

# Guidance notes for an application for a water resources licence – part A



## Introduction

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

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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## Introduction

These guidance notes give you information to help you fill in part A of your application for a water resources licence. If you get your application right first time, we can process it more quickly. Make sure you supply a map with your application.

Please follow the guidance below to help avoid delays in your application. If you want to use our enhanced pre application service then please send us Part A and Part B if appropriate, (part A and part D for impoundment), before you make your formal application (by filling in and returning part C or part D, as appropriate). You will be contacted to agree a cost for this prior to us starting the work.

This will give us the chance to discuss your proposals and help identify what other permissions you may need.

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).

We recommend that you send a photocopy or scanned documents as a pre-application, and keep the original to send when you want to proceed with a full application.

## A1 Licence you are applying for

Tick one of the boxes to show whether you are submitting this application as a pre application. Tell us if you want Basic or Enhanced pre application.

There are a number of types of licence which you can apply for. Tick one of the boxes to show what type of licence you are applying for. The different types of licence are explained below.

**Please Note: For all hydropower applications please replace Part A with WR317.**

### New full abstraction licence

Tick this box if you need a licence for a new operation to abstract more than 20 cubic metres (4,400 gallons) of water a day from groundwater or surface water, for a period of 28 days or more. If you want to abstract 20 cubic metres or less a day, you do not need an abstraction licence.

For information on charging for both pre-application and formal go to <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>.

**If you are applying for a new full abstraction licence you will need to fill in part A, part B, part C and you may also need to fill in part E.** We strongly recommend that you send us your filled-in part A and part B before you fill in and return part C and Part E (if applicable).

For more information on how to apply for a full abstraction licence, see the guidance notes on part B.

### New temporary licence

Tick this box if you need a licence to abstract more than 20 cubic metres (4,400 gallons) of water a day for a period of less than 28 days. Do not tick this box if you:

- plan to abstract water for 28 days or more (you will need a full abstraction licence); or
- want to impound water (you will need an impoundment licence).

For information on charging for both pre-application and formal go to <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>.

Please note a temporary licence is a 'one off' abstraction that does not form part of a continuous operation.

For more information on how to apply for a temporary licence, see guidance notes on part B and C.

### New transfer licence

Tick this box if you need a licence to abstract water from one source, over a period of 28 days or more, to transfer it direct to another source without using it.

For information on charging for both pre-application and formal go to <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>.

**If you are applying for a new transfer licence you will need to fill in part A, part B, part C and you may also need to fill in part E.** We strongly recommend that you send us your filled-in part A and part B before you fill in and return part C and Part E (if applicable).

For more information on how to apply for a transfer abstraction licence, see the guidance notes on part B.

### New impoundment licence

Tick this box if you need a licence for impounding works, such as a dam or weir, to impound, obstruct or impede the flow of inland water.

For information on charging for both pre-application and formal go to <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>.

If you are applying for a new impoundment licence you will need to fill in part A, part D and you may also need to fill in part E. We strongly recommend that you send us part A and part D as a ‘pre-application’.

For more information on how to apply for an impoundment licence, see the guidance notes on part D.

### **Apply for a replacement licence when the existing expires without changes**

If you want to replace a licence that is due to end in the next 12 months you should apply using form WR327. This is available on our website at: <https://www.gov.uk/guidance/apply-to-renew-a-water-abstraction-licence>.

Unless we have agreed otherwise with you, if you do not apply to replace your licence by at least three months before the expiry date, we will not replace your licence. Instead we will treat your application as an application for a new licence. This may result in us refusing to give you a licence or your new licence containing stricter terms.

### **Apply for a replacement licence or licence conditions when the existing expires with changes**

Tick this box if you want to replace a licence that is due to end in the next 12 months, and you want to make a change or changes to that licence (for example, an increase in volume to be abstracted or adding another point of abstraction).

For information on charging for both pre-application and formal go to <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>.

If you are applying to replace an existing licence with changes, you will need to fill in part A, part B, part C and you may also need to fill in part E.

For more information on how to apply to replace an existing licence with changes, see the guidance notes on part B.

### **Variation to an existing abstraction licence**

Tick this box if you want to make a change to an existing abstraction licence. Changes include:

- changing the point of abstraction
- changing what you will use the water for
- changing when you will use the water
- increasing the quantity of water you abstract

For information on charging for both pre-application and formal go to <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>.

If you are applying to make changes to an existing abstraction licence you will need to fill in part A, part B, part C and you may also need to fill in part E.

For more information on how to apply to make a change to an existing abstraction licence, see the guidance notes on part B

### **Changes to an existing impoundment licence**

Tick this box if you want to make a change to an existing impoundment licence. An example of a change would be an alteration to the structure.

For information on charging for both pre-application and formal go to <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>.

**If you are applying to make changes to an existing impoundment licence you will need to fill in part A, part D and you may also need to fill in part E.**

For more information on how to apply to make a change to an existing impoundment licence, see the guidance notes on part D.

