

# Application for a water resources licence – part A

Guidance notes on form WR344



## Introduction

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

These guidance notes give you information to help you fill in part A of your application for a new abstraction licence for a previously exempt abstraction (also known as New Authorisations).

If you operate at a number of different sites and are applying for more than one licence you only need to fill in one part A. Ensure you complete a part B (WR346) for each site.

If you get your application right first time, we can process it more quickly. Please follow the guidance below to help avoid delays in your application.

If you are not sure about anything in the form, phone us on 03708 506 506 or email us at [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk).

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## A1 Application

### A1.1 Licence type you are applying for

There are a number of types of licence which you can apply for. Tick one of the boxes to show what type of licence you are applying for. The different types of licence are explained below.

You do not need to complete this section if you are applying for more than one type of licence and/or you operate at multiple sites. Instead complete questions B1.3 on each part B form.

#### New full abstraction licence

Tick this box if you need a licence for an existing operation to abstract more than 20 cubic metres (4,400 gallons) of water a day from groundwater or surface water, for a period of 28 days or more. If you want to abstract 20 cubic metres or less a day, you do not need an abstraction licence.

There is a fee for each application for a full abstraction licence.

For further information on charging go to: <https://www.gov.uk/government/collections/environment-agency-charging-schemes>.

If you are applying for a full abstraction licence you will need to fill in part A (form WR344) and part B (form WR346).

For more information on how to apply for a full abstraction licence, see the guidance notes on part B.

#### New transfer licence

Tick this box if you need a licence for an existing operation where you transfer more than 20 cubic metres (4,400 gallons) of water a day, over a period of 28 days or more, to transfer it direct to another source without using it.

If you transfer 20 cubic metres or less per day, you do not need a transfer licence.

There is a fee for each application for a transfer abstraction licence. For further information on charging go to:

<https://www.gov.uk/government/collections/environment-agency-charging-schemes>.

If you are applying for a transfer licence you will need to fill in part A (form WR344) and part B (form WR346).

For more information on how to apply for a transfer abstraction licence, see the guidance notes on part B.

#### Variation to an existing abstraction licence to add a previously exempt abstraction

Tick this box if you want to make a change to an existing abstraction licence by adding a previously exempt abstraction. For example you may wish to add a trickle irrigation abstraction to an existing spray irrigation licence.

In this scenario you will need to provide details in B2.1 on part B (WR346) of your existing licence number and in B2.2 provide a brief outline of your proposals. If you operate from a number of different sites, a separate application should be submitted for each site with separate application fees.

For further information on charging go to: <https://www.gov.uk/government/collections/environment-agency-charging-schemes>.

Applications are not valid unless we receive the correct fee.

#### A1.2 Cross border applications

There may be a circumstance where the operation of your site is situated across the Wales-England border. If this is the case, you will need to apply for a licence for any abstraction point(s) within England to us. You will also need to apply for a licence for any abstraction point(s) in Wales to Natural Resources Wales. Please see the Natural Resources Wales website for further information regarding their application process: (<https://naturalresources.wales/permits-and-permissions/water-abstraction-and-impoundment/apply-for-a-water-abstraction-or-impoundment-licence/?lang=en>).

Provide any reference number of an application submitted to Natural Resources Wales with your application to us.

If you are not aware that your application site is situated within both Wales and England we will inform you of this situation when

your application is submitted. We will determine your application in conjunction with Natural Resources Wales. You should be aware that we will share your application details with the Natural Resources Wales to enable us to do this.

## A2 About you

Tick the relevant box to tell us whether you are applying for a licence as:

- a registered company – fill in A3 then go to A7
- an individual – fill in A4 then go to A7
- an organisation of individuals (for example, a charity, club, partnership, company not registered with Companies House and so on) – fill in A5 then go to A7
- a public body, such as a local authority or NHS Trust – fill in A6 then go to A7

If you want to apply as a registered company, you must be formally registered with Companies House (see the website at: <https://www.gov.uk/government/organisations/companies-house> for more information). If you are not registered with Companies House you must apply as an organisation of individuals.

## A3 Applications from registered companies

### A3.1 Company name

Give us the company name registered with Companies House. The registered company will be the licence holder, and the company name will appear on the licence if your application is successful.

### A3.2 Company registration number

Give us your company's registration number as listed with Companies House.

