

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.

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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)

A1 Licence you are applying for, continued

A1.3 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.

Formal variation to an existing abstraction licence

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

Formal variation to an impoundment licence

Fill in this form (part A) together with part D.

A1.4 Rural payments Agency Grants

Have you applied for a grant from the Rural Payments Agency (RPA) for this proposal?

Yes

No

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

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

Address

Postcode

A5 Applications from organisations of individuals, continued

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 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 bills or invoices? (This will include cost incurred with your application for example advertising, external consultation and conservation assessment).

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?

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 charges are required?

First name

Last name

Position

Address

A8 Contact details, continued

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 impoundment licence – part D



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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D1 Applicant's name

D1.1 Give the name of the applicant

First name

Last name

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

D2 Type of application

D2.1 Is this application for new impounding works?

No

Yes Go to **section D4**

D2.2 Are you applying to change or remove existing impounding works?

No

Yes

D2.3 Are you applying for a licence for existing impounding works?

No

Yes

D3 Licence number of existing licence

D3.1 If you are applying to change or remove existing licensed impounding works, what is your current licence number?

D4 Locations of impounding works

D4.1 An impounding location can be a single point, a reach (stretching between the banks of a river) or an area.

In the table below, give the details of the locations you will impound 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 12-character national grid references for the points on the riverbanks the impoundment works will stretch between.
- If the location is an area, give the 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, continuing clockwise around the area.)

The guidance notes explain how to find out your 12-character national grid reference numbers.

Name of the impoundment location	Name of the watercourse to be impounded	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			

You need to mark the impounding locations on a map and send this with the application. See section D11 for further details.

D5 Impoundment method and purpose

D5.1 In the table below say what method of impounding you will use at each impoundment location. Please also state the purpose for each impoundment.

The answers you give in the second and third columns must be listed in D5 of the guidance notes.

Name of the impoundment location Give same names as in D4	Means of impounding	Purpose

D6 Safe passage for eels

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

D6.1 Have you discussed with the Area fisheries team the need to provide an eel pass 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.

D7 Description of impounding works

D7.1 Please give us a full description of your proposals to build, alter or remove impounding works.

Continue on a separate sheet if you need to.

D7.2 Will any areas behind the impounding works end up under water (be submerged) as a result of the impoundment?

No

Yes Please show these areas on a map

D7 Description of impounding works, continued

D7.3 Will the submerged area be lined?

No

Yes Please provide details below including what type of liner you have used.

D7.4 Will the impounding works be used to regulate the flow of other inland water?

No

Yes Please provide details below

Name of inland water

How it is marked on the map

--	--

D7.5 Do you propose to abstract water from the impounding works?

No

Yes Please provide details below. You will also need to fill in forms WR330 and W332 to apply for an abstraction licence.

What will the water be used for?

Please provide quantities below.

Maximum daily rate (in cubic metres)

Maximum yearly rate (in cubic metres)

--	--

How will the impounding works provide this yield?

Continue on a separate sheet if you need to.

D8 Flow controls, levels and capacities

D8.1 Do you intend to control the discharge of water downstream of the impoundment works?

No Go to **section D8.4**

Yes Go to **section D8.2**

D8.2 Please give details about the point of discharge.

Description of discharge point

National grid reference of discharge point

How it is marked on the map

D8.3 Please give details about how you will control and measure the discharge of water downstream of the impoundment works.

Description of the control method

Description of measurement method at control point

National grid reference of control point

How the control point is marked on the map

Proposed flow at the control point (in units)

D8 Flow controls, levels and capacities, continued

D8.4 What will the planned overflow level of the impoundment works be?

Please state as the number of metres above ordnance datum – see the guidance notes.

_____ metres

D8.5 What is the planned capacity of the impoundment works when full to spillway level?

_____ metres³

Please provide your calculations on a separate sheet.

D8.6 Will you be creating a raised reservoir?

No Go to **section D9**

Yes

D8.7 Have you met the requirements of the Reservoirs Act 1975?

No

Yes

D9 Diversion work

D9.1 Do you intend to divert the flow of the inland water while you are building or changing the impounding works?

No

Yes How will you do this?

Continue on a separate sheet if you need to.

We need to see plans and drawings of the proposed diversion works. See section D11.

D10 Other permissions

D10.1 Do you need to apply for permission under the Land Drainage Act 1991?

No Go to **section D11**

Yes

D10.2 Have you already applied for this permission?

