

Good practice guidelines for hydroelectric-power schemes

Environmental site audit checklist



Please read through these guidance notes carefully before you fill in the checklist.

This checklist will take you through the main environmental considerations relating to your hydroelectric-power scheme.

Fill in this checklist to help you understand what information you need to provide us (the Environment Agency) and how to get that information.

Send your filled-in checklist with your hydroelectric-power scheme pre-application form.

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Introduction

To develop a hydroelectric-power scheme, you must get certain approvals and permissions from us, your local planning authority and, in some cases, conservation organisations. These approvals and permissions may include:

- an abstraction licence (from us);
- an impoundment licence (from us);
- flood defence consent (from us);
- fish pass approval (from us); and
- planning permission (from the local planning authority).

To get these approvals and permissions you first need to fill in our **hydroelectric-power scheme pre-application form** and this **checklist**. Send them to us at:

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

Or you can email them to us at
PSC-WaterResources@environment-agency.gov.uk.

You can get the relevant forms and other guidance off our website at www.environment-agency.gov.uk/hydropower.

Filling in the pre-application form and checklist

The hydroelectric-power scheme pre-application form (WR315) is split into the following two sections.

- Part A for general information
- Part B for technical information

What you must do

You must fill in part A of the pre-application form. This does not ask for detailed technical information. If you can provide detailed technical information, also fill in part B.

You must also fill in this checklist and send it to us with your pre-application form.

There are six sections covering the following areas.

- 1 Water resources and hydromorphology (physical characteristics, such as size, shape and structure of a channel, its sediment, and the flow and quantity of water)
- 2 Conservation
- 3 Chemical and physico-chemical elements (relating to both physical and chemical characteristics)
- 4 Fisheries and biodiversity
- 5 Flood risk
- 6 Navigation

The sections will take you through the main environmental considerations for your scheme, the information you need to give us and how you can get that information. If you are just filling in the pre-application form to make initial enquiries, we would not expect you to have had any detailed investigations carried out. In these instances you should use the checklist to help you understand the information that we are likely to need as your application progresses.

If you tick a green box, you will not normally need to take any further action. If you tick a red box, the relevant note will give you guidance on the extra work you need to carry out.

What we will do

Once we receive your pre-application form and checklist we will assess your proposal. We may need to ask you for extra information to help us clearly understand your proposal.

Following our assessments we will tell you:

- what information you will need to provide in an environmental report to support your application;
- ask you to make a formal application (we will tell you how); or
- advise you against making a formal application (we will give our reasons for this).

Planning permission

Our pre-application form and this checklist do not specifically cover local authority planning issues or heritage issues relating to your scheme. We will give you advice on these issues if we can, but you are responsible for tackling these issues yourself. Your local planning authority (LPA) will need to be satisfied that the scheme is an acceptable use of the land and that any environmental risks or effects can be prevented or controlled,

either through our permissions or by conditions attached to the planning permission. Your local planning authority may ask for an environmental impact assessment (EIA) if this is required by law and your scheme is expected to have a significant effect on the environment. In that assessment we would expect you to deal with matters highlighted by the checklist. You can ask your local planning authority for a ‘screening opinion’ on whether you will need to do an EIA instead of the environmental report that we would otherwise need.

We will work with you and your local planning authority to make sure, as far as possible, that you provide all the necessary information in one environmental report or environmental impact assessment.

Fill in the checklist (all sections) and send it to us with your pre-application form and any supporting information asked for in the notes.

1 Water resources and hydromorphology

We realise that you may not have enough information to answer all questions in section 1 at the moment. In this case, the notes to the questions will give you an indication of the information you may need to provide as your application progresses.

	Yes	No
Is the scheme ‘high head’ – that is more than 4m head? (See note 1a for more information.)		
Will the scheme return all the water abstracted (removed) to the watercourse it was taken from? (See note 1b for more information.)		
Will the scheme use any existing weir, channel, leat or other structure? (See note 1c for more information.)		
Will the scheme raise the height of, or change the operation of, an existing weir in a way that increases the length of impoundment (water held back behind a weir or dam)? (See note 1d for more information.)		
Will the scheme create a new impoundment? (See note 1e for more information.)		
Have you made an assessment of the existing hydrology of the site, which includes analysing how your scheme would affect the volume of water flow or the water level in all existing and proposed rivers, channels and so on? (See note 1f and question 2 in the hydroelectric-power pre-application form for more information.)		
Will the turbine be placed in a channel (or pipe for some high-head schemes) which is separate from the main watercourse? (See note 1g for more information.)		
Will the scheme cause the flow in a river channel to become depleted (that is, will the flow in the river channel be reduced)? This is known as a depleted reach. (See note 1h for more information.)		
Will the scheme create an extended depleted reach? (See note 1i for more information.)		
Will the scheme cause the flow at a weir to become depleted (that is, will the flow over a weir be reduced)? (See note 1j for more information.)		
Are planned changes in the flow in depleted reaches likely to cause a significant change to the patterns and rates of sediment transfer? (See note 1k for more information.)		
Are the river conditions around the proposed site likely to make the water more turbid (cloudy with suspended matter) during the operation of the scheme? (See note 1l for more information.)		
Is the proposed scheme in a water body that is currently at good ecological status or good ecological potential under the Water Framework Directive? (See note 1m for more information.)		
Do you have a right of access to the abstraction locations of the scheme? (See note 1n for more information.)		