## A4 Applications from individuals

Give us your title (Mr, Mrs, Miss and so on), all first names and your surname.

You will be the licence holder, and your name will appear on the licence if your application is successful.

## A5 Applications from organisations of individuals

### A5.1 What type of organisation are you?

Please tick the relevant box to tell us whether your organisation is:

- a charity
- a club
- an organisation of individuals (including a trust)
- a partnership
- a company not registered with Companies House

If you are a charity, give your charity registration number.

If you are a limited liability partnership, give your company registration number at A3.2.

### A5.2 Name of your organisation

Give us the name of your organisation. This could be your charity, club or trading name. If you are a limited liability partnership, give the full name registered with Companies House. Your organisation will be the licence holder, and the name you give here will appear on the licence if your application is successful.

## A5.3 Details of the organisation's first representative

Give us details of the organisation's first representative. This could be the chair, treasurer or secretary of a club or charity, or another person who has the authority to represent the organisation.

If you are a partnership, give details of the first partner here and details of the second partner at A5.4.

## A5.4 Details of the organisation's second representative

Give us details of another representative. If you are a partnership, give the other partner's details.

If you want to give us details of any other representatives, provide them all on a separate sheet. Include the names of all the partners or individuals that make up your organisation, and provide a document reference.

## A6 Applications from public bodies

### A6.1 Name of the public body

Give us the full name of the public body. The public body will be the licence holder and its name will appear on the licence if your application is successful.

### A6.2 What type of public body are you?

Tick the relevant box to tell us what type of public body you are. You must choose one of the options shown. If you choose 'other', please give the name of the public body in the box.

### A6.3 Details of the public body's chief executive

Give us the chief executive's title (Mr, Mrs, Miss and so on), all first names and surname.

## A7 Address

### A7.1 Give the address that you want to appear on any licence or licences we issue

This address will appear on your licence if your application is successful.

If you are applying as a registered company, you must give the address registered with Companies House. If this address is outside the UK, give the address of your main UK office at A7.2.

We will not be able to process your application if you do not provide an address in the UK.

### A7.2 Your main UK business address (if different from A7.1)

You do not need to fill this in if you are applying as an individual, an organisation of individuals or a public body.

If you are a registered company and the address you gave at A7.1 is outside the UK, give the address of your main UK office here. We will not be able to process your application if you do not give us a UK address.

## A8 Contact details

### A8.1 Who should we contact about your application?

You can nominate someone other than the intended licence holder to deal with the application process. This can be an agent hired to deal with your application or someone whose role it is to apply for transitional water resources licences.

Give us all the contact details we have asked for. If you provide us with an email address we will always contact you by this method.

### **A8.2 Who should we contact about your operations at the site?**

If you want this to be the person named at A8.1, tick the relevant box and go to A8.3.

If you want to nominate a different contact, tick the relevant box and give that person's contact details in the spaces provided.

### **A8.3 If we require abstraction returns who should we contact about these?**

For many licences you need to record how much water you abstract, and send that information to us in a form known as an abstraction return, which we provide for the purpose. If we require you to submit abstraction returns we need to know who to send the form to so that you can supply us with your data.

If you want us to send your abstraction returns to the person named at A8.1, tick the relevant box and go to A8.4. This should not be your agent or consultant who may be applying on your behalf for a licence.

If you want us to send your abstraction returns to the person named at A8.2, tick the relevant box and go to A8.4.

If you want to nominate a different person for us to send your abstraction returns to, tick the relevant box and give that person's contact details in the space provided.

### **A8.4 Who should we contact about any bills or invoices?**

You do not need to fill this section in if you are applying for a transfer licence.

If you want us to contact the person named at A8.1 about your bills and invoices, tick the relevant box. This should not be your agent or consultant who may be applying on your behalf for a licence.

If you want us to contact the person named at A8.2 about your bills and invoices, tick the relevant box.

If you want us to contact the person named at A8.3 about your bills and invoices, tick the relevant box.

If you want to nominate a different person for us to contact about bills and invoices, tick the relevant box and give their contact details in the spaces provided.

You have then finished filling in part A of the form.

## **A9 Where to send the form**

Check the form thoroughly before sending it to the address shown.

## **A10 Next steps**

You have now finished filling in part A.

Now fill in part B (form WR346).

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

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

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

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