

# 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.

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## 1 Type of application

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

Mark all that apply, then go to section 2.

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](http://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](http://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](http://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](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/environment-agency](http://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.

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- B6 Discharge details

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- B16 Making a pre-application
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- B18 Declaration and signature
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- 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 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 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 Groundwater investigation at the site, continued**

**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

\_\_\_\_\_

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.

**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
- 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?<br>(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?<br>(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"/><br>Groundwater <input type="checkbox"/> |
| Which type of abstraction point does, or will, the other person abstract from?<br>(Pick one from the list in B4.2 of the guidance notes.) |  |
| Annual quantity to be traded (m <sup>3</sup> )  |  |
| Daily quantity to be traded (m <sup>3</sup> )   |  |

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 B10  
 Yes  Give the existing licence numbers

On a separate sheet, explain how you want to aggregate your abstraction quantities.

## 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  | Single point                                   | ST 12345 67890                             |   |  |   |
|  |  |  |   |  |   |
|  |  |  |   |  |   |
|  |  |  |   |  |   |
|  |  |  |   |  |   |
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|  |  |  |   |  |   |
|  |  |  |   |  |   |

**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<br>(as at B10) | Access rights | If you do not have access<br>rights yet, when do you<br>expect to get them? | Planning permission<br>needed | Status of planning<br>permission |
|--|---------------|---|-------------------------------|----------------------------------|
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
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|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |
|  |               |   |                               |                                  |

**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 continued

#### B13.2 Transfer of water to maintain a water level

Do you transfer water to maintain a water level?

No  Go to 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?

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  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](http://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   |

**B18 Declaration and signature, continued**

|              |  |
|--------------|--|
| 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)

**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**

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

**B19 General Data Protection Regulations, continued**

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](mailto: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](http://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.

## B20 Commercial confidentiality and national security, continued

**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](http://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 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 part 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 Application fee
- 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 Please give the applicant's name here so we can link the separate parts of the application

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.

### C3.1 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)

## C3 Licence duration, continued

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<br>(as you gave in B10 of part B) | Structure and equipment<br>involved in the abstraction | Measurement method | Flood defence consent number<br>(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](http://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 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.

### C5.5 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

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

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

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

By signing below you are declaring that as far as you know and believe, the information you have given in your application, and any map, extra information sheets and supporting documents, is true.

Signature

Name

First name

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 and search 'Environment Agency personal information charter'.

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

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

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

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. This is to undertake our responsibilities for managing water resources in England through our abstraction and impoundment licensing system.

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

### Sharing and transferring personal data

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

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### 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.

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## C11 General Data Protection Regulations, continued

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

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Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH

Email: [dataprotection@environment-agency.gov.uk](mailto:dataprotection@environment-agency.gov.uk)

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## 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](mailto: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.

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# Application for a water resources impoundment licence – part D



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

## Introduction

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

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

## Contents

- D1 Applicant's name
- D2 Type of application
- D3 Licence number of existing licence

- D4 Locations of impounding works
- D5 Impoundment method and purpose
- D6 Safe passage for eels
- D7 Description of impounding works
- D8 Flow controls, levels and capacities
- D9 Diversion works
- D10 Other permissions
- D11 Supporting documents
- D12 Making a pre-application
- D13 Application fee
- D14 Declaration and signature
- D15 General Data Protection Regulations
- D16 Commercial confidentiality and national security
- D17 Where to send the form
- D18 Next steps

## D1 Applicant's name

### D1.1 Give the name of the applicant

First name   
 Last name

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

## D2 Type of application

### D2.1 Is this application for new impounding works?

- No   
 Yes  Go to D4

### D2.2 Are you applying to change or remove existing impounding works?

- No   
 Yes

### D2.3 Are you applying for a licence for existing impounding works?

- No   
 Yes

## D3 Licence number of existing licence

### D3.1 If you are applying to change or remove existing licensed impounding works, what is your current licence number?

## D4 Locations of impounding works

### D4.1 An impounding location can be a single point, a reach (stretching between the banks of a river) or an area.

In the table below, give the details of the locations you will impound water from.

- If the location is a point, give the 12-character national grid reference for that point.
- If the location is a reach, give the 12-character national grid references for the points on the riverbanks the impoundment works will stretch between.
- If the location is an area, give the four 12-character national grid references relating to the corners of the area. (The first you give should be the one for the top left-hand corner, continuing clockwise around the area.)

The guidance notes explain how to find out your 12-character national grid reference numbers.

**D4 Locations of impounding works, continued**

| Name of the impoundment location | Name of the watercourse to be impounded | Type of location (single point, reach or area) | First 12-character national grid reference | Second 12-character national grid reference | Third 12-character national grid reference | Fourth 12-character national grid reference |
|----------------------------------|---|--|--|---|--|---|
| Example                          |   | Single point                                   | ST 12345 67890                             |   |  |   |
|                                  |   |  |  |   |  |   |
|                                  |   |  |  |   |  |   |
|                                  |   |  |  |   |  |   |
|                                  |   |  |  |   |  |   |
|                                  |   |  |  |   |  |   |
|                                  |   |  |  |   |  |   |
|                                  |   |  |  |   |  |   |

You need to mark the impounding locations on a map and send this with the application. See D11 for further details.