Notes

- 1a High head hydroelectric-power schemes are normally in upland streams and rivers, where there is a significant gradient but a lower volume of water. A high head (more than 4m head) means that less water is needed to generate power. There are important differences in the design of high-head and low-head (less than 4m head) hydroelectric-power schemes. For example, high-head schemes often divert water away from the stream and create much longer depleted reaches than low-head schemes. Extra environmental considerations may need to be given to high-head schemes.
- 1b If the abstracted water is returned to a different stream or river, you will need to consider the effects this might have on that stream or river. You will also need to consider the effects of reducing the flow in the stream or river the water has been taken from. We will probably ask you for an assessment of these effects.

- 1c If a new structure will be built, or existing structures changed, you will need a new impoundment licence or to change an existing licence. The details will depend on what exactly is going to be built. You may also need an environmental permit or flood defence consent for the proposed construction. You will probably need planning permission for the turbine, any structure enclosing it and any new access road. When you apply for planning permission, you may need to have an environmental statement or an environmental impact assessment to support your application. You may also need to provide a flood-risk assessment to support your applications for flood defence consent and planning permission.
- 1d Changing an existing impoundment may change the characteristics of the river, such as the pattern of erosion and how sediment is carried and deposited. You may need to provide a geomorphological assessment. In all cases, you will need to supply details of:
- the nature of the change (extra height of impoundment or change in operation and so on);
 - the length of impounded water (in metres) associated with the existing structure; and
 - the extra length of impounded water (in metres) that will be created as a result of the new scheme.
- 1e A new impoundment can have serious effects downstream. If you need to create a new impoundment, you may need to provide a detailed 'geomorphological' assessment to help us understand the effects on erosion and on how sediment is carried and deposited in the river.
- You will also need to consider:
- the cumulative effects from the new impoundment together with those from any existing impoundments; and
 - how the new impoundment will affect other bodies of water, both upstream and downstream.
- You should ask us for more details about geomorphological assessments and the appropriate techniques to use.
- 1f We will ask for this information at an early stage in the process. We will always try to make the information we ask for appropriate to the site and the proposed scheme. However, if the potential effects of the proposal mean that we need a more detailed assessment (for example, if the scheme lies within a national or European conservation site, there are significant fishery or biodiversity features or other interests on or around the river banks) you may need to provide extra information. This may mean that you need to carry out a comprehensive flow survey of the site, including measuring the current over a range of flows. We will try to let you know what we need as early as possible.
- We may be able to give you hydrometric information to help with your assessment. We manage a national network of river flow, river level and rainfall monitoring stations, and the information from these is available to the public. To find out what information we have available for your location, phone the National Customer Contact Centre on 08708 506 506 (8am to 6pm Monday to Friday) or send an email to enquiries@environment-agency.gov.uk. Or you can look for information on our website at www.environment-agency.gov.uk/hiflows/search.aspx.
- 1g If the turbine is in a channel (or pipe) separate from the main watercourse, you will probably need an abstraction licence as well as an impoundment licence or flood defence consent (or both).
- 1h If the water for the hydroelectric-power scheme is taken through a channel that is separate from the river or stream the water was abstracted from, there will be a depleted reach (where the flow is reduced) in the main river or stream. You will need to provide an assessment of the extent and effects of the reduced flow. This should include the effects on its hydrology, biodiversity, ecology, fisheries, hydromorphology and so on. We will need detailed drawings of the proposed hydroelectric-power scheme, including the abstraction and discharge point. The ecological value of the depleted reach is important in determining the proportion of flow that can be used for generating power. You should avoid schemes that cause a depleted reach as the measures needed to reduce the effects of this will limit the amount of power your scheme could generate.
- 1i If your scheme abstracts water from the river and releases it over 200 metres downstream, this will create an extended depleted reach (see section 7 and table 2 in the Good Practice Guidelines). We are likely to need information on the physical characteristics of the river in order to determine how it will be affected by the abstraction. Schemes that significantly reduce the wetted area at the side of a river (by reducing flow in rivers with shallow banks) at low flows are most sensitive. Ditches or channels with minimal gradients are considered to be less sensitive. This information will guide the flow conditions we may need to set in any licence we issue.
- 1j If the water is abstracted immediately before a weir and returned immediately after it, only the weir has a depleted flow, which may affect the appearance of the weir, the characteristics and ecology of the weirpool, and fish passage. We are likely to ask for an assessment of these effects.
- 1k If the water for the hydroelectric-power scheme is taken through a channel or pipe that is physically separate from the watercourse there will be a depleted reach in the main watercourse. We will need a geomorphological assessment of the extent of, and effects of, the reduction in flow in this channel. The focus of this assessment will be on changes to the amount of sediment that can be carried through the depleted reach across the full range of flows.
- 1l River beds with high percentages of silt or fine material are likely to become more turbid when the hydroelectric-power scheme is in operation. The design of the scheme is also likely to be important. For example, where the abstracted water is released will affect the extent to which it disturbs the river bed. We may ask for an assessment of any likely changes in how turbid the river will become based upon these factors. Also, we may have to set licence conditions that make sure the scheme keeps to relevant laws on suspended solids (such as the Water Framework Directive).
- 1m You will need to look up the current ecological quality using the 'What's in Your Backyard' facility on our website at: http://maps.environment-agency.gov.uk/wiyby/wiybyController?x=357683.0&y=355134.0&scale=1&layerGroups=default&ep=map&textonl=y=off&lang=_e&topic=wfd_rivers. Put in the postcode or place name to zoom to the location of your proposed scheme.

