

Application for hydroelectric-power scheme permissions – about you



Introduction

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

If you have not already done so, we strongly recommend that you first fill in 'Form WR315: Hydroelectric-power schemes – pre-application'. This is to make sure you apply for the correct permissions for your scheme, and that when you fill in this application, you include all the documents we need.

It should take you about 30 minutes to fill in this form.

If you are not sure about anything in this form, phone us on 03708 506 506 between 8am and 6pm, Monday to Friday.

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1 Type of application

Which permissions are you applying for in connection with your hydroelectric-power scheme?

Mark all that apply, then go to **section 2**.

Please tick the box(es) below to let us know what type of licence(s) you are applying for.

New full abstraction licence

Fill in this form (WR317) together with parts B and C.

New temporary licence

Fill in this form (WR317) together with parts B and C.

New transfer licence

Fill in this form (WR317) together with parts B and C.

1 Type of application, continued

New impoundment licence

Fill in this form (WR317) together with part D.

Please check our website as some Impoundments don't need a licence: <https://www.gov.uk/guidance/water-management-apply-for-a-water-abstraction-or-impoundment-licence>.

Apply for a replacement licence when the existing expires

Fill in this form (WR317) together with parts B and C.

Formal variation to an existing abstraction licence

Fill in this form (WR317) together with parts B and C.

Environmental permit for flood risk activities

Fill in **Form EPB: Application for an environmental permit – Part B10 – Flood Risk Activities**.

If you plan to build any part of your scheme in, over or under a main river, or close to the bank of a main river, you must apply for an environmental permit for flood risk activities. Under the Land Drainage Act 1991, you may need a Ordinary Watercourse Consent from the 'Lead Local Flood Authority' for any proposals that affect an ordinary watercourse.

Tick this box if you need a permit for a flood risk activity.

For more information on how to apply, see the guidance in '[Form guidance EPB: Application for an environmental permit – Part B10 – Flood Risk Activity](#)'.

Fish Pass Approval

Fill in form **FP 002**.

Tick this box if as part of your hydroelectric-power scheme you need fish-pass facilities designed to allow fish to swim upstream. If fish-pass facilities are needed on rivers where there are salmon, sea trout and eels, the design and dimensions of the pass must be approved by us.

To grant Fish Pass Approval we will need a copy of the design drawings of your proposed fish pass. At this stage, your application does not rely on you getting Fish Pass Approval, but it does depend on your plans for a fish pass being compatible with approved status.

We will assess your plans based on the information you provide in '[Form FP 002: Application for fish pass approval](#)'. So, even if you do not yet have all the design drawings needed for you to get Fish Pass Approval, you still need to fill in the form with as much detail as you can. This will also apply to fish passes designed for species other than salmon, sea trout and eels.

For more information on how to apply for Fish Pass Approval, see '[Form Guidance FP 003: Application for fish pass approval – guidance notes](#)'.

2 About you, the applicant

Are you applying as a company, an individual, a group of individuals (a partnership) or a public body?

Company **[Go to section 3.](#)**

Individual **[Go to section 4.](#)**

Group of individuals **[Go to section 5.](#)**

Public body **[Go to section 6.](#)**

3 Applications from companies

To apply as a company, you must be a registered company formally registered with Companies House. Please see www.companieshouse.gov.uk for more information.

3.1 Company name, as registered with Companies House

3.2 Company registration number

Now go to [section 7](#).

4 Applications from an individual

Give your full name.

First name

Last name

Now go to [section 7](#).

5 Applications from groups of individuals

5.1 What type of group are you?

Charity

Group of individuals

Club

Partnership

5.2 Name of your group

5.3 Give details of your group's main representative

First name

Last name

Position

Address

Postcode

Country

5 Applications from groups of individuals, continued

Contact numbers, including the area code

Phone

Mobile

Email

5.4 Give details of a second representative of your group

First name

Last name

Position

Address

Postcode

Country

If there are further people in the group, give the other members' details on separate sheets of paper and attach them to this application form.

Now go to **section 7**.

6 Applications from public bodies

6.1 Name of the public body

6.2 What type of public body are you?

Now go to **section 7**.

7 Your address

If you are applying as an individual, group of individuals or public body, do not fill in 7.1 below.
Go straight to [7.2](#).

7.1 Office address registered with Companies House

Address

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

7.2 Your main UK business address

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

Now go to [section 8](#).

8 Contact details

8.1 Who can we contact about your application?

This can be you or someone acting as a consultant or an agent for you during your application process.

First name

Last name

Position

Address

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

8.2 Who can we contact about your operation?

Same as in 8.1

If you want us to contact the person named in 8.1, go to **8.3**.

If you want to nominate someone else for us to contact, give their details below.

First name

Last name

Position

Address

8 Contact details, continued

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

8.3 Who can we contact about your abstraction licence returns?

You only need to fill in parts 8.3 and 8.4 if you are applying for an abstraction licence. If you are not applying for an abstraction licence, go to **section 10**.

If you are applying for an abstraction licence, who should we contact about your abstraction licence returns?

Same as in 8.1 Go to **8.4**.

Same as in 8.2 Go to **8.4**.

If you want to nominate someone else for us to contact, give their details below.

First name

Last name

Position

Address

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

8 Contact details, continued

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

Same as in 8.1

Same as in 8.2

Same as in 8.3

If you want to nominate someone else for us to contact, give their details below.

First name

Last name

Position

Address

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

9 Environmental Impact Assessments and Environmental Reports

9.1 Does any part of your proposed hydroelectric-power scheme need planning permission?

Yes Go to **9.2**.

No Go to **9.4**.

