

## Water abstraction

Application for a new licence to replace a time-limited licence or condition



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

### Important

Use this form only to renew an existing abstraction licence or condition with NO other change to the existing licence details.

You will need to ensure that you check that your licence details are correct before signing this form.

Please ensure you complete section 7 about your entitlement to apply, and provide a map showing the area to which you have right 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](mailto:enquiries@environment-agency.gov.uk).

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## 1 Licence holder

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The name should be the same as that shown on the front of the existing abstraction licence document.

## 2 Contact details

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

## 2 Contact details, continued

Contact numbers, including the area code

Phone

Mobile

\_\_\_\_\_

\_\_\_\_\_

Email

\_\_\_\_\_

### 3.1 What is your current Licence number?

\_\_\_\_\_

This should be the same as that shown in the top corner of the existing abstraction licence document.

### 3.2 Please provide a 12-character national grid reference

(for example, ST 12345 67890)

\_\_\_\_\_

## 4 How do you ensure you use water efficiently?

This may include steps such as irrigating at night or checking your pipes for leaks. If you cannot fit all of your information in this space, please attach an extra sheet and give the extra sheet a document reference number.

Document reference number for the extra sheet

\_\_\_\_\_

## 5 How much water do you need to abstract and why do you need this amount?

Please explain how much water you need, what you use it for and how you've worked out the amount you need to abstract. We will also use your returns data to consider our decision. If you cannot fit all of your information in this space, please attach an extra sheet and give the extra sheet a document reference number.

Document reference number for the extra sheet

## 6 Aggregate conditions

**Is the licence you are renewing aggregated to other licences?**

No

Yes Give the relevant licence numbers below.

Please note, we may need to change the remaining licences in order to amend the aggregate conditions to reflect any new licence granted. By signing this form, you agree that we will amend any licences that require it, unless we require further information. We will contact you if we need any further information or additional application forms to amend the other licences.

## 7 Entitlement to apply

To be entitled to apply for a licence (of any type) to abstract water you must occupy or, as a minimum, have a right of access to the land at the place(s) or point(s) where the abstraction is to be made, or expect to have such a right when the licence applied for is to take effect. You will need to have such a right for a period of at least one year or the duration of the licence. You may be asked to provide proof of your entitlement to apply, such as a deed, lease or tenancy agreement before we will issue a licence.

We need to know if you have a right of access to either the land adjoining the inland water or the land which comprises the underground strata:

Have right of access (or state 'occupier' if applicable)

\_\_\_\_\_

Expect to have right of access from (give date)

\_\_\_\_\_

Today's date (DD/MM/YYYY)

\_\_\_\_\_

If you have different rights for different sites, please give details on an extra sheet and give the extra sheet a document reference number.

Document reference number for the extra sheet

\_\_\_\_\_

How have you marked the map you have enclosed to show the land you have, or will have, right of access to? For example, 'Outlined in red'.

\_\_\_\_\_

## 8 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

## 8 General Data Protection Regulations, continued

- 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.

### 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](mailto: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](http://www.ico.org.uk). The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

## 9 Payment method

Please read our Abstraction Charges Scheme to find out the current application fee for applications to renew your licence. Tick to show how you paid or intend to pay and provide any reference details requested. We can send you a payment request letter if you need that for your records before you pay by cheque, card or electronic transfer.

Cheque

Cheque number

\_\_\_\_\_

Credit or debit card

Electronic transfer (for example, BACS)

Reference number

\_\_\_\_\_

Date paid (DD/MM/YYYY)

\_\_\_\_\_

### How to pay

#### Cheques:

These should be made payable to Environment Agency and crossed 'A/c Payee'. Send it to us with your completed forms.

Please write the name of your company name/individual name and application reference number on the back of your cheque. We will not accept cheques with a future date on them.

#### Payment by credit or debit card:

If you are paying by credit or debit card we can call you. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

## 9 Payment method, continued

### Payment by electronic transfer:

If you choose to pay by electronic transfer you will need to use the following information to make your payment.

Company name	Environment Agency
Company address	SSCL (Environment Agency)
Bank	RBS/NatWest
Address	London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London EC2M 4RB
Sort code	60-70-80
Account number	10014411
Account name	EA Receipts
Payment reference number	This is your NPS number, which should be in the following format NPSWRXXXXXX. The reference number will appear on our bank statements.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWK60708010014411 and our SWIFTBIC number is NWBKGB2L.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Provide a unique reference number for the application, i.e. do not only use the company name only State who is paying (full name and whether this is the agent/applicant/other)

Fee paid

£ \_\_\_\_\_

Date payment sent (DD/MM/YYYY)

\_\_\_\_\_

You should also email your payment details and reference number to [ea\\_fsc\\_ar@gov.sscl.com](mailto:ea_fsc_ar@gov.sscl.com) and forward a copy of the remittance to: Permitting Support, at [PSC-WaterResources@environment-agency.gov.uk](mailto:PSC-WaterResources@environment-agency.gov.uk)

You can access further information about the basis of our charges, our consultation processes and any current or recent consultations from our website [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

## 10 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
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.**

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

First name

Last name

Position

Today's date (DD/MM/YYYY)



## 11 Where to send your application

Please send your completed application form and any supporting documentation to:

Permitting 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.

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)**).