**D5 Impoundment method and purpose****D5.1 In the table below say what method of impounding you will use at each impoundment location. Please also state the purpose for each impoundment.**

The answers you give in the second and third columns must be listed in D5 of the guidance notes.

| Name of the impoundment location<br>Give same names as in D4 | Means of impounding | Purpose |
|--|---------------------|---------|
|  |                     |         |
|  |                     |         |
|  |                     |         |
|  |                     |         |
|  |                     |         |
|  |                     |         |
|  |                     |         |

**D6 Safe passage for eels**

(Please note: You don't have to answer this question at the pre-application stage.)

**D6.1 Have you discussed with the Area fisheries team the need to provide an eel pass at the site?**

No  I have not spoken to the Area fisheries team about eel 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.

**D7 Description of impounding works**

**D7.1 Please give us a full description of your proposals to build, alter or remove impounding works.**

Continue on a separate sheet if you need to.

**D7 Description of impounding works, continued**

**D7.2 Will any areas behind the impounding works end up under water (be submerged) as a result of the impoundment?**

No

Yes  Please show these areas on a map

**D7.3 Will the submerged area be lined?**

No

Yes  Please provide details below including what type of liner you have used

**D7.4 Will the impounding works be used to regulate the flow of other inland water?**

No

Yes  Please provide details below

Name of inland water

How it is marked on the map

**D7.5 Do you propose to abstract water from the impounding works?**

No

Yes  Please provide details below. You will also need to fill in forms WR330 and W332 to apply for an abstraction licence.

What will the water be used for?

Please provide quantities below.

Maximum daily rate

cubic metres

Maximum yearly rate

cubic metres

How will the impounding works provide this yield?

Continue on a separate sheet if you need to.

### D8 Flow controls, levels and capacities

#### D8.1 Do you intend to control the discharge of water downstream of the impoundment works?

- No  Go to D8.4  
Yes  Go to D8.2

#### D8.2 Please give details about the point of discharge.

Description of discharge point

National grid reference of discharge point

How it is marked on the map

#### D8.3 Please give details about how you will control and measure the discharge of water downstream of the impoundment works.

Description of the control method

Description of measurement method at control point

### D8 Flow controls, levels and capacities, continued

National grid reference of control point

How the control point is marked on the map

Proposed flow at the control point

 units

#### D8.4 What will the planned overflow level of the impoundment works be?

Please state as the number of metres above ordnance datum – see the guidance notes.

 metres

#### D8.5 What is the planned capacity of the impoundment works when full to spillway level?

 metres

Please provide your calculations on a separate sheet.

#### D8.6 Will you be creating a raised reservoir?

- No  Go to D9  
Yes

#### D8.7 Have you met the requirements of the Reservoirs Act 1975?

- No   
Yes

### D9 Diversion work

#### D9.1 Do you intend to divert the flow of the inland water while you are building or changing the impounding works?

- No   
Yes  How will you do this?

Continue on a separate sheet if you need to.

We need to see plans and drawings of the proposed diversion works. See D11.

## D10 Other permissions

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

- No  Go to D11  
 Yes

### D10.2 Have you already applied for this permission?

- No  Go to D11  
 Yes  Give details below

#### Water Resources Act 1991 – Section 109

Date you applied (DD/MM/YYYY)

\_\_\_\_\_

Application reference number

\_\_\_\_\_

#### Water Resources Act 1991 – Section 90

Date you applied (DD/MM/YYYY)

\_\_\_\_\_

Application reference number

\_\_\_\_\_

#### Land Drainage Act 1991 – Section 23

Date you applied (DD/MM/YYYY)

\_\_\_\_\_

Application reference number

\_\_\_\_\_

### D10.3 Do any other legal requirements apply to the works?

- No   
 Yes  Give details below.

Continue on a separate sheet if you need to.

## D11 Supporting documents

### D11.1 Please read the list below and tick the items you are sending with this form.

- Plans and sections of the proposed impounding works   
 Plans and sections of the proposed diversion works   
 Calculations for the capacity you specified D8.5   
 Continuation sheet for answers to questions   
 Design drawings of any eel pass   
 Evidence of discussion with fisheries department re Eels (England & Wales) Regulations

## D12 Supporting documents, continued

A map showing:

- The location of the impounding works   
 Any area which will be submerged   
 The points where the water will be discharged   
 Any control or measurement points

## D12 Making a pre-application

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

### D12.1 Do you want to send parts A (or WR317 for Hydropower) and D now as a pre-application?

- No  Fill in the rest of this form  
 Yes  Send parts A and D, and any supporting documents, to us now. Do not fill in the rest of the form or send the application fee.

## D13 Application fee

The current fees can be found at [www.gov.uk](http://www.gov.uk) or at the link here. We cannot process this application if you do not pay the correct fee. We cannot process this application if you do not pay the correct fee.

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

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

## D14 Declaration and signature

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

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



## D14 Declaration and signature, continued

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

By signing below you are declaring that as far as you know and believe, the information you have given in your application, and any map, extra information sheets and supporting documents, is true.

Signature

Name

First name

Last name

Position

Today's date (DD/MM/YYYY)

## D15 General Data Protection Regulations

### Privacy notice: how we use your personal data

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- 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
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### Contact details

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## D16 Commercial confidentiality and national security

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

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

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

## D16 Commercial confidentiality and national security, continued

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

Tick the box if you are applying to the Secretary of State for National Security

**Please note: You cannot apply for national security through this application.**

## D17 Where to send the form

Please send this form and any supporting documents to:

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

Or email to:  
[psc-waterresources@environment-agency.gov.uk](mailto:psc-waterresources@environment-agency.gov.uk)

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

## D18 Next steps

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

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

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

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

