

Application for a water resources licence – part A



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.

This form is to be used for an 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 are not sure about anything in this form, phone us on 03708 506 506 or email us at enquiries@environment-agency.gov.uk.

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A1 Application

A1.1 Licence type you are applying for

Please Note: this form is for applications for previously exempt abstraction. For all other applications please use form WR328 (part A non-hydropower) or WR317 (hydropower).

Please tick the appropriate box(es):

If you are applying for more than one licence type and/or you operate at multiple sites at which you abstract water tick this box and then complete the alternative section B1.3 on each part B form.

New full abstraction licence for a previously exempt abstraction

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

New transfer licence for a previously exempt abstraction

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

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

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

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

Now complete A1.2.

A1.2 Cross border applications

As part of your site operation do you also abstract water for a previously exempt activity in Wales?

No

Yes Provide detail of this application and if possible provide a reference/application number. Continue on a separate sheet if necessary and provide a reference for this document.

A2 About you

A2.1 Are you applying as a registered company (this includes Limited Liability Partnerships), an individual, an organisation of individuals (for example, a charity, club, partnership or company not registered at Companies House) or a public body (for example, a local authority or NHS trust)?

- A registered company Go to A3.
An individual Go to A4.
An organisation of individuals Go to A5.
A public body Go to A6.

A3 Applications from registered companies

A3.1 Company name

A3.2 Company registration number

Now go to A7.

A4 Applications from individuals

A4.1 Your details

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

First name _____

Last name _____

Now go to A7.

A5 Applications from organisations of individuals

A5.1 What type of organisation are you?

Please choose one of the following:

Charity
 Registration number _____

Club

Organisation of individuals

Trust

Partnership

Company not registered with Companies House

Limited Liability Partnerships – do not fill in this section; you must complete section A3.

A5.2 Name of your organisation

A5.3 Details of the organisation's 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 _____

A5.4 Details of the organisation's second representative

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

First name _____

Last name _____

Position

A5 Applications from organisations of individuals, continued

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

Where organisations are made up of individuals we can only issue licences to named individuals, we therefore need details of each person making up the organisation. If necessary, use a separate sheet and provide a document reference.

Document reference for the separate sheet

Now go to A7.

A6 Applications from public bodies

A6.1 Name of the public body

A6.2 What type of public body are you?

English county council	<input type="checkbox"/>	Crown	<input type="checkbox"/>
English district council	<input type="checkbox"/>	Fire authority	<input type="checkbox"/>
English metropolitan council	<input type="checkbox"/>	NHS trust	<input type="checkbox"/>
English unitary authority	<input type="checkbox"/>	Primary care trust	<input type="checkbox"/>
London borough council	<input type="checkbox"/>	Other health body	<input type="checkbox"/>
Town council	<input type="checkbox"/>	Drainage authority	<input type="checkbox"/>
Parish council	<input type="checkbox"/>	Other public body	<input type="checkbox"/>
Navigation authority and/or Statutory undertaker	<input type="checkbox"/>	Name	_____
Other government authority	<input type="checkbox"/>		

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

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

First name _____

Last name _____

Now go to A7.

A7 Address

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

For companies, this must be the address on record at Companies House.

Address

 Postcode _____

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

Address

 Postcode _____

Now go to A8.

A8 Contact details

All applicants must fill in this section. If you give us an email, we will always contact you by email.

A8.1 Who should we contact about your application?

This can be someone acting as a consultant or an ‘agent’ for you during your application process.

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____
 Position _____
 Address _____

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

A8 Contact details, continued

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

The person named at A8.1 Go to A8.3.
 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 _____

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

This must not be your agent or consultant who may be applying on your behalf for a licence.

The person named at A8.1 See guidance notes. Go to A8.4.
 The person named at A8.2 Go to A8.4.
 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 _____

A8 Contact details, continued

Email

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

This must not be your agent or consultant who may be applying on your behalf for a licence.

The person named at A8.1 See guidance notes.

The person named at A8.2

The person named at A8.3

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

A9 Where to send the form

Please send this form, part B 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

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

A10 Next steps

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 (<http://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure>).

You have now finished filling in part A.

Now fill in part B (form WR346).

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£