

# Guidance notes for charging for a water resources application – part E



Water Resources Act 1991 (as amended by the Water Act 2003),  
Environment Act 1995, The Water Resources (Abstraction and Impounding) Regulations 2006  
Environment Agency (Environmental Permitting and Abstraction Licensing) (England) Charging Scheme 2022.

## Introduction

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

These guidance notes give you information to help fill in part E of your application for a water resources licence. You don't need to complete Part E for renewals on same terms, admin and minor variations, reductions and environmentally beneficial activities. More information on these types is available in the charging scheme available on our website <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>. If you get your application right first time, we can process it quicker. Please follow the guidance below to help avoid delays in your application, or your application being returned.

If you are not sure about anything in this guidance, phone us on 03708 506 506 or send an email to [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk).

If you are applying for more than one application activity, you need to pay an application charge for each one. Fill out one Part E form to cover them all by using separate rows for each activity in the relevant tables in sections E2.2 and E3.1 or E4.1. If you have more than 3 application activities, you will need to continue onto another form.

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## E1 Enhanced pre application

If you have completed enhanced pre-application, use this section to tell us the reference number and if you owe us any outstanding charge for this work. We will check this with our records and will be unable to progress your application until this is paid.

We will have written to you to advise you how much your enhanced pre-application charge is.

More information on enhanced pre-application is available in [the charging guidance](#), including an explanation of what enhanced pre-application is.

## E2 Water availability status

The water availability status of the catchment where your proposal is located impacts on your application charge, unless you are returning all water to the same source of supply you abstracted it from, or you are impounding water rather than abstracting it. If you will be returning all water to the same source of supply or are impounding it, the water resources availability status is not relevant so you should select the 'not applicable' option in table E2.2. Examples are fish passes, licences for hydro-electric power, heat pumps

and impoundment licences. If there are two charge table options for your activity in the charging scheme, you will choose the 'water available' one to find your application charge later in the form.

For all other applications, to work out the water availability status where your abstraction is, you need to use the mapping tool on Gov.uk ([link](#)). Put in the National Grid Reference (NGR) of the point of abstraction and it will bring up layers with the water availability status at that location. If your abstraction is from surface water, use the result for 'Water Availability' layer. If your abstraction is from groundwater, use the result of 'WFD Groundwater Status' layer, or if this layer does not appear then use the result for 'Water Availability' layer. The result of the relevant layer will either be 'water available' or 'restricted water'.

If you have more than one point, a reach or an area of abstraction for an application you need to check the water availability status for each point, the whole length of a reach or whole area of abstraction. If any of your abstraction points or any part of your abstraction reach or area gives the result 'restricted water' then that is the status that you need to give in section E2.2.

The result from the mapping tool that you put in table E2.2 will determine which charges table from the charging scheme you need to use to find your application charge for that activity.

### **E3 Calculating application charge (excluding hydroelectric power applications)**

**Application activity reference** – If you are applying for multiple applications this column is to give a row number for each application you are applying for. This needs to match with the row numbers you used in question 2.

#### **a) Choosing the correct charge table**

To work out the application charge you need to pay, you need to refer to the charging tables in the charging scheme on gov.uk ([link](#)). To identify which charge table is applicable, you need to take the water availability status from question 2 and combine this with the activity type you are applying for. This will allow you to pick the right table to use.

**Application Activity Type Column** – is to record the application activity (licence) type you are applying for from the options in the bullet points below. See the charging guidance for further explanation ([link](#)). The relevant charge tables from the charging scheme are listed next to each application activity type below.

- Surface water or groundwater abstraction licence – for full abstraction licence that doesn't fall into any of the other categories below. Choose between Tables 3.1 and 3.2 depending on your answer to question E2 (water availability status).
- Open-loop heat pumps – full abstraction or transfer licence. Table 3.4.
- Renewal of licence on different terms – applying for a new (replacement) licence or to vary a licence to replace expiring conditions whilst requesting a change to one or more conditions on the abstraction or transfer licence. Choose between Tables 3.5 and 3.6 depending on your answer to question E2 (water availability status).
- Temporary licence – for an abstraction or transfer lasting less than 28 consecutive days. Choose between Tables 3.7 and 3.8 depending on your answer to question E2 (water availability status).
- Transfer licence – to move over 20 cubic metres of water a day from one source to another (or within the same source for certain activities) without intervening use. Choose between Tables 3.9 and 3.10 depending on your answer to question E2 (water availability status).
- Impoundment licence (excluding HEP) – to create an impoundment structure such as a sluice, weir or dam or to alter an existing licensed or unlicensed impoundment structure that is not related to hydroelectric power production. Use Table 3.11.

#### **b) Choosing the correct row of the relevant charge table**

Now you know what table to look at, you need to decide what row applies to you. Do this by picking the volume band that your abstraction falls into. All volume bands are in megalitres per year. Even if you are applying for a transfer licence, you need to estimate the maximum volume you would be abstracting

(transferring) in a year and use it to calculate your application charge. The volume won't necessarily be included on any transfer licence we issue.

