

# Application for a water resources licence – part A



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 the guidance notes carefully before you fill this form in.

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](mailto:enquiries@environment-agency.gov.uk).

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## Do you want to submit this as a pre-application?

Yes

No

## A1 Licence you are applying for

Please Note: For all hydropower applications please replace Part A with WR317.

Please tick one of the boxes below to let us know what type of licence you are applying for.

New full abstraction licence   
Fill in this form (part A) together with parts B and C.

New temporary licence   
Fill in this form (part A) together with parts B and C.

New transfer licence   
Fill in this form (part A) together with parts B and C.

New impoundment licence   
Fill in this form (part A) together with part D.  
Please check our website as some Impoundments don't need a licence: <https://www.gov.uk/guidance/water-management-abstract-or-impound-water>.

Apply for a replacement licence when the existing expires without changes   
Fill in this form (part A) together with parts B and C.

Apply for a replacement licence when the existing expires with changes   
Fill in this form (part A) together with parts B and C.

Major (formal) variation to an existing abstraction licence   
Fill in this form (part A) together with parts B and C.

Major (formal) variation to an impoundment licence   
Fill in this form (part A) together with part D.

## A2 About you

### A2.1 Are you applying as a company (this includes Limited Liability Partnerships) an individual, an organisation of individuals or a public body?

A registered company   
Go to section A3.

An individual   
Go to section A4.

An organisation of individuals   
Go to section A5.

A public body   
Go to section A6.

## A3 Applications from registered companies

### A3.1 Company name

\_\_\_\_\_

### A3.2 Company registration number

\_\_\_\_\_

Now go to section A7.

## A4 Applications from individuals

### A4.1 Your details

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Now go to section A7.

## A5 Applications from organisations of individuals

### A5.1 Type of organisation

For example, a charity, a partnership, a trust or a number of individuals.

\_\_\_\_\_

Limited Liability Partnerships – do not fill in this section; you must complete section A3.

### A5.2 Name of your organisation

For example any trading name.

\_\_\_\_\_

### A5.3 Details of the organisations first representative

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position \_\_\_\_\_

\_\_\_\_\_

**A5 Applications from organisations of individuals, continued**

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**A5.4 Details of the organisations second 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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Where organisations are made up of individuals we can only issue licences to the named individuals, we therefore need details of each person making up the organisation.

If necessary, use a separate sheet to give us the details of additional applicants.

Now go to section A7.

**A6 Applications from public bodies**

**A6.1 Name of the public body**

\_\_\_\_\_

**A6.2 What type of public body are you?**

- County council
- District council
- Metropolitan council
- Unitary authority
- London borough council
- Town council
- Parish council
- Other government authority
- Fire authority
- NHS trust
- Primary care trust
- Other health body
- Other public body

Now go to section A7.

**A7 Address**

**A7.1 Give the address that you want the licence or licences to be registered to if your application is successful. For companies, this must be the address on record for Companies House.**

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**A7.2 Your main UK business address (if different from above)**

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

### A7 Address, continued

Contact numbers, including the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Now go to section A8.

### A8 Contact details

All applicants must fill in this section. If you give us an email, we will always contact you by email.

#### A8.1 Who should we contact about your application?

This can be 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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### A8.2 Who should we contact about your operations at the site?

The person named at A8.1   
 Go to A8.3.

The person named below   
 Give details below.

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_  
 Position  
 \_\_\_\_\_

### A8 Contact details, continued

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### A8.3 Who should we contact about abstraction returns?

You do not need to fill this in if you are applying for an impoundment licence or a temporary licence.

The person named at A8.1   
 Go to A8.4.

The person named at A8.2   
 Go to A8.4.

The person named below   
 Give 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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## A8 Contact details, continued

### A8.4 Who should we contact about any bills or invoices?

- The person named at A8.1
- The person named at A8.2
- The person named at A8.3
- The person named below
- Give 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## A9 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](mailto:psc-waterresources@environment-agency.gov.uk)

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

## A10 Next steps

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

**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](http://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure)).

You have now finished filling in part A.

Now fill in parts B and C, or part D, as appropriate.