1n You must have access to the locations where water is abstracted. So you must:

- have a right of access or a prospective right of access; or
- own or occupy the land.

Evidence of your right of access may include:

- a deed of grant or lease of rights;
- a conveyance, lease, tenancy agreement or personal rights; or
- a compulsory purchase order.

We will not accept a copy of a letter from the landholder as proof of a right of access. It must be something that creates or leads to a legal right or an interest in the land and is legally binding. You must be able to prove that your right of access continues for 12 months after any abstraction or impoundment licence is issued, unless you only need the licence for a period of less than 12 months.

2 Conservation

	Yes	No
Is the scheme within, or likely to affect, a Site of Special Scientific Interest (SSSI)? (See note 2a for more information.)		
Is the scheme within, or likely to affect, a Special Area of Conservation (SAC)? (See note 2b for more information.)		
Is the scheme within, or likely to affect, a Special Protected Area (SPA)? (See note 2c for more information.)		
Is the scheme within, or likely to affect, a national nature reserve? (See note 2d for more information.)		
Is the scheme within, or likely to affect, a local nature reserve? (See note 2d for more information.)		
Is the scheme within an Area of Outstanding Natural Beauty (AONB)? (See note 2e for more information.)		
Is the scheme within a national park? (See note 2f for more information.)		
Is the scheme likely to affect any waterfall, public footpath, heritage feature or conservation area? (See note 2g for more information.)		
Have formal ecological surveys been carried out on the site? (See note 2h for more information.)		
Does the scheme take account of protected species that may live at the site or nearby? (See note 2i and section 4 on page 6 for more information.)		

Under the 1999 EIA Regulations, an environmental impact assessment may be needed for any hydroelectric-power scheme in a sensitive area. Your local planning authority will tell you if you need to provide an environmental impact assessment.

Notes

2a You can get a map of the Welsh Sites of Special Scientific Interest (SSSI) from the Countryside Council for Wales website (www.ccw.gov.uk/landscape-wildlife/protecting-our-landscape/protected-sites-map.aspx). You can get a map of English Sites of Special Scientific Interest from Natural England’s website (www.natureonthemap.org.uk). Your scheme is likely to affect a site of special scientific interest if:

- it is in the site;
- the scheme alters the river flow through the site; or
- it is an obstacle to fish migration.

If your scheme is likely to affect a Site of Special Scientific Interest we will need to find out whether the proposal is likely to damage the site, considering why it was designated as a Site of Special Scientific Interest. The Countryside Council for Wales (CCW) or Natural England (NE) must be formally told about any work that may damage a Site of Special Scientific Interest.

2b You can get a map of the Welsh Special Areas of Conservation from the Countryside Council for Wales’ website (www.ccw.gov.uk/landscape-wildlife/protecting-our-landscape/protected-sites-map.aspx). You can get a map of English Special Areas of Conservation from Natural England’s website (www.natureonthemap.org.uk/map.aspx?m=int_sites). There is more information on all Special Areas of Conservation in the UK on the website at www.jncc.gov.uk/page-1458. Your scheme is likely to affect a Special Area of Conservation if it would remove or change the vulnerable natural habitats the site was designated for. If your scheme is likely to affect a Special Area of Conservation, we will formally consult Countryside Council for Wales (CCW) or Natural England (NE). We will need to make sure there will be no damaging effect on the Special Area of Conservation.

