

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 abstraction licence – part B



Water Resources Act 1991 (as amended by the Water Act 2003), Environment Act 1995,
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Introduction

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B1 Applicant's name

B1.1 Give the name of the applicant

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

B2 Existing licence number (if you are applying to replace or change the licence)

You do not need to fill this in if your application is for a new licence. In this case go to 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 Source of supply, continued

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 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 B6.

B5.1 Have you carried out a groundwater investigation which you had a consent for?

- No Contact us before you send in this application for advice on whether you need to carry out an investigation.
Yes Give your groundwater consent number below.
Groundwater consent number

B5 Groundwater investigation at the site, continued

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:

B5 Groundwater investigation at the site, continued

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; and
- 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 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)

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 B8.

B7.1 Do you expect to carry out further abstractions at this site in the future?

No Go to 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 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.

B8.2 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 <input type="checkbox"/> Groundwater <input type="checkbox"/>
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)

B14 Safe passage for eels

B14.1 Have you discussed with the Area fisheries team the need to provide eel screening at the site?

- No Contact us before you send in this application to find out who to speak to.
- 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.

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 Provide details on a separate sheet.

B16 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 filled-in parts A and B now, as a 'pre-application', so we can identify any problems 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.

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

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

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

First name _____

Last name _____

Position

Today's date (DD/MM/YYYY)

B19 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;

B19 The Data Protection Act 1998, continued

- 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.

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).



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 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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- C8 Supporting documents
- C9 Application fee
- C10 Declaration and signature
- C11 The Data Protection Act 1998
- 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 Please give the applicant's name here so we can link the separate parts of the application.

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

First name _____

Last name _____

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 C3.

Yes Fill in parts A and/or B again with the new details.

C3 Licence duration

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

C3 Licence duration, continued

C3.1 We normally issue abstraction licences for a fixed period in line with our Abstraction Licensing strategies (between 6 and 18 years). If you would like us to consider a set duration for your licence, give the start and end dates below.

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)

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?

C5.3 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.
- (Continue on a separate sheet if necessary.)

C5 Water-usage calculations, continued

C5.4 Have you undertaken a water efficiency audit?

- No
- Yes Please say how. (Continue on a separate sheet if necessary.)

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

C8.2 Below is a list of additional information you need to send for us to process your formal application.

- Any extra information you have enclosed
- The application fee
- 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)

C9 Application fee

See the guidance notes on part A or the details of our Charges Scheme for the current application fee. We cannot process this application if you do not pay the correct fee.

C9.1 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.

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
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Name

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

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Today's date (DD/MM/YYYY)

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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;

C11 The Data Protection Act 1998, continued

- carry out research and development 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.

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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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