No Go to **section D11**

Yes Give details below

Water Resources Act 1991 – Section 109

Date you applied (DD/MM/YYYY)

D10 Other permissions, continued

Application reference number

Water Resources Act 1991 – Section 90

Date you applied (DD/MM/YYYY)

Application reference number

Land Drainage Act 1991 – Section 23

Date you applied (DD/MM/YYYY)

Application reference number

D10.3 Do any other legal requirements apply to the works?

No

Yes Give details below.

Continue on a separate sheet if you need to.

D11 Supporting documents

D11.1 Please read the list below and tick the items you are sending with this form.

Plans and sections of the proposed impounding works

Plans and sections of the proposed diversion works

Calculations for the capacity you specified D8.5

Continuation sheet for answers to questions

Design drawings of any eel pass

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

A map showing:

The location of the impounding works

Any area which will be submerged

The points where the water will be discharged

Any control or measurement points

D12 Making a pre-application

We strongly recommend that you send us your parts A (or WR317 for Hydropower) and D. The current charges can be found at www.gov.uk or at the link [here](#).

D12.1 Do you want to send parts A (or WR317 for Hydropower) and D now as a pre-application?

No Fill in the rest of this form

Yes Send parts A and D, and any supporting documents, to us now. Do not fill in the rest of the form or send the application charge.

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.

D13 Payment method

Tick to show how you paid or intend to pay and provide any reference details requested.

Cheque

Cheque number

Credit or debit card We will call you to take payment.

Invoice We will raise an invoice when we complete the technical checks on your application.

Electronic transfer (for example, BACS)

Reference number

Date paid (DD/MM/YYYY)

D14 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

D14 Declaration and signature, continued

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)

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.

D15 General Data Protection Regulations

D15.1 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

D15 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.

D16 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’).

D16 Commercial confidentiality and national security, continued

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.

D17 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.

D18 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).



Charging for a Water Resources application – part E



Water Resources Act 1991 (as amended by the Water Act 2003), Environment Act 1995,
The Water Resources (Abstraction and Impounding) Regulations 2006
Environment Agency (Environmental Permitting and Abstraction Licensing) (England) Charging Scheme 2022.

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.

Use this form to help you work out what application charge you must pay when submitting your application(s). You will also need to refer to the charge amounts set out in [Environment Agency \(Environmental Permitting and Abstraction Licensing\) \(England\) Charging Scheme 2022. Part 2: Water Resources Charges Tables along with Water Resources Charge Guidance](#).

Note: You don't need to complete this form for Renewals on same terms, admin and minor variations, reductions and Environmentally beneficial schemes. More information on these types is available in the charging scheme and guidance.

Submit this form and your application forms to the address in part C.

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- E2 Water Availability status
- E3 Calculating the application charge – Hydroelectric power applications
- E4 Calculating application charge (excluding hydroelectric power applications)
- E5 Payment method

E1. Enhanced pre-application

E1.1 Have you completed enhanced pre-application?

No Go to question 2

Yes

Application reference number

NPS/WR _____

E1.2 Have you already paid for it in full?

No Please refer to the invoice you have already received from us and pay the outstanding balance for it. You cannot pay this as part of the application charge. We can't accept your application as technically valid until you have paid the invoice.

Yes

E1.3 Please provide details of your payment

State who paid (full name and whether this is the agent/applicant/other)

Fee paid

£ _____

Date payment sent (DD/MM/YYYY)

Invoice reference

E2. Water availability status**E2.1 What's the water availability status at the point of abstraction or impoundment?**

See the guidance notes on how to work out the water availability of your abstraction or impoundment point using the tool on gov.uk ([link](#)), including an explanation of when water availability is not applicable.

Application activity reference	Water availability not applicable	Water available	Surface water abstraction in a catchment with 'restricted water available' or 'no water available'	Groundwater abstraction in a groundwater body at 'poor status'
1				
2				
3				

E2.2 Are you applying for a hydroelectric power application?

No Go to question 4

Yes Go to question 3

E3. Calculating the application charge – Hydroelectric power applications**E3.1 What is the charge payable of each hydroelectric power application activity and the total?**

If you are applying for more than one application activity (licence) you need to pay an application charge for each one. Use a row for each activity in the table below. Use the guidance notes to identify what the risk and power band is for your scheme and then complete the table below.

What is the risk of your scheme?

What power band does your scheme fall into?

