

Application for hydroelectric-power scheme permissions – about you



Introduction

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

If you have not already done so, we strongly recommend that you first fill in 'Form WR315: Hydroelectric-power schemes – pre-application'. This is to make sure you apply for the correct permissions for your scheme, and that when you fill in this application, you include all the documents we need.

It should take you about 30 minutes to fill in this form.

If you are not sure about anything in this form, phone us on 03708 506 506 between 8am and 6pm, Monday to Friday.

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1 Type of application

Which permissions are you applying for in connection with your hydroelectric-power scheme?

Mark all that apply, then go to **section 2**.

Please tick the box(es) below to let us know what type of licence(s) you are applying for.

New full abstraction licence

Fill in this form (WR317) together with parts B and C.

New temporary licence

Fill in this form (WR317) together with parts B and C.

New transfer licence

Fill in this form (WR317) together with parts B and C.

1 Type of application, continued

New impoundment licence

Fill in this form (WR317) together with part D.

Please check our website as some Impoundments don't need a licence: <https://www.gov.uk/guidance/water-management-apply-for-a-water-abstraction-or-impoundment-licence>.

Apply for a replacement licence when the existing expires

Fill in this form (WR317) together with parts B and C.

Formal variation to an existing abstraction licence

Fill in this form (WR317) together with parts B and C.

Environmental permit for flood risk activities

Fill in **Form EPB: Application for an environmental permit – Part B10 – Flood Risk Activities**.

If you plan to build any part of your scheme in, over or under a main river, or close to the bank of a main river, you must apply for an environmental permit for flood risk activities. Under the Land Drainage Act 1991, you may need a Ordinary Watercourse Consent from the 'Lead Local Flood Authority' for any proposals that affect an ordinary watercourse.

Tick this box if you need a permit for a flood risk activity.

For more information on how to apply, see the guidance in '[Form guidance EPB: Application for an environmental permit – Part B10 – Flood Risk Activity](#)'.

Fish Pass Approval

Fill in form **FP 002**.

Tick this box if as part of your hydroelectric-power scheme you need fish-pass facilities designed to allow fish to swim upstream. If fish-pass facilities are needed on rivers where there are salmon, sea trout and eels, the design and dimensions of the pass must be approved by us.

To grant Fish Pass Approval we will need a copy of the design drawings of your proposed fish pass. At this stage, your application does not rely on you getting Fish Pass Approval, but it does depend on your plans for a fish pass being compatible with approved status.

We will assess your plans based on the information you provide in '[Form FP 002: Application for fish pass approval](#)'. So, even if you do not yet have all the design drawings needed for you to get Fish Pass Approval, you still need to fill in the form with as much detail as you can. This will also apply to fish passes designed for species other than salmon, sea trout and eels.

For more information on how to apply for Fish Pass Approval, see '[Form Guidance FP 003: Application for fish pass approval – guidance notes](#)'.

2 About you, the applicant

Are you applying as a company, an individual, a group of individuals (a partnership) or a public body?

Company **[Go to section 3.](#)**

Individual **[Go to section 4.](#)**

Group of individuals **[Go to section 5.](#)**

Public body **[Go to section 6.](#)**

3 Applications from companies

To apply as a company, you must be a registered company formally registered with Companies House. Please see www.companieshouse.gov.uk for more information.

3.1 Company name, as registered with Companies House

3.2 Company registration number

Now go to [section 7](#).

4 Applications from an individual

Give your full name.

First name

Last name

Now go to [section 7](#).

5 Applications from groups of individuals

5.1 What type of group are you?

Charity

Group of individuals

Club

Partnership

5.2 Name of your group

5.3 Give details of your group's main representative

First name

Last name

Position

Address

Postcode

Country

5 Applications from groups of individuals, continued

Contact numbers, including the area code

Phone

Mobile

Email

5.4 Give details of a second representative of your group

First name

Last name

Position

Address

Postcode

Country

If there are further people in the group, give the other members' details on separate sheets of paper and attach them to this application form.

