

Application for a water resources 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
 The Water Resources (Transitional Provisions) Regulations 2017

Introduction

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

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

Contents

- B1 Applicant's name, site name and type of licence you are applying for
- B2 Existing licence number(s)
- B3 Other applications
- B4 Source of supply
- B5 Rights of access and planning permission
- B6 Evidence of abstraction
- B7 Transfer of water to maintain a water levels
- B8 Dewatering operations
- B9 Method and measurement of abstraction
- B10 Discharge details
- B11 Licence duration
- B12 Other abstractions
- B13 Licence aggregation details
- B14 Management agreements
- B15 Environmental impact assessment (EIA)
- B16 Safe passage for eels
- B17 Supporting documents
- B18 Application fee
- B19 Declaration and signature
- B20 The Data Protection Act 1998
- B21 Commercial confidentiality and national security
- B22 Where to send the form
- B23 Next steps

B1 Applicant's name, site name and type of licence you are applying for

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.

B1.2 Give the name of the site

Please use one part B for each site.

B1.3 Licence type you are applying for at this site

New full abstraction licence for a previously exempt abstraction

Fill in this form (part B) together with part A.

New transfer licence for a previously exempt abstraction

Fill in this form (part B) together with part A.

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

Fill in this form (part B) together with part A.

If we believe you have incorrectly applied for a certain type of licence we will contact you to discuss any changes to your application.

B1.4 When did you first start abstracting water in respect of this application?

Please give the year when you first started abstracting.

B2 Existing licence number(s)

You do not have to fill this out if your application is for a new licence. In this case go to B3.

B2.1 If you are applying as part of the transitional regulations to change an existing licence, what is your current licence number?

B2.2 Please give a brief outline of your proposal

B3 Other applications

B3.1 Do you expect to carry out further abstractions (planned abstractions) at this site in the future?

- No Go to B4.
 Yes Go to B3.2.

B3.2 Have you made a separate application for a planned abstraction at this site?

- No Go to B4.
 Yes Go to B3.3.

B3.3 What is the reference number for your planned abstraction application at this site?

B4 Source of supply

Please follow the guidance notes on part B (WR347) closely.

B4.1 Where do you abstract water from?

Surface water Complete sections B4.2 to B4.5.

Groundwater Complete all sections apart from B4.4.

B4.2 Which type of abstraction point are you 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?

Tell us the business or activity at the site you abstract water from.

B4.4 If you are abstracting from surface water, what is the name of the watercourse?

You do not need to fill this in if you are abstracting from groundwater. In this case go to B4.5.

B4.5 Give the details of the locations you abstract water from

An abstraction location can be a single point, a reach (stretch of water) or an area.

- If the location is a single point, give the 12-digit national grid reference for that point
- If the location is a reach, give the two 12-digit national grid references you abstract between
- If the location is an area, give four 12-digit national grid references relating to the corners of the area

You should start from the top left-hand corner then continue clockwise around the area.

Table 1 Abstraction locations

Continue on a separate sheet if necessary and provide a document reference. _____

Name of the abstraction as labelled on the map	Type of location (single point, reach or area)	First national grid reference (12 digits)	Second national grid reference (12 digits)	Third national grid reference (12 digits)	Fourth national grid reference (12 digits)

Groundwater applications

You do not need to fill this in if you are abstracting from surface water. In this case go to B5.

B4.6 If you are abstracting from groundwater, what type of aquifer is the groundwater in?

Give the name of the aquifer below.

B4.7 Please give us as much detail as you can about any boreholes, wells, shafts or excavations in Table 2.

Table 2 Groundwater abstraction locations

Continue on a separate sheet if necessary and provide a document reference _____

B4 Source of supply, continued

Name of the abstraction as labelled on the map	Depth (in metres)	Diameter (in mm) or area of excavation	Lining	Depth of pump	Standing water level	Pumped water level	Describe how overflow or leaks will be prevented from artesian works (works where water reaches the surface under natural pressure without pumping)

B5 Rights of access and planning permission**B5.1 What rights of access do you have?**

Please give details in Table 3, using the lists in the guidance notes to specify:

- your access rights
- the planning permission needed
- the status of the planning permission
- provide us with a copy of any reports that you may have produced as part of your planning application along with the relevant section of your planning permission which relates to the abstraction or use of water

Please note we cannot grant a licence until we have been told the rights of access are in place.