**Charge reference** is the reference number for the row that you have picked from the charging scheme.

### c) Choosing the correct column of the relevant charge table

**What type of application is it?** To identify what column to use in the charge table you need to identify if your application is:

- **Permit application** – for a new licence
- **Normal variation to make changes to an existing licence** – On an abstraction licence this would typically be for increasing the volume of water, adding an additional purpose, or adding a point of abstraction. On an impoundment licence this would be to alter an impoundment structure such as a sluice, weir or dam which already has an impoundment licence and is not related to hydroelectric power production.
- **Substantial variation** – Where the changes are that significant we would need to carry out a full assessment similar to a new abstraction or impoundment licence. This would typically be if you were changing lots of the current conditions.
- **Minor variation (linked application)** – Where the changes applied for meet the criteria of a minor variation and are for a change to a licence that is linked to the main application you are completing this form for.

See the charging guidance at <https://www.gov.uk/government/publications/water-resources-licences-when-and-how-you-are-charged> for further explanation of the criteria for minor, normal and substantial variations.

### d) Cost from the charge table

Once you have identified the right column to use this will allow you to identify the cost of the application. Record this in the cost column.

### e) Water company charge

If you are a water company governed by Ofwat you need to record yes in this column and pay the additional charge of £2,000 unless the application doesn't relate to the provision of public water supply or is for a temporary licence. See charging guidance and charging scheme for more details ([link](#)).

### f) Multiple application discount

Where multiple applications are being made by one applicant, there may be a discount.

The highest application charge will be charged in full and the following discounts may then apply for any activities reasonably considered to be part of the same operation.

- 90% reduction of the lower application charge when the activities take or impound water from the same source.
- 50% reduction of the lower application charge for those activities which take or impound water from different sources of supply.

### g) Total cost per application activity

Record the final cost of each application activity after any relevant water company charge or discount has been applied in the 'total cost' column.

### h) Total charge

Record the total charge you need to pay for all application activities in the rows above.

*Below is an example of a completed table where the applicant is applying at the same time for a new surface water abstraction licence of less than 50 megalitres per year and a variation of an existing impoundment licence at the same location from a water available location. The total charge will be calculated based on the individual total costs input in g) for each activity.*

Guidance notes reference	a	b	c	d	e	f	g
Application activity reference	Application Activity Type	Charge reference	What type of application is it?	Cost	Water company charge	Multiple application discount	Total cost
1	<i>SW abstraction licence</i>	<i>3.1.1</i>	<i>permit application</i>	<i>£2,150</i>	<i>No</i>	<i>90%</i>	<i>£215</i>
2	<i>Impoundment licence</i>	<i>3.11.1</i>	<i>Normal variation</i>	<i>£4,422</i>	<i>No</i>	<i>None</i>	<i>£4,422</i>
3				<b>£</b>			<b>£</b>
					<b>Total charge (h)</b>		<b>£4,637</b>

## E4 Calculating the application charge – Hydroelectric power applications

The application charges for hydro-electric power applications (all licence types, including impoundment licences) are set out in table 3.3 of the charging scheme ([link](#)). Which charge reference applies to each licence for your scheme will depend on the power band and risk category of your proposal.

For your application to be classed as low risk, you need to meet both of the following two criteria. If you can't meet both criteria your application charge is classed as high risk. Low risk criteria:

1. No salmon or migratory Trout present in the watercourses affected
2. Flow requirements that are compliant with Tables B, C or D in "Appendix 1: Hydroelectric power water abstraction levels", published on gov.uk at the same link as the charging scheme above

The power your scheme will produce also determines which row of the charge table is the charge reference for your activity/activities.

Complete a row of table 4.1 for each application activity (licence) you are applying for. The guidance in section 3 above explains how to fill out 'what type of application is it?', 'cost', 'multiple application discount' and 'total cost' columns to calculate your application charge.

*Below is an example of a completed table where the applicant is applying for two licences for their scheme, one for a new abstraction licence and one for a new impoundment licence for a scheme generating less than 15 kilowatts that doesn't meet the low risk criteria.*

Guidance notes reference	b	c	d	f	g
Application activity reference	Charge reference (row number from table 3.3)	What type of application is it?	Cost	Multiple application discount	Total cost
1	3.2	permit application	£6,947	None	£6,947
2	3.2	permit application	£6,947	90%	£694.70
3					
				<b>Total charge (h)</b>	<b>£7,641.70</b>

### E4A Additional charges

#### Please note: Additional charges that may apply to your application

We will determine whether the following additional charges apply to your application after we have started determining your application. We will send you a request for any relevant charges.

Additional charge	Amount
Advertising	£100 administration charge plus the cost of the publication in the newspaper
External consultation	£300
Habitats assessment	£779
If we have to make the same request for information to you three or more times	£1,200
If we consider your application to be High Public Interest or to be a competing scheme	Time and materials

## E5 Payment method

Select the method you will be using to pay for your application.

### 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:

We can accept payments by Visa, MasterCard or Maestro cards only.

### 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. State who is paying (full name and whether this is the agent/applicant/other)

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)