

Application for hydroelectric-power scheme permissions – who you are



Guidance notes

Introduction

Please read through these guidance notes and the application form carefully before you fill the form in.

If you are not sure about anything in these guidance notes, phone us on 03708 506 506 between 8am and 6pm, Monday to Friday.

If you have not already done so, before you fill in this application you should fill in 'Form WR315: Hydroelectric-power schemes – pre-application'. This is to make sure you are applying 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.

These guidance notes give you information to help you fill in your application for hydroelectric-power scheme permissions. If you fill in your application form correctly first time, we can process it quicker.

Please follow this guidance to help avoid delays in your application.

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1 Type of application

There are a number of types of permissions – licences, approvals and permits – which you will need in connection with your hydroelectric-power scheme. Put a tick in the relevant boxes to show what permissions you are applying for. If you are not sure, contact your account manager.

New full abstraction licence

Fill in forms WR330 and WR332.

Put a tick in this box if you need a licence to abstract (remove) more than 20 cubic metres (4400 gallons) of water a day from a water source for a period of 28 days or more. You will need a new full abstraction licence if you want to abstract from a groundwater or surface-water source.

If you want to abstract 20 cubic metres or less a day, you do not need an abstraction licence.

For more information on how to apply for a new full abstraction licence, see 'Forms WR331: Guidance notes for a water resources abstraction licence application – part B and WR333: Guidance notes for a water resources abstraction licence application – part C'.

New transfer abstraction licence

Fill in forms WR330 and WR332.

Tick this box if you need a licence to abstract (remove) water from one water source over a period of 28 days or more for the purpose of transferring water to another source, or transferring water to the same source of supply, but at another point without intervening use.

For more information on how to apply for a new transfer abstraction licence, see 'Forms WR331: Guidance notes for a water resources abstraction licence application – part B and WR333: Guidance notes for a water resources abstraction licence application – part C'.

New impoundment licence

Fill in form WR334.

Tick this box if you need a licence for work such as a dam or weir to impound (hold back), obstruct or impede the flow in an inland water.

For more information on how to apply for an impoundment licence, see 'Form WR335: Guidance notes for a Water resources impoundment licence application – part D'.

Environmental permit for flood risk activities

Fill in Form EPB: Application for an environmental permit – Part B10 – Flood Risk Activities.

If you plan to build any part of your scheme in, over or under a main river, or close to the bank of a main river, you must apply for an environmental permit for flood risk activities. Under the Land Drainage Act 1991, you may need a Flood Defence Consent from the 'Lead Local Flood Authority' for any proposals that affect an ordinary watercourse.

Tick this box if you need a permit for a flood risk activity.

For more information on how to apply, see the guidance in 'Form guidance EPB: Application for an environmental permit – Part B10 – Flood Risk Activity'.

Fish Pass Approval

Fill in form FP 002.

Tick this box if as part of your hydroelectric-power scheme you need fish-pass facilities designed to allow fish to swim upstream. If fish-pass facilities are needed on rivers where there are salmon, sea trout and eels, the design and dimensions of the pass must be approved by us.

To grant Fish Pass Approval we will need a copy of the design drawings of your proposed fish pass. At this stage, your application does not rely on you getting Fish Pass Approval, but it

does depend on your plans for a fish pass being compatible with approved status.

We will assess your plans based on the information you provide in 'Form FP 002: Application for fish pass approval'. So, even if you do not yet have all the design drawings needed for you to get Fish Pass Approval, you still need to fill in the form with as much detail as you can. This will also apply to fish passes designed for species other than salmon, sea trout and eels.

For more information on how to apply for Fish Pass Approval, see 'Form Guidance FP 003: Application for fish pass approval – guidance notes'.

2 Government Gateway number

If you have used the Government Gateway website (www.gateway.gov.uk) to register for online government services, you will have been given a Government Gateway number.

If you have a Government Gateway number, tick the yes box and fill in the rest of section 2. If you don't have a Government Gateway number, go to section 3.

3 About you, the applicant

Please tick one box to indicate the type of applicant you are.

Then:

- if you are applying as a company, go straight to section 4;
- if you are applying as an individual, go straight to section 5;
- if you are applying as a group of individuals, go straight to section 6; or
- if you are applying as a public body, go straight to section 7.

4 Applications from companies

Fill in this section if you would like to apply for hydroelectric-power scheme permissions as a registered company.

To apply as a company, you must be a registered company formally registered with Companies House. (Please see www.companieshouse.gov.uk for more information.) Any hydroelectric-power scheme permissions you get will be in the company name registered with Companies House.

You will need to give us your company name, as registered with Companies House, your company registration number, and the full name of the company director, and their official position.

Once you have filled in all of this section, go straight to section 8.

5 Applications from individuals

Fill in this section if you would like to apply as an individual.

Give us your full name. The name you give will be the name on any hydroelectric-power permissions we grant.

Once you have filled in section 5, go straight to section 8.

6 Applications from groups of individuals

Fill in this section if you would like to apply as a charity, group of individuals, club or partnership.