Now go to [section 7](#).

6 Applications from public bodies

6.1 Name of the public body

6.2 What type of public body are you?

Now go to [section 7](#).

7 Your address

If you are applying as an individual, group of individuals or public body, do not fill in 7.1 below.
Go straight to [7.2](#).

7.1 Office address registered with Companies House

Address

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

7.2 Your main UK business address

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

Now go to [section 8](#).

8 Contact details

8.1 Who can we contact about your application?

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

First name

Last name

Position

Address

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

8.2 Who can we contact about your operation?

Same as in 8.1

If you want us to contact the person named in 8.1, go to **8.3**.

If you want to nominate someone else for us to contact, give their details below.

First name

Last name

Position

Address

8 Contact details, continued

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

8.3 Who can we contact about your abstraction licence returns?

You only need to fill in parts 8.3 and 8.4 if you are applying for an abstraction licence. If you are not applying for an abstraction licence, go to **section 10**.

If you are applying for an abstraction licence, who should we contact about your abstraction licence returns?

Same as in 8.1 Go to **8.4**.

Same as in 8.2 Go to **8.4**.

If you want to nominate someone else for us to contact, give their details below.

First name

Last name

Position

Address

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

8 Contact details, continued

8.4 Who should we contact about bills or invoices? (This will include cost incurred with your application for example advertising, external consultation and conservation assessment).

Same as in 8.1

Same as in 8.2

Same as in 8.3

If you want to nominate someone else for us to contact, give their details below.

First name

Last name

Position

Address

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

9 Environmental Impact Assessments and Environmental Reports

9.1 Does any part of your proposed hydroelectric-power scheme need planning permission?

Yes Go to **9.2**.

No Go to **9.4**.

9.2 What is the current status of your planning application?

Not yet made

Waiting for a decision

Refused

Granted

Planning permission reference number

9 Environmental Impact Assessments and Environmental Reports, continued

9.3 Do you need to do an Environmental Impact Assessment (EIA)?

Yes Enclose a copy of the Environmental Statement you prepared for your planning application.

No

9.4 Do you need to prepare an Environmental Report?

Yes Enclose your Environmental Report with this form.

No

10 Checklist

10.1 Please read through this list and mark the items you are sending with this application

Filled-in forms WR330 and WR332 – Application for a full or transfer licence – and any supporting documents you need to send with it

A filled-in form WR334 – Application for an impounding licence – and any supporting documents you need to send with it

A filled in form EPB: Application for an environmental permit – Part B10 Flood Risk Activities, and any supporting documents you need to send with it

A filled in form EPF: Application for an environmental permit – Part F3 Charging for Flood Risk Activities and declarations

A filled-in form FP 002 – Application for fish pass approval – and any supporting documents you need to send with it

Extra sheets of paper giving answers to questions

How many?

11 Fee

To find out the application fee for your abstraction or impounding licence, see the <https://www.gov.uk/guidance/water-management-apply-for-a-water-abstraction-or-impoundment-licence#charges>.

Do you need a receipt for this payment?

Yes

No

12 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

<https://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.

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.

12 General Data Protection Regulations, continued

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

13 Declaration

It is an offence to make a false statement when applying for the permissions you need for a hydroelectric-power scheme.

By signing below you are declaring that, as far as you know, the information given in this application, including the map and any supporting documents, is true.

Signature

First name

Last name

Position

Today’s date (DD/MM/YYYY)

14 Next steps

Please return all forms and any supporting documents to:

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

If you need help filling in this form, contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (8am to 6pm Monday to Friday)

Textphone: 08702 422549 (8am to 6pm Monday to Friday)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency

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 how we can improve it.

Please tell us if you have any communication needs such as needing information in a different language or alternative format (for example, in large print, in Braille or on CD).

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