Continue on a separate sheet if necessary and provide a document reference _____

Table 3 Rights of access and planning permission

Name of the abstraction as labelled on the map	Access rights (Yes/No) (see guidance notes)	Is planning permission needed? (Yes/No)	Status of planning permission (if applicable)	Date the planning permission is due to expire/be reviewed (if applicable)

B6 Evidence of abstraction**B6.1 To apply for a licence to abstract water under the transitional arrangements you need to demonstrate that the abstraction has been taking place at some time during the seven-year qualification period preceding the removal of exemptions. Please give details in Table 4.**

Please note that you cannot apply for any more than the maximum daily or annual quantity that you have abstracted during the qualification period. If abstraction did not take place during the seven-year qualifying period or you cannot provide sufficient evidence of previous abstraction in this period, then you should apply for a licence using the standard application process.

For full details of what we need you to provide please see the guidance notes. You can find further information to help you decide how much water is required and the type of evidence required at <https://www.gov.uk/guidance/water-management-apply-for-a-water-abstraction-or-impoundment-licence>.

If you have other details that will help us to deal with your application please include this information with your application.

Continue on a separate sheet if necessary and provide a document reference _____

B6 Evidence of abstraction, continued

Table 4 Evidence of abstraction

Year	Purpose(s) that the water is being used for	Is your abstraction from surface water (S) or ground-water (G)	Show point(s) on your map	Period you made the abstraction and/or transfer	Maximum quantity abstracted and/or transferred (in cubic metres)				Average daily quantity abstracted (in cubic metres)	Peak instantaneous flow rate (in litres per second)	Maximum number of hours of abstraction per day
		S or G	Map location label A-Z or similar	All year/seasonal/months/specific dates/number of days	Year	Day	Hour	Estimated with evidence (E) or actual (A)			
2011											
2012											
2013											
2014											
2015											
2016											
2017											

B6 Evidence of abstraction, continued

B6.2 Please provide a detailed description of the abstraction taking place on site and include a diagram, photographs or schematic of how the activity is managed.

For full details of what we need you to provide please see the guidance notes.

Continue on a separate sheet if necessary and provide a document reference _____

B7 Transfer of water to maintain a water level

B7.1 Do you transfer water to maintain a water level?

No Go to B8.

Yes Please provide details below of:

- What the levels are
- If/how they vary on a seasonal basis
- How they relate to the quantity of water abstraction
- How you control water levels

Continue on a separate sheet if necessary and provide a document reference _____

B8 Dewatering operations

B8.1 Do you abstract for dewatering purposes?

No Go to B9.

Yes Provide a brief description of your operations and provide details on a separate sheet, with a document reference, showing:

- A cross-section to show the extent of current and future workings
- Pump capacities and discharge details
- A plan to show the extent of current and future workings
- A cross-section to show current and planned water table levels

Some dewatering operations may have had conservation notices (Section 30 or 199 WRA 1991) issued for them prior to 2006. If such a notice was issued for your site please provide details in the box below.

Continue on a separate sheet if necessary and provide a document reference _____

B9 Method and measurement of abstraction

B9.1 Fill in Table 5 to tell us how you currently abstract water and measure or assess the amount abstracted

For full details of what we need you to provide please see the guidance notes.

Continue on a separate sheet if necessary and provide a document reference _____

Table 5 Method and measurement or assessment of abstraction

Name of the abstraction as labelled on the map	Structure and equipment involved in the abstraction	Measurement or assessment method	Flood defence or flood activity permit number (if applicable)

B10 Discharge details

B10.1 Do you discharge water abstracted from the site?

No Go to B11.

Yes Give details in Table 6.

Continue on a separate sheet if necessary and provide a document reference _____

Table 6 Discharge details

Where do you discharge the water to? (See guidance notes for options)	Volume of water, discharged per day (in cubic metres)	12-digit national grid reference of discharge point	Environmental permit number or application number (if you have one)

B11 Licence duration

B11.1 When we grant a licence for the first time, it is likely to be for between 6 and 18 years. If you want to set the duration of your licence, give the end date below.

For important further information on time limits, see the guidance notes.

End date (DD/MM/YYYY)

B11 Licence duration, continued

In the box below, explain why you need a specific period.

Continue on a separate sheet if necessary and provide a document reference _____

B12 Other abstractions

B12.1 Fill in Table 7 below to tell us about any other abstraction(s) undertaken by you (licensed, exempt or pending application) that is associated with this application.

For full details of what we need you to provide please see the guidance notes.

Continue on a separate sheet if necessary and provide a document reference _____

Table 7 Other abstractions

Purpose (Please be specific)	Where do you abstract the water? (surface water or groundwater and 12-digit national grid reference)	Where do you use the water?	When do you abstract the water? (Please be specific)	Is this an exempt abstraction (i.e. less than 20 cubic metres per day), a pending application or already licensed? Please provide details, application or licence number as appropriate.

