

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 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.

Contents

- A1 Licence you are applying for
- A2 About you
- A3 Applications from registered companies
- A4 Applications from individuals
- A5 Applications from organisations of individuals
- A6 Applications from public bodies
- A7 Address
- A8 Contact details
- A9 Where to send the form
- A10 Next steps

A1 Licence you are applying for

A1.1 Do you want to submit this as a pre-application?

- Yes
No

A1.2 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.

A2 About you, continued

- 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

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 organisation's first representative

First name _____

Last name _____

A5 Applications from organisations of individuals, continued

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

A5.4 Details of the organisation's second representative

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

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 (Representative).

If there are more than two representatives please provide details of additional representatives on a separate sheet.

Now go to section A7.

A6 Applications from public bodies

A6.1 Name of the public body

A6 Applications from public bodies, continued

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

Mobile

Email

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

Address

Postcode

Contact numbers, including the area code

Phone

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.

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

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.

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

A8 Contact details, continued

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.

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

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.

First name

Last name

Position

Address

Postcode

A8 Contact details, continued

Contact numbers, including the area code

Phone

Mobile

Email

Go to A8.5.

A8.5 Who should we contact about your application fees?

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

Go to A8.6.

A8.6 Who should we contact if advertising fees are required?

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

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

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).

You have now finished filling in part A.

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



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.

Contents

- B1 Applicant's name
- B2 Existing licence number
- B3 Restoring sustainable abstraction
- B4 Source of supply
- B5 Groundwater investigation at the site
- B6 Discharge details

- B7 Further abstractions (temporary licences only)
- B8 Water rights trading
- B9 Licence aggregation details
- B10 Abstraction locations
- B11 Right of access and planning permission
- B12 Environmental assessment and appraisal
- B13 Abstraction details
- B14 Safe passage for eels
- B15 Aggregating abstraction under the licence you are applying for
- B16 Making a pre-application
- B17 Pre-application supporting documents
- B18 Declaration and signature
- B19 General Data Protection Regulations
- B20 Commercial confidentiality and national security
- B21 Where to send the form
- B22 Next steps

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 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?

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

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

B5 Groundwater investigation at the site, continued

B5.1 Have you carried out a groundwater investigation which you had a consent for?

- No Contact us before you send in this application for advice on whether you need to carry out an investigation
- Yes Give your groundwater consent number below.
Groundwater consent number

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.

B5 Groundwater investigation at the site, continued

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

Map label	Depth	Diameter	Lining	How overflow or leaks will be prevented from artesian works (works where water reaches the surface under natural pressure without pumping)

B6 Discharge details

B6.1 Do you intend to discharge water abstracted from the site?

- No Go to B7
- Yes Give details below

Where will you discharge the water to? (See the guidance notes for options)	Volume of water to be discharged of per day (in cubic metres)	National grid reference of discharge point, including map reference	Environmental permit number (if you have one)

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 B8.

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

No Go to 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 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.

B8.2 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 <input type="checkbox"/> Groundwater <input type="checkbox"/>
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 B10
- Yes Give the existing licence numbers

On a separate sheet, explain how you want to aggregate your abstraction quantities.

B10 Abstraction locations

B10.1 An abstraction location can be a single point, a reach (stretch of water) or an area.

In the table below, give the details of the locations you will abstract water from.

- If the location is a point, give the 12-character national grid reference for that point.
- If the location is a reach, give the two 12-character national grid references you will abstract between.
- If the location is an area, give four 12-character national grid references relating to the corners of the area. (The first you give should be the one for the top left-hand corner, then continuing clockwise around the area.)

The guidance notes explain how to find out your 12-character national grid reference. Please ensure you mark all points on the map provided.

Name of the abstraction including how you have labelled on map	Type of location (single point, reach or area)	First 12-character national grid reference	Second 12-character national grid reference	Third 12-character national grid reference	Fourth 12-character national grid reference
Example	Single point	ST 12345 67890			

B11 Rights of access and planning permission

B11.1 What rights of access do you have?

Fill in the details below, using the lists in the guidance notes to specify:

- your access rights
- the planning permission needed
- the status of the planning permission

Abstraction location name (as at B10)	Access rights	If you do not have access rights yet, when do you expect to get them?	Planning permission needed	Status of planning permission

B12 Environmental assessment and appraisal

B12.1 Do you need to do an Environmental Impact Assessment (EIA)?

- No
- Yes Please enclose a copy of the environmental statement with this application form

B12.2 Do you need to do an environmental appraisal?

- No
- Yes Please enclose your environmental report with this form

B13 Abstraction details**B13.1 Please fill in the table below with details about the proposed abstraction.**

You can find forms to help you decide how much water is required 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

If you have other details that will help us to deal with your enquiry please include this information with your application.

Abstraction location name including how you have labelled on map (as at B10)	What the water will be used for (from the list in the guidance notes)	Month the abstraction period starts	Month the abstraction period ends	Maximum volume to be abstracted each year (in cubic metres)	Maximum daily amount (in cubic metres)	Maximum hourly amount (in cubic metres)	Number of hours per day water is abstracted	Maximum flow rate (litres per second)
				m ³	m ³	m ³		
				m ³	m ³	m ³		
				m ³	m ³	m ³		
				m ³	m ³	m ³		
				m ³	m ³	m ³		
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				m ³	m ³	m ³		
				m ³	m ³	m ³		
				m ³	m ³	m ³		
			Total	m ³	m ³	m ³		

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 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 in the wetland transferred to another water system?

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 Provide details on a separate sheet

B16 Making a pre-application

We can use the information you have provided so far to make an initial assessment of your proposal. We strongly recommend that you send us your filled-in parts A and B now, as a 'pre-application', so we can identify any problems before you pay the application fee. **We will carry out pre-application work up to 15 hours free of charge. Over 15 hours will be chargeable.** The current fees 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 or D as appropriate

Yes Fill in B17 and send parts A and B, and any supporting documents, to us

B17 Pre-application supporting documents

B17.1 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


B18 Declaration and signature, continued

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)

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'.

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

B19 General Data Protection Regulations, continued

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

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.

B20 Commercial confidentiality and national security, continued

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).



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

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Contents

- C1 Applicant's name and application reference number
- C2 Changes to part B following pre-application
- C3 Licence duration
- C4 Method and measurement of abstraction
- C5 Water-usage calculations
- C6 Management agreements
- C7 Environmental management systems
- C8 Supporting documents
- C9 Application fee
- C10 Declaration and signature
- C11 General Data Protection Regulations
- C12 Commercial confidentiality and national security
- C13 Where to send the form
- C14 Next steps

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 Please give the applicant's name here so we can link the separate parts of the application

First name

Last name

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 C3

Yes Fill in parts A and/or B again with the new details

C3 Licence duration

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

C3 Licence duration, continued

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.

Continue on a separate sheet if necessary.

C5 Water-usage calculations, continued

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.

C5.5 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 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

C8.2 Below is a list of additional information you need to send for us to process your formal application.

- Any extra information you have enclosed
- The application fee
- 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 Application fee

See the guidance notes on part A or the details of our Charges Scheme for the current application fee. We cannot process this application if you do not pay the correct fee.

C9.1 How do you want to pay your application fee?

Cheque

Please make payable to 'Environment Agency'.

Debit card or credit card

We will contact you to take your card details.

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, 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.

C11 General Data Protection Regulations, continued

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

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).