Guidance notes reference	b	c	d	f	g
Application activity reference	Charge reference (row number from table 3.3)	What type of application is it? New, Normal variation Substantial variation	Cost	Multiple application discount 90%, 50%, none	Total cost
1			£		£
2			£		£
3			£		£
				Total charge (h)	£

E4. Calculating application charge (excluding hydroelectric power applications)**E4.1 What is the charge payable for each application activity and the total?**

If you are applying for more than one application activity you need to pay an application charge for each one. Use a row for each activity in the table below.

Guidance notes reference	a	b	c	d	e	f	g
Application activity reference	Application Activity Type SW or GW Abstraction permit, Heat Pump, Renewals of licence on different terms, Temporary licence, Transfer licence, Impoundment licence	Charge reference	What type of application is it? New, Normal variation, Substantial variation	Cost	Water company charge Yes/No	Multiple application discount 90%, 50%, none	Total cost
1				£			£
2				£			£
3				£			£
					Total charge (h)		£

Please note there may be additional charges on top of these charges such as advertising and external consultation which we will notify you about while determining your application if relevant. Please see section 5 of the guidance notes for more information.

E5 Payment method

Tick to show how you paid or intend to pay and provide any reference details requested.

Cheque

Cheque number

Credit or debit card We will call you to take payment.

Invoice We will raise an invoice when we complete the technical checks on your application.

Electronic transfer (for example, BACS)

Reference number

Date paid (DD/MM/YYYY)

Application for a water resources impoundment licence – part D



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

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D1 Applicant's name

D1.1 Give the name of the applicant

First name

Last name

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

D2 Type of application

D2.1 Is this application for new impounding works?

No

Yes Go to **section D4**

D2.2 Are you applying to change or remove existing impounding works?

No

Yes

D2.3 Are you applying for a licence for existing impounding works?

No

Yes

D3 Licence number of existing licence

D3.1 If you are applying to change or remove existing licensed impounding works, what is your current licence number?

D4 Locations of impounding works

D4.1 An impounding location can be a single point, a reach (stretching between the banks of a river) or an area.

In the table below, give the details of the locations you will impound 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 12-character national grid references for the points on the riverbanks the impoundment works will stretch between.
- If the location is an area, give the 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, continuing clockwise around the area.)

The guidance notes explain how to find out your 12-character national grid reference numbers.

Name of the impoundment location	Name of the watercourse to be impounded	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			

You need to mark the impounding locations on a map and send this with the application. See section D11 for further details.

D5 Impoundment method and purpose

D5.1 In the table below say what method of impounding you will use at each impoundment location. Please also state the purpose for each impoundment.

The answers you give in the second and third columns must be listed in D5 of the guidance notes.

Name of the impoundment location Give same names as in D4	Means of impounding	Purpose

D6 Safe passage for eels

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

D6.1 Have you discussed with the Area fisheries team the need to provide an eel pass 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.

D7 Description of impounding works

D7.1 Please give us a full description of your proposals to build, alter or remove impounding works.

Continue on a separate sheet if you need to.

D7.2 Will any areas behind the impounding works end up under water (be submerged) as a result of the impoundment?

No

Yes Please show these areas on a map

D7 Description of impounding works, continued

D7.3 Will the submerged area be lined?

No

Yes Please provide details below including what type of liner you have used.

D7.4 Will the impounding works be used to regulate the flow of other inland water?

No

Yes Please provide details below

Name of inland water

How it is marked on the map

--	--

D7.5 Do you propose to abstract water from the impounding works?

No

Yes Please provide details below. You will also need to fill in forms WR330 and W332 to apply for an abstraction licence.

What will the water be used for?

Please provide quantities below.

Maximum daily rate (in cubic metres)

Maximum yearly rate (in cubic metres)

--	--

How will the impounding works provide this yield?

Continue on a separate sheet if you need to.

D8 Flow controls, levels and capacities

D8.1 Do you intend to control the discharge of water downstream of the impoundment works?

No Go to **section D8.4**

Yes Go to **section D8.2**

D8.2 Please give details about the point of discharge.

Description of discharge point

National grid reference of discharge point

How it is marked on the map

D8.3 Please give details about how you will control and measure the discharge of water downstream of the impoundment works.

Description of the control method

Description of measurement method at control point

National grid reference of control point

How the control point is marked on the map

Proposed flow at the control point (in units)

D8 Flow controls, levels and capacities, continued

D8.4 What will the planned overflow level of the impoundment works be?