B12.2 Have you included an exempt abstraction which is currently less than/equal to 20 cubic metres per day?

No Go to B13.

Yes We will require the following information as you will lose your exemption when your transitional licence is granted as the amount of water being used on site will be greater than 20m³/d. Please fill in the table below.

What is the water used for?	Yearly quantity (cubic metres)	Daily quantity (cubic metres)	Hourly quantity (cubic metres)

Please note: We will add these exemptions to the licence when granted.

B13 Licence aggregation details

B13.1 Do you wish for the licence you are applying for to be aggregated with any other existing licence or another licence application?

- No Go to B14.
Yes Give the existing licence number(s) (If applicable).

Explain how you want to aggregate your abstraction quantities.

B14 Management agreements

B14.1 Do you have a management agreement with Natural England?

- No Go to B15.
Yes Give details of the agreement below.

B15 Environmental impact assessment (EIA)

You only need to complete this section if your application is for agricultural (including trickle irrigation) purposes.

B15.1 Have you previously sought a scoping opinion from us under the Water Resources (Environmental Impact Assessment) (England and Wales) Regulations 2003 (as amended)?

- Yes Proceed to question 15.2.
No Proceed to question 16.

B15.2 Did we say an Environmental Impact Assessment was required?

- No Provide a copy of the screening opinion.
Yes Provide a copy of your Environmental Impact Assessment.

B16 Safe passage for eels

B16.1 Have you discussed with our area fisheries team the need to provide eel screening or an eel pass at the site?

- No Please be aware that your abstraction may need to be screened to prevent impact upon eel populations and/or you may need to provide an eel pass at any obstruction.
Yes In the box below give details of the discussions you have had with us (for example, who you spoke to and a brief outline of the outcome of the conversation).

If you have design drawings or details, attach them to this application form when you send it to us and provide a document reference.

Document reference for the drawings or details

B17 Supporting documents

B17.1 Please read through this list and tick the items you are sending with this application

- The application fee
- Confirmation that you have provided evidence of the abstraction
- Calculations of abstraction volumes
- Continuation sheet for answers to questions
- Diagram showing abstraction of water for transfer purposes
- Further details of transfer of water if used to maintain water level
- Copy of your planning permission (where applicable)
- Diagram showing abstraction of water for dewatering operations
- Further details of dewatering operations
- A map showing the following:
- Each point of abstraction
 - The area of land the water is used on
 - The site of any proposed reservoir or water body used for storage
 - The points where water is discharged
 - The point or points of measurement for your abstraction
- Details of aggregation with another existing licence or another transitional licence application
- Environmental statement or report
- Management agreement with Natural England

B18 Application fee

See the guidance notes on part B (WR347) 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.

B18.1 How do you want to pay your application fee?

- Cheque
- Please make payable to 'Environment Agency'.

Paying by credit or debit card

If you are paying by credit or debit card, either we can call you or you can fill in the separate form CC1 and enclose it with the application. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

- Please call me to arrange payment by credit or debit card
- I have enclosed form CC1 with my application

B19 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' signatures
Partnerships	One or more of the partners
Trust	All trustees or the chair, treasurer or secretary

It is an offence to make a false statement for the purpose of getting a licence, for which you may be prosecuted.

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

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Today's date (DD/MM/YYYY)

You have now finished filling in part B.

B20 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application
- make sure you keep to the conditions of your licence
- process renewals
- advertise your application and make it available to the public in line with the Water Resources Act 1991
- keep the public registers up to date

We may also process or release the information to:

- offer you documents or services relating to environmental matters
- consult the public, public bodies and other organisations (for example, the Department for the Environment, Food and Rural Affairs, the Health and Safety Executive, local authorities, the emergency services) on environmental issues
- carry out research and development on environmental issues

B20 The Data Protection Act 1998, continued

- 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 to improve our service
- 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.

B21 Commercial confidentiality and national security

You may be able to claim commercial confidentiality for information contained in your application.

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.

B22 Where to send the form

Please send this form and part A along with any supporting documents to:

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

Or email it to:

psc-waterresources@environment-agency.gov.uk

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

B23 Next steps

We will check this application and contact you if we have any questions. Due to the high number of applications that the Environment Agency expects to receive from previously exempt abstractors, the Transitional Regulations allow up to three years to determine licence applications. You will be able to continue to abstract water until we make a decision on your application.

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).

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£ _____