

Notification of death or bankruptcy of a water resources licence holder



Water Resources Act 1991 (as amended by the Water Act 2003), Environment Act 1995,
The Water Resources (Abstraction and Impounding) Regulations 2006

Introduction

Please read through this carefully before you complete it. This form will help us process your application to vest a licence following Death or Bankruptcy.

An abstraction and/or impoundment licence becomes the responsibility of the personal representative of the licence holder. The personal representative will be either the Executor or Administrator where the licence holder has died or is a Trustee in Bankruptcy.

If you are an **Executor** (you will have been appointed in the will) you will have **15 months from the date of death** to

- notify us that you are the licence holder

If you are an **Administrator** (you will have been appointed by the letters of administration) you will have **15 months from the date of grant of the letters of administration** to

- notify us that you are the licence holder

If you are a **Trustee in Bankruptcy** (you will have been appointed in the bankruptcy order) you will have **15 months from the date of the bankruptcy order** to

- notify us that you are the licence holder during the administration of the estate

If you do not contact us within these timescales the licence will end and you may be charged any amount outstanding on the account. You will have to apply for a new licence if you still need one and there is no guarantee one will be issued, or that it will not be more restrictive.

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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A1 Licence in question

A1.1 What is the number of the licence you wish to discuss?

A2 Licence requirement

A2.1 What do you want to do with the licence?

Change it into your name

Revoke it as not required

A3 About you

A3.1 What title best describes you?

Executor

Go to section A4.

Administrator

Go to section A5.

Trustee in Bankruptcy

Go to section A6.

A4 Executor

A4.1 What is the name currently shown on the licence?

A4 Executor, continued

A4.2 What was the date of death of the person named above?

_____ (DD/MM/YYYY)

A4.3 Please confirm you are named as an executor in the above named person's will?

(We may ask to see this.)

Yes

Now go to section A7.

Please note: If you can't tick the above box you will not be able to make changes to this licence as an executor.

A5 Administrator

A5.1 What is the name currently shown on the licence?

A5.2 Have the letters of administration been issued?

Yes

A5.3 What was the date of grant of the letters of administration for the person named above?

_____ (DD/MM/YYYY)

A5 Administrator, continued

A5.4 Please confirm you are named as an administrator in the letters of administration?

(We may ask to see this)

Yes

Now go to section A7.

Please note: If you can't tick the above box you will not be able to make changes to this licence as an administrator.

A6 Trustee in Bankruptcy

A6.1 What is the name currently shown on the licence?

A6.2 Has a Bankruptcy Order been issued?

Yes

Please note: If you can't tick the above box, we will not be able to progress this until the Bankruptcy Order has been issued.

A6.3 What was the date of the Bankruptcy Order?

_____ (DD/MM/YYYY)

A6.4 Please confirm you are named as a Trustee in Bankruptcy in the Order?

(We may ask to see this)

Yes

Please note: If you can't tick the above box you will not be able to make changes to this licence as a Trustee in Bankruptcy.

Now go to section A7.

A7 Contact details

A7.1 Please complete your details below

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Mobile _____

Email

A8 Declaration and signature

Signing the form

By signing below

- you are asking us, the Environment Agency to change or revoke the licence

The application must be signed by the licence holder's personal representative.

Signature

Today's date (DD/MM/YYYY)

A9 General Data Protection Regulations

Privacy notice: how we use your personal data

We are the Environment Agency and we run the water abstraction licence and impoundment licence service. We are the data controller. A data controller determines how and why personal data (personal information) is processed.

Our Personal Information Charter (<http://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter>) explains how we deal with your personal information. Go to GOV.UK and search 'Environment Agency personal information charter'.

Why we are collecting personal data and what we will do with it

We the Environment Agency are the data controller. We are collecting and processing personal data to:

- process your abstraction or impounding licence applications including pre-application
- advertise your application, if required
- make your application available to the public and organisations that we have to notify, as required by the Water Resources Act 1991
- keep public registers up to date
- charge you for your abstraction or impounding licence as set out by our charges scheme
- process your records of abstraction (returns)
- make sure you keep to the conditions of your abstraction or impounding licence
- contact you about managing your abstraction or impounding licence or applying for other licences you may need
- contact you to gather feedback to improve the level of service that we provide
- register you to use our online water resources service

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. This is to undertake our responsibilities for managing water resources in England through our abstraction and impoundment licensing system.

We do not use your personal data to make an automated decision or for automated profiling.

A9 General Data Protection Regulations, continued

Sharing and transferring personal data

We will not share your personal data with anyone outside of the Environment Agency without your consent unless we are allowed to do so by law. But we may pass your data on to our agents or representatives to process it for us.

We transfer your data through servers in the UK and Amazon Web Service (AWS) servers in Ireland. We store the data on servers in the UK and AWS servers in Ireland. The data will not be transferred outside the European Economic Area.

How long we hold personal data for

We will keep your personal data as required by law to maintain the Water Abstraction and Impounding Licence public register with details of all applications and our decisions on those applications.

We will keep other personal data for 7 years once the abstraction or impoundment licence ceases to have effect. After 7 years we will review retention in line with our standard information retention policy.

We will keep your personal data required to access the 'Manage your water abstraction or impoundment licence' service for as long as you require access to the service.

Contact details

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information.

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact our DPO:

Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH

Email: dataprotection@environment-agency.gov.uk

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk. The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

A10 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

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

A11 Next steps

We will contact you once we have reviewed the form.

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, please tell us.

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).