- 2c There is a list of all Special Protected Areas in the UK on the JNCC Full UK SPA site list (www.jncc.gov.uk/page-1400). Your scheme is likely to affect a Special Protected Area if it removes or changes natural habitats that are important to the rare and vulnerable birds the site was classified for. If your scheme is likely to affect a Special Protected Area, we will formally consult Countryside Council for Wales (CCW) or Natural England (NE). We will need to make sure that there will be no damaging effect on the Special Protected Area.
- 2d You can get a map of all national and local nature reserves from the Natural England website (www.natureonthemap.org.uk/map.aspx?map=nreserves) and the Countryside Council for Wales website (www.ccw.gov.uk/landscape--wildlife/protecting-our-landscape/protected-sites-map.aspx). The reserves are managed by different authorities, including local governments. Your scheme might affect a reserve if it is in one or it alters the river flow through one. We may contact the relevant authority, or Local Records Centre, to find out whether your scheme is likely to affect a reserve.
- 2e You can get a map of Welsh Areas of Outstanding Natural Beauty from the Countryside Council for Wales website (www.ccw.gov.uk/landscape--wildlife/protecting-our-landscape/protected-sites-map.aspx). You can get a map of English Areas of Outstanding Natural Beauty from the Natural England website (www.naturalengland.org.uk/ourwork/conservation/designatedareas/aonb/default.aspx). We may contact the relevant authority to find out whether your scheme is likely to affect an Area of Outstanding Natural Beauty. We will need to make sure that the scheme meets the objectives of the landscape protection.
- 2f You can get a map of national parks from the website at www.nationalparks.gov.uk/. Each national park has its own authority (which also acts as the planning authority). We may need approval from the national park authority. You may need to get advice from the authority to find out whether your scheme is likely to cause a problem.
- 2g We may ask for an assessment of any effect your scheme may have on popular features such as waterfalls, public footpaths and heritage features. We may need to consider these when making a decision on your application for a licence.
Listed buildings (including structures such as weirs) are designated by central government. Conservation areas are designated by local authorities and approved by the Government. You may need Listed Building Consent and Conservation Area Consent from your local planning authority. You will need to provide a Design and Access Statement with your planning application to explain design issues. Local circumstances may affect the design of the scheme and have a ‘knock-on’ effect on our permission. For example, some old weirs are listed structures that need Listed Building Consent as well as planning permission, and you may need to make changes to the design of your hydroelectric-power scheme to get permission from English Heritage and CCW in Wales.
- 2h We are likely to need ecological surveys on schemes in designated rivers or where designated species or habitats may be affected. The potential risks to those species and habitats will need to be considered. The exact requirements of any survey will depend on the specific site and the proposed scheme, the amount of existing information, and whether any vital information is missing. You are not expected to have carried out this work yet.
- 2i You can find information on protected species in Wales by visiting the website at www.ccw.gov.uk/landscape--wildlife/habitats-species/species-protection.aspx. You can get information on protected species in England by visiting the website at www.naturalengland.org.uk/ourwork/regulation/wildlife/species/europeanprotectedspecies.aspx. If a European protected species is likely to be affected by your scheme, you may need to get a protected species licence from Natural England or the Countryside Council for Wales before making your formal application. We will discuss this with you when we receive your pre-application.

3 Chemical and physico-chemical elements

We realise that you may not have enough information to answer all questions in section 3 at the moment. In this case, the notes to the questions will give you an indication of the information you may need to provide as your application progresses.

	Yes	No
Will the scheme discharge all of the abstracted flow back into the same watercourse? (See note 3a for more information.)		
Is there potential for pollutants to be discharged into the river while the scheme is being built or operated? (See note 3b for more information.)		
Are there existing licensed pollutant discharges into the depleted reach of the watercourse? (See note 3c for more information.)		
Will your scheme affect the thermal, oxygenation, salinity, acidification or nutrient conditions within the river? (See note 3d for more information.)		
Will the scheme reduce both the depth and the hydraulic residence time significantly in the depleted reach? (See note 3e for more information.)		

Notes

- 3a If flow is not returned to the watercourse it was abstracted from, the effect lower flows have on the physical and chemical water quality in that depleted reach of water will need to be assessed. We may need a copy of an assessment of any likely effects.
- 3b You must not use toxic chemicals for maintaining the scheme, and should prevent spillages. You must not discharge silt and other waste.

- 3c If you are not sure whether there are any existing discharges of pollutant in the depleted reach, we will help you to get this information once we have received your pre-application. It is important to find out whether there are any existing discharges as a reduction in dilution in the depleted reach is likely to have a negative effect on the water quality. In this case we may need the volume of water you are allowed to abstract to be reduced in order to protect the water quality in the depleted reach.
- 3d If your scheme reduces the river flow in a reach it is possible that some of the thermal, oxygenation, salinity, acidification or nutrient conditions in the river will change. This could happen in a number of situations, for example where the depleted reach of water receives an effluent discharge or other polluting input, with conditions changing as a result of reduced dilution of the effluent. In this situation we will need to find out whether this is acceptable within the parameters specified in the relevant law (Water Framework Directive). We may need you to carry out further surveys or provide extra information.
- 3e Use your hydrological assessment to help you find whether changing the depth and hydraulic residence time in the depleted reach will have an effect. Changes in the depth and how long it takes for water to flow through the depleted reach may lead to increased growth of algae. If this is likely, we may reduce the volume of water you are allowed to abstract in order to protect the ecological requirements under laws such as the Water Framework Directive. We may need you to carry out further surveys or provide extra information.

4 Fisheries and biodiversity

We realise that you may not have enough information to answer all questions in section 4 at the moment. In this case, the notes to the questions will give you an indication of the information you may need to provide as your application progresses.

	Yes	No
Are planned changes in the river flow likely to cause a significant change to the composition and abundance of any mosses and liverworts along the watercourse? (See note 4a for more information.)		
Are planned changes in the river flow likely to cause a significant change to the composition and abundance of other aquatic vegetation? (See note 4b for more information.)		
Are planned changes in river flow or water level likely to cause a significant change to the composition and abundance of macro-invertebrates living on or in the bed of the watercourse? (See note 4c for more information.)		
Are there migratory salmon or sea trout in the river? (See note 4d for more information.)		
Are there lamprey species, shad species or eels in the river? (See note 4d for more information.)		
Are there coarse fish or non-migratory salmon or sea trout in the river? (See note 4d for more information.)		
Is there an existing upstream fish pass? (See note 4d for more information.)		
Are the provisions for upstream fish passage satisfactory? (See note 4e for more information.)		
Are the provisions for screening fish and associated bywash satisfactory? (See note 4e for more information.)		
Will the scheme affect either the upstream or downstream passage of fish in the river? (See note 4e for more information.)		
Will the scheme affect any spawning or nursery areas? (See note 4f for more information.)		
Will the scheme affect any river stretch used for angling? (See note 4g for more information.)		
Are planned changes in river flow likely to cause a significant change to the composition and abundance of fish populations? (See note 4h for more information.)		

