

# Application to transfer an abstraction or impoundment licence



Water Resources Act 1991 (subsection 59A)

## Introduction

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

Fill in this form if you want to transfer all of your abstraction or impoundment licence to someone else. You cannot transfer a temporary abstraction licence.

If you want to split the responsibilities under an existing licence between two or more people, fill in form WR166 instead of this form.

The current licence holder will still be responsible for meeting the conditions of the licence and any associated charges until the transfer has gone ahead and we issue a new licence to the new licence holder.

The new licence holder will be responsible for meeting the conditions of the licence and any associated charges from the date we transfer it or the date you specify in 13.1 of this form. If you want the licence to be transferred on a specified date you must send this application to us at least two weeks before that date. This date may need to change if the application cannot be accepted as valid.

### Entitlement to an abstraction licence

If this application is to transfer an abstraction licence, the person you want to transfer the licence to must meet the requirements set out in section 12 of this form.

Please note: We will only be able to process this application once the new licence holder has the necessary rights of access.

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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## 1 Licence to be transferred

### 1.1 What is the licence number of the licence you want to transfer?

\_\_\_\_\_

## 2 Your details (the current licence holder)

### 2.1 Give the following details.

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

## 2 Your details (the current licence holder), continued

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## 3 Details of who to contact about this application

### 3.1 If you want us to contact someone else about this application, give details of the person we should contact.

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position

\_\_\_\_\_

### 3 Details of who to contact about this application, continued

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 4 Details of the new licence holder (the 'transferee')

#### 4.1 Name of the transferee (proposed new licence holder)

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

#### 4.2 Is the transferee a company (this includes Limited Liability Partnerships) an individual, an organisation of individuals or a public body?

- A registered company   
 Go to section 5.
- An individual   
 Go to section 6.
- An organisation of individuals   
 Go to section 7.
- A public body   
 Go to section 8.

### 5 Applications from companies

#### 5.1 Company name

\_\_\_\_\_

#### 5.2 Company registration number

\_\_\_\_\_

Now go to section 9.

### 6 Applications from individuals

#### 6.1 Your details

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

Now go to section 9.

### 7 Applications from organisations of individuals

#### 7.1 Type of organisation

For example, a charity, a partnership, a trust or a number of individuals.

\_\_\_\_\_

Limited Liability Partnerships – do not fill in this section; you must complete section 3.

#### 7.2 Name of your organisation

For example any trading name.

\_\_\_\_\_

#### 7.3 Details of the organisations first representative

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

Position

\_\_\_\_\_

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### 7.4 Details of the organisations second representative

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

Position

\_\_\_\_\_

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

## 7 Applications from organisations of individuals, continued

Contact numbers, including the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Where organisations are made up of individuals we can only issue licences to the named individuals, we therefore need details of each person making up the organisation.

If necessary, use a separate sheet to give us the details of additional applicants.

Now go to section 9.

## 8 Details of the public body

### 8.1 Name of the public body

\_\_\_\_\_

### 8.2 What type of public body is it?

English county council   
 English district council   
 English metropolitan council   
 English unitary authority   
 London borough council   
 Town council   
 Parish council   
 Other government authority   
 Fire authority   
 NHS trust   
 Primary care trust   
 Other health body   
 Other public body

Now go to section 9.

## 9 Transferee's address

### 9.1 Give the transferee's address

The address you give will be the address the transferred licence will be registered to if the application is successful. If the transferee is a registered company, the address you give must be that registered with Companies House.

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

## 9 Transferee's address, continued

### 9.2 Transferee's main UK business address (if different from above)

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

Now go to section 10.

## 10 Transferee's contact details

### 10.1 Who should we contact about the transferee's operations at the site?

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_  
 Position \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_  
 Contact numbers, including the area code  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 10.2 Who should we contact about abstraction returns?

The person named at 10.1   
 Go to 10.3.

The person named below   
 Give details below.

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_  
 Position \_\_\_\_\_

### 10 Transferee's contact details, continued

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 10.3 Who should we contact about any bills or invoices?

- The person named at 10.1   
 The person named at 10.2   
 The person named below   
 Give details below.

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 11 Water rights trading

#### 11.1 Is the transfer part of an agreement to trade water rights with someone else?

- No  Go to section 12.  
 Yes  Give the reason for the trade in the box below.

\_\_\_\_\_

### 12 Transferee's entitlement to an abstraction licence

#### 12.1 Is this application to transfer an abstraction licence?

- No  Go to section 13.  
 Yes

#### 12.2 What rights of access does the transferee have?

The transferee must have, or expect to have, a right of access to the point/points the water will be abstracted from.

They must have the right of access for at least 12 months or the duration of the transferred licence, whichever is less.

We may ask for proof of their right of access, such as a deed, lease or tenancy agreement.

Fill in the details below. In the second column, specify one of the following.

- They are the occupier
- They have a right of access
- They expect to have the right of access. Please note we can't process the application until we have been told the rights of access are in place.

Abstraction location name or grid reference	Access rights	If the transferee does not have access rights yet, when do they expect to get them? Please provide a date (DD/MM/YYYY)

Please provide a map showing the following:

- Each point of abstraction;
- An outline of the land you have, or will have, the rights of access over.

### 13 Date of transfer

If this application is successful we will transfer the licence on the day we approve it unless you want it to be transferred on a specific date in the future.

#### 13.1 What date do you want the licence to be transferred?

The date you give must be at least two weeks after the date you send this form to us. This date may need to change if the application cannot be accepted as valid.

Today's date (DD/MM/YYYY)  
 \_\_\_\_\_

## 14 Declaration and signature

### Signing the form

You and the transferee should check this form thoroughly before signing below.

By signing below:

- you (the current licence holder) are asking us, the Environment Agency, to transfer the licence to the transferee and issue a new licence to the transferee showing them as the licence holder;
- the transferee is confirming that they want the licence to be transferred to them; and confirms they will have a right of access to the point/points of abstraction, and
- you (both parties) are confirming that the information provided in this form is, as far as you know and believe, correct.

The application must be signed by the appropriately authorised person. The table below gives details of who can sign an application.

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 for the purpose of getting or transferring a licence.**

### Your signature (The current licence holder)

Name

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position

Today's date (DD/MM/YYYY)

## 14 Declaration and signature, continued

### Transferee's signature (New licence holder)

Name

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position

Today's date (DD/MM/YYYY)

## 15 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; and
- 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 work on environmental issues;
- 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; and
- 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.

## 16 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.

## 16 Commercial confidentiality and national security, continued

**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.

## 17 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](mailto:psc-waterresources@environment-agency.gov.uk)

If you are not sure about anything in this form, phone us on 03708 506 506.

## 18 Next steps

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

If we approve this application, we will send the transferee an amended 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)).