9.2 What is the current status of your planning application?

Not yet made

Waiting for a decision

Refused

Granted

Planning permission reference number

9 Environmental Impact Assessments and Environmental Reports, continued

9.3 Do you need to do an Environmental Impact Assessment (EIA)?

Yes Enclose a copy of the Environmental Statement you prepared for your planning application.

No

9.4 Do you need to prepare an Environmental Report?

Yes Enclose your Environmental Report with this form.

No

10 Checklist

10.1 Please read through this list and mark the items you are sending with this application

Filled-in forms WR330 and WR332 – Application for a full or transfer licence – and any supporting documents you need to send with it

A filled-in form WR334 – Application for an impounding licence – and any supporting documents you need to send with it

A filled in form EPB: Application for an environmental permit – Part B10 Flood Risk Activities, and any supporting documents you need to send with it

A filled in form EPF: Application for an environmental permit – Part F3 Charging for Flood Risk Activities and declarations

A filled-in form FP 002 – Application for fish pass approval – and any supporting documents you need to send with it

Extra sheets of paper giving answers to questions

How many?

11 Fee

To find out the application fee for your abstraction or impounding licence, see the <https://www.gov.uk/guidance/water-management-apply-for-a-water-abstraction-or-impoundment-licence#charges>.

Do you need a receipt for this payment?

Yes

No

12 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

(<https://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter>) explains how we deal with your personal information.

Go to GOV.UK and search ‘Environment Agency personal information charter’.

Why we are collecting personal data and what we will do with it

We the Environment Agency are the data controller.

We are collecting and processing personal data to:

- process your abstraction or impounding licence applications including pre-application
- advertise your application, if required
- make your application available to the public and organisations that we have to notify, as required by the Water Resources Act 1991
- keep public registers up to date
- charge you for your abstraction or impounding licence as set out by our charges scheme
- process your records of abstraction (returns)
- make sure you keep to the conditions of your abstraction or impounding licence
- contact you about managing your abstraction or impounding licence or applying for other licences you may need
- contact you to gather feedback to improve the level of service that we provide
- register you to use our online water resources service Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

This is to undertake our responsibilities for managing water resources in England through our abstraction and impoundment licensing system.

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

Sharing and transferring personal data

We will not share your personal data with anyone outside of the Environment Agency without your consent unless we are allowed to do so by law. But we may pass your data on to our agents or representatives to process it for us.

We transfer your data through servers in the UK and Amazon Web Service (AWS) servers in Ireland.

We store the data on servers in the UK and AWS servers in Ireland.

The data will not be transferred outside the European Economic Area.

12 General Data Protection Regulations, continued

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

13 Declaration

It is an offence to make a false statement when applying for the permissions you need for a hydroelectric-power scheme.

By signing below you are declaring that, as far as you know, the information given in this application, including the map and any supporting documents, is true.

Signature

First name

Last name

Position

Today’s date (DD/MM/YYYY)

14 Next steps

Please return all forms and any supporting documents to:

Permitting Support Centre
Water Resources Team
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF.

If you need help filling in this form, contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (8am to 6pm Monday to Friday)

Textphone: 08702 422549 (8am to 6pm Monday to Friday)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency

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, please tell us how we can improve it.

Please tell us if you have any communication needs such as needing information in a different language or alternative format (for example, in large print, in Braille or on CD).

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number



Application for a water resources abstraction licence – part B



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

Introduction

Please read through this application form and use the guidance notes to help fill it in. If it has not been completed correctly we will have to ask for more information. This may mean we have to return it to you.

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

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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?

B4.5 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 carried out a groundwater 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.

Also, fill in the table below to give us details of the boreholes, wells and so on you abstracted water from for the investigation. For each well, borehole and so on we need to know:

- its proposed size and depth
- the type and thickness of the lining or linings, if any
- how you intend to prevent any leaks or overflow from it

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

B6 Discharge details

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

No Go to **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?	Surface water 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 ³)	
Daily quantity to be traded (m ³)	

If there is more than one abstraction location or purpose please provide details on a separate sheet.

B8.3 Is the trade permanent or temporary?

Permanent

Temporary What date will the trade end?

(DD/MM/YYYY)

B9 Licence aggregation details

B9.1 Will the licence you are applying for be aggregated with any other licences?

No Go to **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.

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 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

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 in the wetland 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 or at the link [here](#).

B16.1 Do you want to send parts A and B now as a pre-application?

No Go straight to part C or D as appropriate

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

B17 Pre-application supporting documents

B17.1 Please read through this list and tick the items you are sending with this pre-application.

Confirmation of the right of access or negotiations so far

Continuation sheet for answers to questions

A map (see the guidance notes for part B) showing the following:

Each point of abstraction

The area of land the water will be used on

The site of any proposed reservoir or water body which will be used for storage

The points where water will be discharged

An outline of land you occupy or have the right of access to including the boundary for all wetland applications

B18 Declaration and signature

This form must be signed by the appropriately authorised person or people. The table below gives details of who can sign this form.

Type of licence holder	Signature needed
Registered company	Company director or company secretary
Limited liability partnership	A partner, Company Director or company secretary
Individual	The individual
Public body (for example, a local authority or NHS trust)	A person authorised to sign documents on behalf of the organisation
Group of individuals	All individuals
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'.

Why we are collecting personal data and what we will do with it

B19 General Data Protection Regulations, continued

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

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. 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:

psc-waterresources@environment-agency.gov.uk

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

B22 Next steps

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

If we approve this application, we will send you the licence. We will contact you once this is done.

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, or you would like us to review a decision we have made, please let us know.

More information on how to do this is available from our complaints and appeals procedures (www.gov.uk/government/organisations/environment-agency/about/complaints-procedure).



Continuation sheet

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the applicant to provide further details or supporting information related to their water resources abstraction licence application.