Notes

- 4a You may be able to get survey information on mosses and liverworts from your local Environment Agency office. We will discuss this with you once we have received your pre-application. If survey information is not available, you may need to carry out a survey to find out whether the scheme will reduce or prevent good ecological status (under the Water Framework Directive). Mosses and liverworts may also be protected in some areas such as Sites of Special Scientific Interest. Schemes that significantly reduce the wetted area at the side of a river (by reducing flow in rivers with shallow banks) are most likely to affect mosses and liverworts.

- 4b You may be able to get survey information on aquatic vegetation from your local Environment Agency office. We will discuss this with you once we have received your pre-application. If survey information is not available, you may need to carry out a survey to find out whether the scheme will reduce or prevent good ecological status (under the Water Framework Directive). Schemes must avoid significant changes in aquatic vegetation. Such changes could occur where schemes significantly alter the water level or speed of a river. This would be likely to change their habitats and so cause changes in species or composition. This may break the requirements of laws such as the Water Framework Directive, which would prevent you from getting permission for your scheme. We may ask you to provide an analysis which indicates how you will make the effects of those changes less severe in macrophyte and diatom communities (for example, by avoiding significant changes in water level, the speed of flow or other factors that could change habitats).
- 4c You may be able to get information on the macro-invertebrates present in the affected waterbody (stretch of river) from your local Environment Agency office. We will discuss this with you once we have received your pre-application. If information on these ecological elements is not available, you may have to carry out a survey to make sure that the ecological status waterbody will not be damaged as a result of the scheme. Schemes must avoid significant changes in macro-invertebrate communities. Such changes could arise where schemes significantly alter the water level, speed of flow, surface of the river bed substrate or turbidity (cloudiness) of a river. This would be likely to modify their habitats, and so cause changes in the types and range of species present. This may break the requirements of laws such as the Water Framework Directive, which would prevent you from getting permission for your scheme. We may ask you to provide an analysis which indicates how you will make the effects of any changes less severe on macro-invertebrate populations (for example, by avoiding significant changes in water level, the speed of flow or other factors that could change habitats).
- 4d You may be able to get information on species of fish present in the affected waterbody (stretch of river) from your local Environment Agency office. We will discuss this with you once we have received your pre-application. If Atlantic salmon (*Salmo salar*) and sea trout (*Salmo trutta*) are present, or there is an aim to reintroduce them to the river, you will normally need an upstream fish pass under the Salmon and Freshwater Fisheries Act of 1975, Section 9. Screening (SAFFA, S14) must be put in place unless we agree otherwise. We can ask you to provide a fish pass around the structure in the future.
- To meet the requirements of the Water Framework Directive you need to consider passage not only for other major migratory species such as lamprey, eels and shad, but also for brown trout, grayling and coarse fish.
- Some species such as lampreys, shad and bullhead are protected by the European Habitats Directive.
- As a result of the European eel stock being below its conservation limit, there is a European management plan requiring specific improvements to obstructions to help the eels migrate. Eels are particularly vulnerable on their downstream migration and so you need to have adequate screens in place. Eel protection measures may be needed so that your scheme complies with Part 4 of the Eels Regulations (England and Wales) 2009.
- Conservation laws and regulations could change after these guidelines have been published. So you must check for up-to-date regulations.
- If Salmon Action Plans, River Basin Management Plans, Fisheries Action Plans or Eel Management Plans are available, you must consider them in your proposal for the hydroelectric-power scheme.
- 4e Fish passage and screening are dealt with in section 4 of the Good Practice Guidelines for Hydroelectric-power. The effectiveness and efficiency of any existing fish pass will need to be maintained or even improved for a scheme to get the necessary permissions.
- 4f The quality and extent of spawning and nursery areas are significant in providing future adult populations. If your scheme will affect these areas, you will need to consider the appropriate fisheries and environmental laws, such as the Water Framework Directive.
- 4g We have a legal duty to maintain, improve and develop salmon, trout, freshwater and eel fisheries. Schemes should be designed so they do not affect associated fisheries.
- 4h You may be able to get information relating to fish in the affected waterbody (stretch of river) from your local Environment Agency office. We will discuss this with you once we have received your pre-application. If this information is not available, you may need to carry out a survey to make sure the ecological status of the waterbody will not be prevented from reaching good ecological status, or worsen as a result of the scheme. Your scheme must avoid significant changes in fish communities. Changes could arise where schemes significantly alter the water level, speed of flow, surface of the river bed or turbidity (cloudiness) of a river. This would be likely to change habitats, and so cause changes in the type and range of species present. This may break the requirements of laws such as the Water Framework Directive which would prevent you from getting permission for your scheme. We may ask you to provide an analysis which indicates how you will reduce the effect of changes in fish populations (for example, by avoiding significant changes in water level, speed of flow or other factors that could change habitats).

