fill in part A and/or part B again.

C3 Licence duration

Do not fill in this part if you are applying for a temporary licence. Instead go to **section C4**.

C3.1 In most cases licences will be time limited to 12 years maximum although, in exceptional cases, this maybe longer. This would need to be backed up by a business case which will need approval from us.

Start date (DD/MM/YYYY)

End date (DD/MM/YYYY)

In the box below, explain why you need a different period.

Continue on a separate sheet if necessary.

C4 Method and measurement of abstraction

C4.1 Fill in the table below to tell us how you will abstract water and measure the amount abstracted.

Abstraction name (as you gave in B10 of part B)	Structure and equipment involved in the abstraction	Measurement method	Flood defence consent number (if you need flood defence consent)
Example	Pump	Meter	Ref. XXXXXX

C5 Water-usage calculations

C5.1 Will you store abstracted water on your land?

No

Yes Please say how. (Include the capacity of your reservoir and if it is above or below ground. Continue on a separate sheet if necessary.)

C5.2 How much of the water you abstract will be re-used?

C5 Water-usage calculations, continued

C5.3 In the space below, explain how you worked out the amount of water you need to abstract.

Important Information. For spray irrigation, other agriculture, watering golf courses or animal watering, please fill in the appropriate extra information sheets to provide more details at www.gov.uk or use the links below.

- **WR336 Table of water use for general agriculture;**
- **WR337 Table of water needed for irrigating golf courses;**
- **WR338 Table of water needed for livestock;**
- **WR339 Table of water needed for spray irrigation;**
- **WR340 Spray or trickle irrigation of crops – extra information.**

C5.4 How will you ensure you use water efficiently?

This may include steps such as irrigating at night or checking your pipes for leaks. If you cannot fit all of your information in this space, please attach an extra sheet and give the extra sheet a document reference number.

C5 Water-usage calculations, continued

C5.5 What water-saving equipment do you use or do you plan to use?

Continue on a separate sheet if necessary.

C6 Management Agreements

C6.1 Do you need to enter into a management agreement with Natural England?

No

Yes Give details of the agreement below.

C7 Environmental management systems

C7.1 Which of the following management systems will you provide for your proposed operation?

N/A

Eco-Management and Audit Scheme (EMAS)

ISO 14001

Other Give details below.

C8 Supporting documents

C8.1 Please read through this list and tick the items you are sending with this application.

If you provided any of the documents when you sent your enhanced pre-application, and nothing has changed, you do not need to send them again.

A map showing the following:

Each point of abstraction

The area of land the water will be used on

The site of any proposed reservoir or water body to be used for storage

The points where water will be discharged

An outline of the land you have, or will have, the rights of access over including the boundary for all wetland applications

Additional Information:

Any extra information you have enclosed

The application charge (you should submit form E if applicable along with your application)

Details of how you calculated the amount of water you intend to abstract

Confirmation of the right of access or negotiations so far

Continuation sheet for answers to questions

Details of aggregation with existing licences

Environmental statement or report (if necessary)

Evidence of discussion with fisheries department re Eels (England & Wales) Regulations

C9 Payment method

You will only need to complete this section if your abstraction meets the criteria for an ‘environmentally beneficial activity’ defined in the charging scheme. For all other applications, you do not need to fill in this section. Please fill in form E instead.

Tick to show how you paid or intend to pay and provide any reference details requested. We can send you a payment request letter if you need that for your records before you pay by cheque, card or electronic transfer.

Cheque

Cheque number

Credit or debit card

Electronic transfer (for example, BACS)

Reference number

Date paid (DD/MM/YYYY)

C9 Payment, continued

Invoice. Please note, paying by invoice may cause delays in us processing your application.

Instead of paying by invoice, we can send you a payment request letter if you need that for your records before paying by an alternative method. Please call us for more information.

How to pay

Cheques:

These should be made payable to Environment Agency and crossed 'A/c Payee'. Send it to us with your completed forms.

Please write the name of your company name/individual name and application reference number on the back of your cheque. We will not accept cheques with a future date on them.

Payment by credit or debit card:

If you are paying by credit or debit card we can call you. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Invoice:

We will generate an invoice that will be sent to you. You will then need to pay this by electronic transfer. We will not be able to progress your application until we have received payment. Generating an invoice will take more time than other forms of payment. Please call us for more information.

Payment by electronic transfer:

If you choose to pay by electronic transfer you will need to use the following information to make your payment.