Please state as the number of metres above ordnance datum – see the guidance notes.

_____ metres

D8.5 What is the planned capacity of the impoundment works when full to spillway level?

_____ metres³

Please provide your calculations on a separate sheet.

D8.6 Will you be creating a raised reservoir?

No Go to **section D9**

Yes

D8.7 Have you met the requirements of the Reservoirs Act 1975?

No

Yes

D9 Diversion work

D9.1 Do you intend to divert the flow of the inland water while you are building or changing the impounding works?

No

Yes How will you do this?

Continue on a separate sheet if you need to.

We need to see plans and drawings of the proposed diversion works. See section D11.

D10 Other permissions

D10.1 Do you need to apply for permission under the Land Drainage Act 1991?

No Go to **section D11**

Yes

D10.2 Have you already applied for this permission?

No Go to **section D11**

Yes Give details below

Water Resources Act 1991 – Section 109

Date you applied (DD/MM/YYYY)

D10 Other permissions, continued

Application reference number

Water Resources Act 1991 – Section 90

Date you applied (DD/MM/YYYY)

Application reference number

Land Drainage Act 1991 – Section 23

Date you applied (DD/MM/YYYY)

Application reference number

D10.3 Do any other legal requirements apply to the works?

No

Yes Give details below.

Continue on a separate sheet if you need to.

D11 Supporting documents

D11.1 Please read the list below and tick the items you are sending with this form.

Plans and sections of the proposed impounding works

Plans and sections of the proposed diversion works

Calculations for the capacity you specified D8.5

Continuation sheet for answers to questions

Design drawings of any eel pass

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

A map showing:

The location of the impounding works

Any area which will be submerged

The points where the water will be discharged

Any control or measurement points

D12 Making a pre-application

We strongly recommend that you send us your parts A (or WR317 for Hydropower) and D. The current charges can be found at www.gov.uk or at the link [here](#).

D12.1 Do you want to send parts A (or WR317 for Hydropower) and D now as a pre-application?

No Fill in the rest of this form

Yes Send parts A and D, and any supporting documents, to us now. Do not fill in the rest of the form or send the application charge.

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.

D13 Payment method

Tick to show how you paid or intend to pay and provide any reference details requested.

Cheque

Cheque number

Credit or debit card We will call you to take payment.

Invoice We will raise an invoice when we complete the technical checks on your application.

Electronic transfer (for example, BACS)

Reference number

Date paid (DD/MM/YYYY)

D14 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

D14 Declaration and signature, continued

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)

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.

D15 General Data Protection Regulations

D15.1 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

D15 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.

D16 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').

D16 Commercial confidentiality and national security, continued

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.

D17 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.

D18 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 fish pass approval



Introduction

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

It should take you about 40 minutes to fill in this form.

If you are not sure about anything, phone us on 08708 506 506 between 8am and 6pm, Monday to Friday.

This form is designed to help you provide the information we need to understand and approve the design and dimensions of your proposed fish pass. However, designing fish passes is very specialised and technical, so you should read the Environment Agency Fish Pass Manual (or other similar publications) which is on our website at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/298053/geho0910btbp-e-e.pdf.

Because of the specialised nature of the information we need, we recommend that you use specialist consultants to make sure the design is appropriate and you provide enough details.

Contents

- 1 Site details
- 2 Details of the obstruction
- 3 Fish pass design and ownership details
- 4 Fish species and period of migration
- 5 River discharge and water levels
- 6 Description of fish pass, operating flows, and intended operating periods
- 7 Eel passes
- 8 Monitoring and maintenance
- 9 Supporting documents
- 10 Privacy notice: how we use your personal data

1 Site details

1.1 What is the name of the site?

1.2 National Grid Reference of the site (10 figures)

1.3 Name of watercourse

1.4 Watercourse order

Please give the watercourse name, and then each successive river until the primary watercourse reaches the sea, as watercourse/tributary of 1/tributary of 2/...../tributary of n/Sea.

2 Details of the obstruction

2.1 What type of obstruction is the pass designed to overcome?

2.2 What is the purpose of the obstruction?

2.3 Describe the obstruction, including any relevant control structures and associated channels

2 Details of the obstruction, continued

2.4 What is the overall length (in metres) of the crest of the obstruction?

metres

2.5 What is the maximum difference between upstream and downstream water levels at the structure?

metres

2.6 Who owns the obstruction and the riverbanks at the obstruction?

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Address

Postcode

Country

Contact numbers, including the area code

Phone

Fax

Mobile

Email

3 Fish pass design and ownership details

3.1 Who has designed the fish pass?

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

First name _____

Last name _____

Position

Company name

Address

Postcode _____

Country

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

3 Fish pass design and ownership details, continued

3.2 Who will own and operate the fish pass?

The person named in 2.6

Another person

Give their details below.