5 Managing the risk of flood

	Yes	No
Will the proposed scheme increase the potential of flood, either by reducing the cross section or by slowing flows? (See note 5a for more information.)		
Does your scheme propose any alterations to structures, or building new structures in the river (such as weirs, dams, culverts or outfalls), or affect existing flood defences (such as embankments or walls)? (See note 5a for more information.)		
Does the scheme create new channels or change the flow path in any way? (See note 5a for more information.)		
Does the scheme propose to deepen any existing channels? (See note 5a for more information.)		
Is the scheme in the floodplain as shown on the Environment Agency's flood map? (See notes 5a and 5b for more information.)		
Will the scheme change the available access to the river or neighbouring flood defences for maintenance (for example, by building fences or walls around new structures, or installing overhead cables)? (See note 5c for more information.)		
Does the scheme reduce the available floodplain area or block potential routes of floods over land? (See note 5c for more information.)		
Does the scheme create a new raised reservoir with the capacity of 25,000 cubic metres or more? (See note 5d for more information.)		
Could the cumulative effect of your proposal along with other proposals increase the risk of flood risk or have a negative effect on land drainage? (See note 5a for more information.)		

Notes

- 5a You are likely to need formal written consent (flood defence consent) from us for these activities. To make sure there is no increased risk of flooding in the area, you will probably need to carry out a flood-risk assessment to show that the effects of your proposal can be managed satisfactorily. Some construction activities may also need planning permission, and you should get the views of the local planning authority. Our booklet 'Living On The Edge' (available free from our customer contact centre, or on our website at <http://publications.environment-agency.gov.uk/pdf/GEHO0407BMFL-e-e.pdf>) provides more information.
- 5b You can find out where your scheme is on our flood map by visiting our website at www.environment-agency.gov.uk/homeandleisure/floods/31650.aspx.
- 5c Operating authorities (including us) on main rivers, Internal Drainage Boards, and local authorities, have responsibilities to maintain watercourses to reduce the risk of flood. This is particularly important at river-control structures which may need to be maintained and cleared of debris. For this reason, vehicles need to be able to get access to these structures, and people need to be able to work safely around them.
- 5d Structures of this size will qualify as statutory reservoirs, and need to be designed and inspected as such. See our website at www.environment-agency.gov.uk/business/sectors/64253.aspx for more information.

6 Navigation

	Yes	No
Is the proposed scheme in an inland waterway that is open to navigation (passage of boats) and is managed by a UK navigation authority? (See note 6a for more information.)		
Could the scheme affect water levels upstream or downstream of the structure? (See note 6b for more information.)		
Could the scheme affect access for any recreational users of the waterway (for example, canoeists, walkers, anglers)? (See note 6c for more information.)		
Could the scheme reduce how much water is available for boats passing through locks during low flows? (See note 6d for more information.)		
Could the scheme affect a waterway used for navigation in any other way? (See note 6e for more information.)		

Notes

- 6a Inland waterways are navigable channels, rivers and lakes, and all associated land (for example towpaths). There is a list of the main inland waterways in England and Wales, and their navigation authorities, on the Inland Waterways Association website at www.waterways.org.uk/waterways/canals_rivers/a_z_waterways.
- 6b Some waterways have water levels that are set in law or by service levels. You need to check with the navigation authority, as early as possible, to see if your scheme could affect water levels.
- 6c You need to check with the navigation authority to see if your scheme will affect recreational users of a waterway.
- 6d Some waterways have a public right of navigation, set by law. You need to check with the navigation authority, as early as possible, to see if your scheme could affect this.
- 6e You may need permission from the navigation authority if your scheme affects a waterway. For example, the location of your turbine could cause unacceptable cross-flow in the navigation channel. You need to check with the navigation authority as early as possible.

Thank you for filling in this checklist. Please give your name, the site name and the name of the watercourse below.

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

First name _____

Last name _____

Site name and name of watercourse

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form? _____

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



Application for hydroelectric-power scheme permissions – who you are



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.

When you have sent us the pre-application, we will appoint an account manager to help you with your application.

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.

Contents

- 1 Type of application
- 2 Government Gateway number
- 3 About you, the applicant
- 4 Applications from companies
- 5 Applications from individuals
- 6 Applications from groups of individuals
- 7 Applications from public bodies
- 8 Your address
- 9 Contact details
- 10 Environmental Impact Assessments and Environmental Reports
- 11 Checklist
- 12 The Data Protection Act 1998
- 13 Declaration
- 14 Next steps

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.

New full abstraction licence
Fill in **WR330** and **WR332**.

New transfer abstraction licence
Fill in **WR330** and **WR332**.

New impoundment licence
Fill in **WR334**.

Environmental permit for flood risk activities
Fill in form **EPB** (part B10) and form **EPF** (part F3).

Fish Pass Approval
Fill in form **FP 002**.

2 Government Gateway number

2.1 Do you have a Government Gateway number?

Yes Please answer 2.2 and 2.3 below.

No Go to section 3.

2.2 What is your Government Gateway number?

2.3 Please state the full name the Government Gateway number relates to

3 About you, the applicant

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

Company
Go straight to section 4.