## **A2 About you**

Are you applying as a company, an individual, an organisation of individuals (e.g., a partnership) or a public body?

Tick the box which describes you as an applicant.

## **A3 Applications from registered companies**

Give us the company name and registration number as it appears on Companies House.

Complete this section if you are a Limited Liability Partnership giving details as they appear on Companies House.

The company name and registration number provided will appear on the licence if your application is successful.

## **A4 Applications from an individual**

Give us your first, middle and surname.

You will be the licence holder and your name will appear on the licence if your application is successful.

## **A5 Applications from organisations of individuals**

Fill in details of the type of your organisation and any trading name.

Where organisations are made up of individuals we can only issue licences to the named individuals, we therefore need details of each person making up the organisation.

If necessary, use a separate sheet to give us the details of additional applicants.

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

## **A6 Applications from public bodies**

### **A6.1 Name of the public body**

Give us the full name of the public body. The public body will be the licence holder and its name will appear on the licence if your application is successful.

### **A6.2 What type of public body are you?**

Tick the relevant box to tell us which of the following you are.

County council

District council

Metropolitan council

Unitary authority

London borough council

Town council

Parish council

Other government authority

Fire authority

NHS trust

Primary care trust

Other health body

Other public body

You must choose one of the options shown. For a full list of other public bodies please go to the following site: <https://www.gov.uk/government/organisations>.

## **A7 Address**

### **A7.1 Give the full address. This address will appear on your licence if your application is successful.**

If you are applying as a registered company, you must give the address registered with Companies House. If this address is outside of the UK, give the address of your main UK office at A7.2.

We will not be able to process your application if you do not provide an address in the UK.

### **A7.2 Your main UK business address (if different from above)**

You do not need to fill this in if you are applying as an individual, an organisation of individuals or a public body.

If you are a registered company and the address you gave at A7.1 is outside the UK, give the address of your main UK office here. We will not be able to process your application if you do not give us a UK address.

## **A8 Contact details**

### **A8.1 Who should we contact about your application?**

You can nominate someone other than the intended licence holder to deal with the application process. This can be an agent hired to deal with your application or someone whose role it is to apply for water resources licences.

Give us all the contact details we have asked for.

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

If you want this to be the person named at A8.1, tick 'The person named at A8.1' and go to A8.3.

If you want to nominate a different contact, tick 'The person named below' and give that person's contact details in the spaces provided.

### **A8.3 Who should we contact about abstraction returns?**

You do not need to fill this in if you are applying for an impoundment licence (new or replacement) or temporary licence. In this case, you also do not need to fill in A8.4 and so have finished filling in part A of this form.

For many licences you need to record how much water you abstract, and send that information to us in a form known as an 'abstraction return', which we provide for the purpose. We need to know who to send abstraction returns to.

If you want us to send your abstraction returns to the person named at A8.1, tick 'The person named at A8.1' and go to A8.4.

If you want us to send your abstraction returns to the person named at A8.2, tick 'The person named at A8.2' and go to A8.4.

If you want to nominate a different person for us to send your abstraction returns to, tick 'The person named below' and give that person's contact details in the space provided.

#### **A8.4 Who should we contact about any annual bills?**

If you want us to contact the person named at A8.1 about your bills and invoices, tick 'The person named at A8.1'.

If you want us to contact the person named at A8.2 about your bills and invoices, tick 'The person named at A8.2'.

If you want us to contact the person named at A8.3 about your bills and invoices, tick 'The person named at A8.3'.

If you want to nominate a different person for us to contact about bills and invoices, tick 'The person named below' and give their contact details in the spaces provided.

#### **A8.5 Who should we contact about your application charge?**

If you want us to contact the person named at A8.1 about your application charges, tick 'The person named at A8.1'.

If you want us to contact the person named at A8.2 about your application charges, tick 'The person named at A8.2'.

If you want us to contact the person named at A8.3 about your application charges, tick 'The person named at A8.3'.

If you want us to contact the person named at A8.4 about your application charges, tick 'The person named at A8.4'.

If you want to nominate a different person for us to contact about your application charges, tick 'The person named below' and give their contact details in the spaces provided.

#### **A8.6 Who should we contact if any additional application charges are required? (For example advertising, external consultation and conservation assessments)**

If you want us to contact the person named at A8.1 about your advertising charges, tick 'The person named at A8.1'. You have then finished filling in part A of this form.

If you want us to contact the person named at A8.2 about your advertising charges, tick 'The person named at A8.2'. You have then finished filling in part A of this form.

If you want us to contact the person named at A8.3 about your advertising charges, tick 'The person named at A8.3'. You have then finished filling in part A of this form.

If you want us to contact the person named at A8.4 about your advertising charges, tick 'The person named at A8.4'. You have then finished filling in part A of this form.

If you want us to contact the person named at A8.5 about your advertising charges, tick 'The person named at A8.5'. You have then finished filling in part A of this form.

If you want to nominate a different person for us to contact about your application charges, tick 'The person named below' and give their contact details in the spaces provided. You have then finished filling in part A of this form.