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

First name _____

Last name _____

Position

Address

Postcode _____

Country

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

3.3 Name of the lead Environment Agency officer (if any) involved with this pass

4 Fish species and period of migration

4.1 Provide details of the species the pass is designed for and identify other species at this site which the pass would benefit. Put ticks in the table below and indicate a size range for each species.

Species	Pass designed for	Species also present	Length range of fish species (cms)
Salmon			From to
Sea trout			From to
Brown trout			From to
Eels			From to
Shad			From to
Lamprey			From to
Sea lamprey			From to
River lamprey			From to
Brook lamprey			From to
Grayling			From to
Fast water coarse fish, for example barbel, chub and dace			From to
Slow water coarse fish, for example roach, bream, pike			From to
Minor species, for example bullhead, minnows, stone loach			From to

4.2 Will the pass operate all year, or is it intended to operate during shorter periods that coincide with the relevant species' movement patterns?

All year

Shorter periods

If a shorter period, name the species groups (as named above) and state the periods when the pass will operate for them.

Species	Months of year

5 River discharge and water levels

5.1 Annual river discharge

Fill in the table below to provide a summary of the annual discharge, in cubic metres per second (m³/s) to two decimal places, for the percentile exceedance values shown (see the guidance notes).

Percentile exceedance value	Annual discharge (m ³ /s)
5	
10	
50	
90	
95	
ADF (Annual Daily Mean Flow)	

5 River discharge and water levels, continued

5.2 Range of river discharge the pass is expected to operate over

	Percentile exceedance	m ³ /s
Lowest flow	Q	
Highest flow	Q	

5.3 River water levels, above ordnance datum (mAOD), corresponding with the flows identified in 5.2

	Upstream level	Downstream level	Estimated or measured?	How were they estimated or measured?
Lowest flow				
Highest flow				

5.4 Is the fish pass for eel only?

Yes Go to section 7

No Go to section 6

6 Description of fish pass, operating flows, and intended operating periods

Please include plans and sectional elevations of all relevant parts of the pass and adjacent structures (see the guidance under 'Documents you need to provide' in the guidance notes).

6.1 Type of fish pass

6.2 Description of the fish pass

6.3 Explain why you plan to have the pass at the location you propose, and any factors that restrict where the pass can be located

6.4 How is the pass location and operation designed to make sure that fish are attracted to the fish pass across the intended river discharge operating range?

Percentile exceedance value	River discharge (m ³ /s)	Pass discharge (m ³ /s)	Augmentation flow, if any (m ³ /s)	Total attraction flow as % of river discharge
5				
10				
50				
90				
95				

6.5 Describe how the operation of any nearby water-control structures may affect the performance of the pass

6 Description of fish pass, operating flows, and intended operating periods, continued**6.6 Does the fish pass include a pool pass?**Yes No Go to 6.9**6.7 Describe how the pool pass will operate to allow fish to pass upstream, including the changing hydraulic conditions within it over the range of river discharge when the pass is expected to operate**

--

6.8 Summarise the operating conditions at the limits of operation in the following table

	Length and width (metres)	Average minimum depth at lowest river discharge (metres)	Average maximum depth at highest river discharge (metres)	Maximum head difference at lowest river discharge (metres)	Minimum head difference at highest river discharge (metres)	Minimum power density (watts per cubic metre)	Maximum power density (watts per cubic metre)
1st pool (upstream)							
2nd pool							
nn							
Tailwater							

6.9 Does the fish pass include a baffle pass?Yes No Go to 6.13**6 Description of fish pass, operating flows, and intended operating periods, continued****6.10 Describe how the baffle pass will operate to allow fish to pass upstream, including the changing hydraulic conditions within it over the range of river discharge when the pass is expected to operate**

