

## 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



Environment  
Agency

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

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## A1 Licence you are applying for

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

Yes

No

### A1.2 What type of pre-application are you applying for?

Basic pre-application

Enhanced pre-application (Further charges apply)



## 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 <a href="#">section A3</a> . |
| An individual                  | Go to <a href="#">section A4</a> . |
| An organisation of individuals | Go to <a href="#">section A5</a> . |
| A public body                  | Go to <a href="#">section A6</a> . |

## 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

Position

## A5 Applications from organisations of individuals, continued

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

### A6.2 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 registered office address on record for Companies House.**

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

## A7 Address, continued

### 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

## A8 Contact details, continued

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

### A8.3 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

## A8 Contact details, continued

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

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

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

Contact numbers, including the area code

Phone

Mobile



## A8 Contact details, continued

Email

---

Go to A8.5.

### A8.5 Who should we contact about your application charge?

The person named at A8.1

The person named at A8.2

The person named at A8.3

The person named at 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

---

Go to A8.6.

## A8 Contact details, continued

### A8.6 Who should we contact if any additional application charges are required? (For example advertising, external consultation and conservation assessments)

The person named at A8.1

The person named at A8.2

The person named at A8.3

The person named at A8.4

The person named at A8.5

The person named below

Give details below.

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](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, and part E, 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.**

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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

## B5 Groundwater investigation at the site, continued

Map label	Depth (metres)	Diameter (millimetres)	Lining (type/metres depth)	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 **section 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) or the date you applied if you haven't received a decision.

## **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?	<input type="checkbox"/> Surface water <input type="checkbox"/> 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 <sup>3</sup> )	
Daily quantity to be traded (m <sup>3</sup> )	

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.

## 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 Marked A on the map	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](http://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](#)

## B13 Abstraction details, continued

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 <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup>		
				m <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup>		
				m <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup>		
				m <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup>		
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				m <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup>		
				m <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup>		
				m <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup>		
			Total	m <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup>		

## **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](http://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](http://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:

[pssc-waterresources@environment-agency.gov.uk](mailto:pssc-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](http://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure)).



## Continuation sheet

# Application for a water resources abstraction licence – part C



Water Resources Act 1991 (as amended by the Water Act 2003),  
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## Introduction

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- 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 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](http://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](mailto:ea_fsc_ar@gov.sscl.com) and forward a copy of the remittance to: Permitting Support, at

**[PSC-WaterResources@environment-agency.gov.uk](mailto: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](http://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](https://www.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\*\*](mailto: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\*\*](http://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\*\*](mailto: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](http://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure)).

