

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 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.

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

Yes

No

A1 Licence you are applying for

Please Note: For all hydropower applications please replace Part A with WR317.

Please tick one of the boxes below to let us know what type of licence you are applying for.

New full abstraction licence
Fill in this form (part A) together with parts B and C.

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

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

New impoundment licence
Fill in this form (part A) together with part D.
Please check our website as some Impoundments don't need a licence: <https://www.gov.uk/guidance/water-management-abstract-or-impound-water>.

Apply for a replacement licence when the existing expires without changes
Fill in this form (part A) together with parts B and C.

Apply for a replacement licence when the existing expires with changes
Fill in this form (part A) together with parts B and C.

Major (formal) variation to an existing abstraction licence
Fill in this form (part A) together with parts B and C.

Major (formal) variation to an impoundment licence
Fill in this form (part A) together with part D.

A2 About you

A2.1 Are you applying as a company (this includes Limited Liability Partnerships) an individual, an organisation of individuals or a public body?

A registered company
Go to section A3.

An individual
Go to section A4.

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

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

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 organisations first representative

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

First name _____

Last name _____

Position _____

A5 Applications from organisations of individuals, continued

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

A5.4 Details of the organisations second representative

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

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

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.

If necessary, use a separate sheet to give us the details of additional applicants.

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 _____

Fax _____

Mobile _____

Email _____

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

Address

Postcode _____

A7 Address, continued

Contact numbers, including the area code

Phone _____
 Fax _____
 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.

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

A8.2 Who should we contact about your operations at the site?

The person named at A8.1
 Go to A8.3.

The person named below
 Give details below.

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____
 Position

A8 Contact details, continued

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 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.

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

A8 Contact details, continued

A8.4 Who should we contact about any bills or invoices?

- The person named at A8.1
- The person named at A8.2
- The person named at A8.3
- The person named below
- Give details below.

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

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

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 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.

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D1 Applicant's name

D1.1 Give the name of the applicant

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

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 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 national grid reference for that point.
- If the location is a reach, give the national grid references for the points on the riverbanks the impoundment works will stretch between.
- If the location is an area, give four 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 national grid reference numbers.

D4 Locations of impounding works, continued

Name of the impoundment location	Name of the watercourse to be impounded	Type of location (single point, reach or area)	First national grid reference	Second national grid reference	Third national grid reference	Fourth national grid reference

You need to mark the impounding locations on a map and send this with the application. See 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

D6.1 Have you discussed with us the need to provide an eel pass at your site?

- No Contact us before you send in this application.
Yes 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 Description of impounding works, continued

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.

D7.3 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

_____ cubic metres

Maximum yearly rate

_____ 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 D8.4.
Yes Go to 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

D8 Flow controls, levels and capacities, continued

National grid reference of control point

How the control point is marked on the map

Proposed flow at the control point

 units

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 will be the planned capacity of the impoundment works when full to spillway level?

 metres

Plans on a separate sheet.

D8.6 Will you be creating a raised reservoir?

- No Go to 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 D11.

D10 Other permissions

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

- No Go to D11.
 Yes

D10.2 Have you already applied for this permission?

- No Go to D11.
 Yes Give details below.

Water Resources Act 1991 – Section 109

Date you applied (DD/MM/YYYY)

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
- 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 can use the information you have provided so far to make an initial assessment of your proposal. **We strongly recommend** that you send us your parts A (or WR317 for Hydropower) and D now, as a ‘pre-application’, so we can identify any issues before you pay the application fee. **We will carry out pre-application work up to 15 hours free of charge. Over 15 hours will be chargeable.** The current fees can be found at www.gov.uk or at the link here.

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 fee.

D13 Application fee

The current fees can be found at www.gov.uk or at the link here. We cannot process this application if you do not pay the correct fee. We cannot process this application if you do not pay the correct fee.

D13.1 How do you want to pay your application fee?

- Cheque
 Please make payable to ‘Environment Agency’.
- Debit card or credit card
 We will contact you to take your card details.

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.

D14 Declaration and signature, continued

Signature

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Today's date (DD/MM/YYYY)

D15 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of your licence;
- process renewals;
- advertise your application and make it available to the public in line with the Water Resources Act 1991; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public bodies and other organisations (for example, Natural Resources Wales, the Department for the Environment, Food and Rural Affairs, the Health and Safety Executive, local authorities, the emergency services) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.

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.

D16 Commercial confidentiality and national security, continued

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).