At 6.1, tick the relevant box to tell us whether you are a charity, group of individuals, club or partnership.

At 6.2, give us the name of your group. The name you give will be the name on any hydroelectric-power scheme permissions we grant. If you are a limited liability partnership, please give the full name.

At 6.3, give us the full name, position, full address and contact details of your group's main representative.

At 6.4, give the full name, position, full address and contact details of a second representative of the group.

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.

Once you have filled in all parts of section 6, go straight to section 8.

7 Applications from public bodies

Fill in this section if you would like to apply as a public body such as a county council or an NHS trust.

At 7.1, give us the full name of the public body. The name you give will be the name on any hydroelectric-power scheme permissions we grant.

At 7.2, specify what type of public body you are.

At 7.3, give the chief executive's full name.

Once you filled in all parts of section 7, go to section 8.

8 Your address

All applicants must fill in this section. You must give us your full UK address. The address you give here will be the address your hydroelectric-power scheme permissions will be registered to and will be shown on any hydroelectric-power scheme permissions we grant.

- If you are applying as a company, fill in 8.1. Give your office address registered with Companies House. If this address is outside the UK, give the address of your main UK office in 8.2. We will not be able to process your application if you do not give us a UK address.
- If you are applying as an individual, a group of individuals or a public body, go straight to 8.2 and give the address of your main office in the UK. We will not be able to process your application if you do not give us a UK address.

9 Contact details

9.1 Who we can contact about your application

All applicants must fill in this section. You must fill in all parts of section 9.

You need to tell us who we should contact about your application for hydroelectric-power scheme permissions.

You can nominate someone other than the person named on any hydroelectric-power scheme permissions (for example, a consultant or agent).

You need to give us your or the relevant person's full name, address and contact details.

9.2 Who we can contact about your operation

All applicants must fill in this section.

- If the person you want us to contact about your work is the person named in 9.1, put a tick in the 'Same as 9.1' box and go to 9.3.
- If you want to nominate someone else for us to contact about your work, give their details in this part 9.2.

9.3 Who we can contact about your abstraction licence returns

All applicants applying for an abstraction licence as part of their hydroelectric-power scheme must fill in this section. If you are not applying for an abstraction licence, go to section 10.

Abstraction returns are where a holder of an abstraction licence has to measure the volumes of water they take and report these volumes to us at a certain time each year.

- If the person you want us to contact is the person named in 9.1, tick the 'Same as 9.1' box and go to 9.4.
- If the person you want us to contact is the person named in 9.2, tick the 'Same as 9.2' box and go to 9.4.
- If you want to nominate someone else for us to contact, give their details. This should not be your agent or consultant who may be applying on your behalf for a licence.

9.4 Who we can contact about your billing invoice

All applicants who are applying for an abstraction licence as part of their hydroelectric-power scheme must fill in this section. We do not charge for all abstraction licences, but you still need to fill in this section. See our Abstraction Charges Scheme on the website at www.environment-agency.gov.uk for more details.

- If the person you want us to contact is the person named in 9.1, tick the 'Same as in 9.1' box and go to section 10.
- If the person you want us to contact is the person named in 9.2, tick the 'Same as in 9.2' box and go to section 10.
- If the person you want us to contact is the person named in 9.3, tick the 'Same as in 9.3' box and go to section 10.
- If you want to nominate someone else for us to contact, give their details. This should not be your agent or consultant who may be applying on your behalf for a licence.

10 Environmental Impact Assessments and Environmental Reports

Hydroelectric-power schemes may have an effect on the environment. If you are applying for planning permission for the scheme, depending on the size and location of your hydroelectric-power scheme, and the possible effects on the environment, your local planning authority may require an Environmental Impact Assessment (EIA) to assess the scheme's effect on the environment. Contact your local planning authority to discuss this.

You must give your local planning authority the results of the EIA in an Environmental Statement sent with your planning application. The statement will set out:

- the full effects on the environment; and
- proposed measures to reduce those effects.

Environmental Report

If you do not need to carry out an Environmental Impact Assessment, we may still ask you to prepare an Environmental Report, including all relevant environmental information. If you have not talked to us about whether or not you need to provide an Environmental Report, phone us on 03708 506 506 before you fill in the rest of this section. Our lines are open between 8am and 6pm Monday to Friday.

11 Checklist

Tick the relevant boxes in this section to tell us what documents you are sending with your application.

Fees

To find out the fees for a new full abstraction licence, a new transfer abstraction licence and a new impoundment licence, see our Abstraction Charges Scheme on our website at www.gov.uk/environment-agency.

To find out the 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/environment-agency.

12 The Data Protection Act 1998

This section sets out our rights and responsibilities under the Data Protection Act 1998.

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 this section you are declaring that, as far as you know, the information you have provided, including the map and any supporting documents, is true. We will not accept any application that is not signed.

- If you are applying as a company which has trustees, all trustees must sign the declaration.
- If you are applying as a limited company, a company secretary or a director must sign the declaration.