--

6.11 Give details of the operating conditions at the river discharge limits the baffle pass will operate at

	Flight 1	Flight 2	Flight 3	Flight 4
Upstream pass slope invert elevation (metres above ordnance datum)				
Upstream pass hydraulic invert elevation (metres above ordnance datum)				
Downstream pass slope invert elevation (metres above ordnance datum)				
Downstream pass hydraulic invert elevation (metres above ordnance datum)				
Head difference of slope (metres)				
Length of slope (metres)				
Slope (as a percentage gradient)				
Minimum hydraulic head (Ha) on top baffle (metres)				
Minimum hydraulic head (Ha) on tail baffle (metres)				
Maximum hydraulic head (Ha) on top baffle (metres)				
Maximum hydraulic head (Ha) on tail baffle (metres)				
Mean velocity (metres per second) at minimum pass flow				
Mean velocity (metres per second) at maximum pass flow				

6 Description of fish pass, operating flows, and intended operating periods, continued

6.12 Are resting pools needed?

Yes Give details of the operating conditions in the table below

No Go to 7.1

	Length and width (metres)	Average minimum depth at lowest river discharge (metres)	Average maximum depth at highest river discharge (metres)	Maximum head difference at lowest river discharge (metres)	Minimum head difference at highest river discharge (metres)	Minimum power density (watts per cubic metre)	Maximum power density (watts per cubic metre)
1st pool (upstream)							
2nd pool							
nn							

6.13 For combined passes and passes other than pool passes or baffle passes, provide a description of the proposal, as in 6.7 to 6.12

7 Eel passes

Are the passes specifically designed for eels?

Yes Fill in the rest of this section 7

No Go to section 8

7.1 Type of eel pass

7.2 Description of eel pass

7.3 Is the eel pass pump fed?

No Go to 7.4

Yes Give the following details

Pump capacity at the target head level
 _____ litres per minute

How will the pump be powered (for example, mains electricity, battery, solar power, wind power, or other)?

How is water fed into the head of the pass and any flow-splitting arrangements?

With this application enclose drawings of the pump installation to show the pump in relation to the channel and the eel pass, any screening or protection from debris, and the facilities for cleaning and maintenance.

7 Eel passes, continued

7.4 Explain why you plan to have the eel pass at the location you propose, and any factors that restrict where the pass can be

7.5 Describe how nearby water-control structures may in any way affect the operation of the eel pass

7.6 In the table below, provide a summary of the operating conditions at the river discharge limits the eel pass will operate at

	Flight 1	Flight 2
Upstream pass invert elevation (metres above ordnance datum)		
Downstream pass invert elevation (metres above ordnance datum)		
Head difference (in metres)		
Length (in metres)		
Slope (as a percentage gradient)		

8 Monitoring and maintenance

All applicants must fill in this section.

8.1 Describe any proposals you have for monitoring the hydraulic and biological performance of the fish pass

8.2 Describe the procedures that you will have in place to maintain the structure and mechanisms of the pass

9 Supporting documents

With this application you need to provide the documents listed below. Tick the relevant boxes to confirm that you are enclosing the documents.

- A map or plan of the proposed site and relevant structures (1:10,000 or other scale if more appropriate)
- An annual river discharge hydrograph
- Detailed engineering drawings of the existing obstruction and the proposed design for the fish pass

List the reference numbers of the drawings including any revision numbers and date of revision.

If you are providing any other documents to support this application, list them here.

Are you enclosing any separate sheets you used to provide extra information to answer questions?

Yes How many?

No

We can only grant Fish Pass Approval if you provide all the documents we need. If this is not possible, but the rest of the form is filled in properly, we will decide whether this proposal is compatible with approved status. You can then give us the relevant documents when you have them.

10 Privacy notice: how we use your personal data

We are the Environment Agency and we run the national fish pass approval advisory service. We are the data controller for this service. A data controller determines how and why personal data (personal information) is processed.

Our personal information charter (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'.

The personal data we need

The personal data we process includes:

- full name
- contact details including addresses, emails and phone numbers

We are allowed to process your personal data because we have official authority as the environmental regulator. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law.

If you do not give us this personal data we will not be able to process your fish pass application.

What we do with your personal data

We use the personal data to process your application.

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

We share your personal data with Natural Resources Wales in order to widen the technical consultation on your application.

How long we keep your personal data

We will keep your personal data while your application is being processed and for the expected life-span of the fish pass thereafter.

Where your personal data is processed and stored

We store your data on servers which are hosted in the UK and Natural Resources Wales store your data in the European Union (Ireland and Holland).

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.

This notice was last updated on 11 July 2019.



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Account Manager

Environment Agency region and area

Region

Area