Individual
Go straight to section 5.

Group of individuals
Go straight to section 6.

Public body
Go straight to section 7.

4 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.

4.1 Company name, as registered with Companies House

4.2 Company registration number

4.3 Company director's details

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

First name _____

Last name _____

Position

Now go straight to section 8.

5 Applications from individuals

Give your full name.

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

First name _____

Last name _____

Now go straight to section 8.

6 Applications from groups of individuals

6.1 What type of group are you?

Charity

Group of individuals

Club

Partnership

6 Applications from groups of individuals, continued

6.2 Name of your group

6.3 Give details of your group's main 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 _____

6.4 Give details of a second representative of your group

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

First name _____

Last name _____

Position

Address

Postcode _____

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 straight to section 8.

7 Applications from public bodies

7.1 Name of the public body

7.2 What type of public body are you?

7 Applications from public bodies, continued

7.3 Chief executive's full name

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

First name _____

Last name _____

Now go to section 8.

8 Your address

If you are applying as an individual, group of individuals or public body, do not fill in 8.1 below. Go straight to 8.2.

8.1 Office address registered with Companies House

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

8.2 Your main UK business address

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

Now go to section 9.

9 Contact details

9.1 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.

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

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

9.2 Who can we contact about your operation?

If you want us to contact the person named in 9.1, tick the box below and go to 9.3.

Same as in 9.1

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

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

Position

Address

Postcode _____

9 Contact details, continued

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

9.3 Who can we contact about your abstraction licence returns?

You only need to fill in parts 9.3 and 9.4 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 9.1
 Go to 9.4.

Same as in 9.2
 Go to 9.4.

If you want to nominate someone else for us to contact, give their 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 _____

9.4 Who can we contact about your billing invoice?

Same as in 9.1

Same as in 9.2

Same as in 9.3

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

9 Contact details, continued

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

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

10 Environmental Impact Assessments and Environmental Reports

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

- Yes Go to 10.2.
No Go to 10.4.

10.2 What is the current status of your planning application?

- Not yet made
- Waiting for a decision
- Refused
- Granted
- Planning permission reference number

10.3 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

10.4 Do you need to prepare an Environmental Report?

- Yes Enclose your Environmental Report with this form.
No

11 Checklist

11.1 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?

11.2 Fees

To find out the fee for your abstraction or impoundment licence, see the Abstraction Charges Scheme guidance on our website at www.gov.uk/government/publications/abstraction-charges-scheme.

Do you need a receipt for this payment?

- Yes
No

To find out our fees for permits for flood risk activities, see the guidance on our environmental permitting charges in the 'Flood risk activities: environmental permits' section of our website at www.gov.uk/government/publications/application-for-an-environmental-permit-part-f3-charging-for-flood-risk-activities-and-declarations.

12 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can deal with your enquiry.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research into environmental issues and develop solutions to problems;
- 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 improve it where necessary; 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.

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

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Today's date (DD/MM/YYYY)

14 Next steps

Please return all forms and any supporting documents to:

Permitting and 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 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

Account manager

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.

Contents

- B1 Applicant's name**
- B2 Existing licence number (if you are applying to replace or change the licence)**
- B3 Restoring sustainable abstraction**
- B4 Source of supply**
- B5 Groundwater investigation at the site**
- B6 Discharge details**
- B7 Further abstractions (temporary licences only)**
- B8 Water rights trading**
- B9 Licence aggregation details**
- B10 Abstraction locations**
- B11 Rights of access and planning permission**
- B12 Environmental assessment and appraisal**
- B13 Abstraction details**
- B14 Safe passage for eels**
- B15 Aggregating abstraction under the licence you are applying for**
- B16 Making a pre-application**
- B17 Pre-application supporting documents**
- B18 Declaration and signature**
- B19 General Data Protection Regulations**
- B20 Commercial confidentiality and national security**
- B21 Where to send the form**
- B22 Next steps**

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 the majority of the page. It is intended for the applicant to provide further details or supporting information related to their application for a water resources abstraction licence.

Application for a water resources abstraction licence – part C



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.

Contents

- C1 Applicant's name and application reference number
- C2 Changes to parts A and/or B following pre-application
- C3 Licence duration
- C4 Method and measurement of abstraction
- C5 Water-usage calculations
- C6 Management Agreements
- C7 Environmental management systems
- C8 Supporting documents
- C9 Payment method
- C10 Declaration and signature
- C11 General Data Protection Regulations
- C12 Commercial confidentiality and national security
- C13 Where to send the form
- C14 Next steps

C1 Applicant's name and application reference number

The name you give here should be the same as you gave in B1 of part B.

C1.1 Give the name of the applicant

This must be the same as the name given in part A and part B.

C1.2 If you have already sent us parts A and B as a pre-application, give us your application reference number

C2 Changes to parts A and/or B following pre-application

C2.1 Have you made any changes to parts A and/or B since you sent it as a pre-application?

No Go to **section C3**

Yes Fill in part A and/or part B again.

C3 Licence duration

Do not fill in this part if you are applying for a temporary licence. Instead go to **section C4**.

C3.1 In most cases licences will be time limited to 12 years maximum although, in exceptional cases, this maybe longer. This would need to be backed up by a business case which will need approval from us.

