

## 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.

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### 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			
		single point				

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

**D5 Impoundment method and purpose**

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

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

Name of the impoundment location Give same names as in D4	Means of impounding	Purpose
	Fixed weir	Raise level

**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.**

New concrete coping approximately 600mm wide to be placed on the top of the existing weir to raise the height of [REDACTED] Reservoir by 300mm. For further details refer to the submitted plans.

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  
[REDACTED]

How it is marked on the map  
[REDACTED]

**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?  
[REDACTED]

Please provide quantities below.

Maximum daily rate  
[REDACTED] cubic metres

Maximum yearly rate  
[REDACTED] cubic metres

How will the impounding works provide this yield?

In accordance with the existing abstraction licence that we have in place - no changes proposed to this

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

The compensation flow / water bank releases downstream when the reservoir is below top water level will be controlled in accordance with existing licence. The discharge will be via the existing infrastructure and no changes proposed as a result of these works.

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

The water downstream will be controlled using the existing valves in place at \_\_\_\_\_

Description of measurement method at control point

The existing flow measurement point is a Magflow on discharge pipework located as shown on the provided plan.

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

National grid reference of control point

\_\_\_\_\_

How the control point is marked on the map

Flow Measurement Point

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.

181 \_\_\_\_\_ metres

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

12,396,207 \_\_\_\_\_ 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

nicholas.folkes@uuplc.co.uk  
Digitally signed by  
nicholas.folkes@uuplc.co.uk  
DN: cn=nicholas.folkes@uuplc.co.uk  
Date: 2022.03.10 11:11:47 Z

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

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.

## D15 General Data Protection Regulations, continued

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.

## 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

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)).

