

# Application to make administrative changes or minor changes to a water abstraction licence

Water Resources Act 1991, section 51(2)



## Introduction

**Please read through this application form carefully before you fill this form in.**

You should only use this form to apply to make minor changes to your licence if we have told you to do so. 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 want to make more significant changes to your licence, do not use this form. Details of other forms are on our website at [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency), or you can phone us on 03708 506 506.

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

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## 1. Licence number

### 1.1 What is the licence number of the licence (or licences) you want to change?

## 1.2 What kind of change are you applying for?

Admin changes

Minor changes

Please read our Abstraction Charges Scheme and supporting guidance to check your application constitutes a minor change and to find out the current application fee for minor variations. You may need to pay an application fee if completing administrative changes on a significant number of licences (<https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>).

## 2 Licence holder's details

### 2.1 What is the licence holder's name on the licence?

First name or company name

\_\_\_\_\_

Last name

\_\_\_\_\_

### 2.2 Licence holder's contact details

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

\_\_\_\_\_

Contact numbers, including the area code

Phone

\_\_\_\_\_

Fax

\_\_\_\_\_

Mobile

\_\_\_\_\_

Email

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you give us an email address, we will always contact you by email.

### 3 Contact changes

#### 3.1 Do you want to change the contact details of the person we should contact about your operations at the site, abstraction returns, bills or invoices?

No

Yes Give the new contact details below.

##### Contact for operations

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

### Contact for abstraction returns

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## Contact for bills or invoices

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 4 Restoring sustainable abstraction

### 4.1 Is the change a result of the 'restoring sustainable abstraction' programme?

The restoring sustainable abstraction (RSA) programme has identified abstractions that need to be stopped or altered in order to prevent further environmental damage. If you are making this application as a result of investigations under the RSA programme, tick the 'Yes' box below.

No

Yes

## **5 Changes to licence details**

**5.1 In the box below, tell us which part of the licence you want to change (for example, licence holder's address)**

**5.2 What do you want it changed to?**

**5.3 Why do you want to make the change?**

## 6 Declaration and signature

### Signing the form

Check this form thoroughly before signing below. 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 when asking for minor changes in the terms of your licence.

By signing below you are applying to make the changes listed in section 5, and declaring that the information you have given is complete and accurate.

Signature

First name

Last name

Position

Today's date (DD/MM/YYYY)

## 7 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.
- 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.

## **8 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, 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.

You cannot apply for national security through this application.

## 9 Payment method

Tick to show how you paid or intend to pay and provide any reference details requested. We can send you a payment request letter if you need that for your records before you pay by cheque, card or electronic transfer.

Cheque

Cheque number

\_\_\_\_\_

Credit or debit card

Electronic transfer (for example, BACS)

Reference number

\_\_\_\_\_

Date paid (DD/MM/YYYY)

\_\_\_\_\_

### How to pay

#### Cheques:

These should be made payable to Environment Agency and crossed 'A/c Payee'. Send it to us with your completed forms.

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

#### Payment by credit or debit card:

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

**Payment by electronic transfer:**

If you choose to pay by electronic transfer you will need to use the following information to make your payment.

Company name	Environment Agency
Company address	SSCL (Environment Agency)
Bank	RBS/NatWest
Address	London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London EC2M 4RB
Sort code	60-70-80
Account number	10014411
Account name	EA Receipts
Payment reference number	This is your NPS number, which should be in the following format NPSWRXXXXXX. The reference number will appear on our bank statements.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWK60708010014411 and our SWIFTBIC number is NWBKGB2L.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Provide a unique reference number for the application, i.e. do not only use the company name only State who is paying (full name and whether this is the agent/applicant/other)

Fee paid

£

Date payment sent (DD/MM/YYYY)

You should also email your payment details and reference number to [ea\\_fsc\\_ar@gov.sscl.com](mailto:ea_fsc_ar@gov.sscl.com) and forward a copy of the remittance to: Permitting Support, at [PSC-WaterResources@environment-agency.gov.uk](mailto:PSC-WaterResources@environment-agency.gov.uk)

You can access further information about the basis of our charges, our consultation processes and any current or recent consultations from our website [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

**10 Where to send the form**

You must keep to the terms of your existing licence until we tell you that your licence has been changed.

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.

## **11 Next steps**

You must keep to the terms of your existing licence until we tell you that your licence has been changed.

**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)).