Start date (DD/MM/YYYY)

End date (DD/MM/YYYY)

In the box below, explain why you need a different period.

Continue on a separate sheet if necessary.

C4 Method and measurement of abstraction

C4.1 Fill in the table below to tell us how you will abstract water and measure the amount abstracted.

Abstraction name (as you gave in B10 of part B)	Structure and equipment involved in the abstraction	Measurement method	Flood defence consent number (if you need flood defence consent)
Example	Pump	Meter	Ref. XXXXXX

C5 Water-usage calculations

C5.1 Will you store abstracted water on your land?

No

Yes Please say how. (Include the capacity of your reservoir and if it is above or below ground. Continue on a separate sheet if necessary.)

C5.2 How much of the water you abstract will be re-used?

C5 Water-usage calculations, continued

C5.3 In the space below, explain how you worked out the amount of water you need to abstract.

Important Information. For spray irrigation, other agriculture, watering golf courses or animal watering, please fill in the appropriate extra information sheets to provide more details at www.gov.uk or use the links below.

- **WR336 Table of water use for general agriculture;**
- **WR337 Table of water needed for irrigating golf courses;**
- **WR338 Table of water needed for livestock;**
- **WR339 Table of water needed for spray irrigation;**
- **WR340 Spray or trickle irrigation of crops – extra information.**

C5.4 How will you ensure you use water efficiently?

This may include steps such as irrigating at night or checking your pipes for leaks. If you cannot fit all of your information in this space, please attach an extra sheet and give the extra sheet a document reference number.

C5 Water-usage calculations, continued

C5.5 What water-saving equipment do you use or do you plan to use?

Continue on a separate sheet if necessary.

C6 Management Agreements

C6.1 Do you need to enter into a management agreement with Natural England?

No

Yes Give details of the agreement below.

C7 Environmental management systems

C7.1 Which of the following management systems will you provide for your proposed operation?

N/A

Eco-Management and Audit Scheme (EMAS)

ISO 14001

Other Give details below.

C8 Supporting documents

C8.1 Please read through this list and tick the items you are sending with this application.

If you provided any of the documents when you sent your pre-application, and nothing has changed, you do not need to send them again.

A map showing the following:

Each point of abstraction

The area of land the water will be used on

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

The points where water will be discharged

An outline of the land you have, or will have, the rights of access over including the boundary for all wetland applications

Additional Information:

Any extra information you have enclosed

The application charge

Details of how you calculated the amount of water you intend to abstract

Confirmation of the right of access or negotiations so far

Continuation sheet for answers to questions

Details of aggregation with existing licences

Environmental statement or report (if necessary)

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

C9 Payment method

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

Cheque

Cheque number

Credit or debit card

Invoice

Electronic transfer (for example, BACS)

Reference number

Date paid (DD/MM/YYYY)

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.

C9 Payment, continued

Please write the name of your company name/individual name and application reference number on the back of your cheque. We will not accept cheques with a future date on them.

Payment by credit or debit card:

If you are paying by credit or debit card we can call you. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Invoice:

We will contact you to raise an invoice once your application charge is confirmed. You will then need to pay this by electronic transfer.

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	Environment Agency
EA RECEIPTS	Payment reference number which 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 bases of our charges, our consultation processes and any current or recent consultations from our website www.gov.uk/government/organisations/environment-agency.

C10 Declaration and signature

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

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

It is an offence to make a false statement for the purpose of getting or transferring a licence.

By signing below you are declaring that as far as you know and believe, the information you have given in your application (including parts A 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)

C11 General Data Protection Regulations

Privacy notice: how we use your personal data

We are the Environment Agency and we run the water abstraction licence and impoundment licence service. We are the data controller. A data controller determines how and why personal data (personal information) is processed.

Our Personal Information Charter (<http://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter>) explains how we deal with your personal information. Go to [GOV.UK](https://www.gov.uk) and search 'Environment Agency personal information charter'.

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

We the Environment Agency are the data controller. We are collecting and processing personal data to:

- process your abstraction or impounding licence applications including pre-application
- advertise your application, if required

C11 General Data Protection Regulations, continued

- 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.

C12 Commercial confidentiality and national security

You may be able to claim commercial confidentiality for information contained in your application. Please read the guidance note for this question, along with **WR25 – Public register and advertising applications**, before responding below.

Tick the box if you want to claim commercial confidentiality for some information in your application. Please treat the information listed and justified in the attached letter as commercially confidential.

Note: You should make sure that we can easily identify the information which you consider to be confidential. It will help us if the information you want us to treat as commercially confidential is provided in a way which will allow it to be easily removed (for example, on separate pages marked ‘claimed confidential’).

You can ask the Secretary of State for information in your form not to be included in any public notice or the public register because including it would be a risk to national security. With your application you must enclose a letter telling us that you have asked the Secretary of State for this, and you must still include the information in your application. We will not include the information in any public notice or public register unless the Secretary of State decides that it should be included.

Tick the box if you are applying to the Secretary of State for National Security Please note: You cannot apply for national security through this application.

C13 Where to send the form

Please send this form and any supporting documents to:

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

Or email to:

psc-waterresources@environment-agency.gov.uk

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

C14 Next steps

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

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

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

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