

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.

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

Contents

D1 Applicant's name	2
D2 Type of application	2
D3 Licence number of existing licence	2
D4 Locations of impounding works	3
D5 Impoundment method and purpose	4
D6 Safe passage for eels	5
D7 Description of impounding works	5
D8 Flow controls, levels and capacities	7
D9 Diversion work	8
D10 Other permissions	8
D11 Supporting documents	9
D12 Making a pre-application	10
D13 Payment method	10
D14 Declaration and signature	12
D15 General Data Protection Regulations	12
D16 Commercial confidentiality and national security	14
D17 Where to send the form	14
D18 Next steps	14

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 passage (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

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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)

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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?

_____ metres

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 an enhanced pre-application?

- No Fill in the rest of this form and submit them along with form E (if applicable) and any supporting documents.
- 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

You will only need to complete this section if your application 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 this 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 We will call you to take payment.

Electronic transfer (for example, BACS)

Reference number

Date paid (DD/MM/YYYY)

Invoice. Please note, paying by invoice may cause delays to 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.

D13 Payment method, continued

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 £

Date payment sent (DD/MM/YYYY)

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

You can access further information about the basis of our charges, our consultation processes and any current or recent consultations from our website

www.gov.uk/government/organisations/environment-agency.

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

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

Geoff

Last name

Craig

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'.

D15 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

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’).

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).