Company name	Environment Agency
Company address	SSCL (Environment Agency)
Bank	RBS/NatWest
Address	London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London EC2M 4RB
Sort code	60-70-80
Account number	10014411
Account name	EA Receipts
Payment reference number	This is your NPS number, which should be in the following format NPSWRXXXXXX. The reference number will appear on our bank statements.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWK60708010014411 and our SWIFTBIC number is NWBKGB2L.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Provide a unique reference number for the application, i.e. do not only use the company name only State who is paying (full name and whether this is the agent/applicant/other)

Fee paid £

C9 Payment, continued

Date payment sent (DD/MM/YYYY)

You should also email your payment details and reference number to ea_fsc_ar@gov.sscl.com and forward a copy of the remittance to: Permitting Support, at PSC-WaterResources@environment-agency.gov.uk

You can access further information about the basis of our charges, our consultation processes and any current or recent consultations from our website www.gov.uk/government/organisations/environment-agency.

C10 Declaration and signature

This form must be signed by the appropriately authorised person or people. The table below gives details of who can sign this form.

Type of licence holder	Signature needed
Registered company	Company director or company secretary
Limited liability partnership	A partner, Company Director or company secretary
Individual	The individual
Public body (for example, a local authority or NHS trust)	A person authorised to sign documents on behalf of the organisation
Group of individuals	All individuals
Partnerships	One or more of the partners
Trust	All trustees or the chairman, treasurer or secretary

It is an offence to make a false statement for the purpose of getting or transferring a licence.

By signing below you are declaring that as far as you know and believe, the information you have given in your application (including parts A, B and E (if applicable)), and any map, extra information sheets and supporting documents, is true.

Signature

Name

First name

Last name

Position

Today's date (DD/MM/YYYY)

C11 General Data Protection Regulations

Privacy notice: how we use your personal data

We are the Environment Agency and we run the water abstraction licence and impoundment licence service. We are the data controller. A data controller determines how and why personal data (personal information) is processed.

Our Personal Information Charter (<http://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter>) explains how we deal with your personal information. Go to **GOV.UK** and search ‘Environment Agency personal information charter’.

Why we are collecting personal data and what we will do with it

We the Environment Agency are the data controller. We are collecting and processing personal data to:

- process your abstraction or impounding licence applications including pre-application
- advertise your application, if required
- make your application available to the public and organisations that we have to notify, as required by the Water Resources Act 1991
- keep public registers up to date
- charge you for your abstraction or impounding licence as set out by our charges scheme
- process your records of abstraction (returns)
- make sure you keep to the conditions of your abstraction or impounding licence
- contact you about managing your abstraction or impounding licence or applying for other licences you may need
- contact you to gather feedback to improve the level of service that we provide
- register you to use our online water resources service

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. This is to undertake our responsibilities for managing water resources in England through our abstraction and impoundment licensing system.

We do not use your personal data to make an automated decision or for automated profiling.

Sharing and transferring personal data

We will not share your personal data with anyone outside of the Environment Agency without your consent unless we are allowed to do so by law. But we may pass your data on to our agents or representatives to process it for us.

We transfer your data through servers in the UK and Amazon Web Service (AWS) servers in Ireland. We store the data on servers in the UK and AWS servers in Ireland. The data will not be transferred outside the European Economic Area.

How long we hold personal data for

We will keep your personal data as required by law to maintain the Water Abstraction and Impounding Licence public register with details of all applications and our decisions on those applications.

We will keep other personal data for 7 years once the abstraction or impoundment licence ceases to have effect. After 7 years we will review retention in line with our standard information retention policy.

We will keep your personal data required to access the ‘Manage your water abstraction or impoundment licence’ service for as long as you require access to the service.

C11 General Data Protection Regulations, continued

Contact details

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information.

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact our DPO:

Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH

Email: dataprotection@environment-agency.gov.uk

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk. The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

C12 Commercial confidentiality and national security

You may be able to claim commercial confidentiality for information contained in your application. Please read the guidance note for this question, along with **WR25 – Public register and advertising applications**, before responding below.

Tick the box if you want to claim commercial confidentiality for some information in your application. Please treat the information listed and justified in the attached letter as commercially confidential.

Note: You should make sure that we can easily identify the information which you consider to be confidential. It will help us if the information you want us to treat as commercially confidential is provided in a way which will allow it to be easily removed (for example, on separate pages marked 'claimed confidential').

You can ask the Secretary of State for information in your form not to be included in any public notice or the public register because including it would be a risk to national security. With your application you must enclose a letter telling us that you have asked the Secretary of State for this, and you must still include the information in your application. We will not include the information in any public notice or public register unless the Secretary of State decides that it should be included.

Tick the box if you are applying to the Secretary of State for National Security Please note: You cannot apply for national security through this application.

C13 Where to send the form

Please send this form and any supporting documents to:

Permitting and Support Centre
Water Resources Team
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Or email to:

psc-waterresources@environment-agency.gov.uk

If you are not sure about anything in this form, phone us on 03708 506 506.

C14 Next steps

We will check this application and contact you if we have any questions.

If we approve this application, we will send you the licence. We will contact you once this is done.

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, or you would like us to review a decision we have made, please let us know.

More information on how to do this is available from our complaints and appeals procedures (www.gov.uk/government/organisations/environment-agency/about/complaints-procedure).

