

Application for a water resources abstraction licence – part C



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 application form and use the guidance notes to fill it in. If it has not been completed correctly, we will have to ask for more information. This may mean we have to return it to you.

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.

Contents

- C1 Applicant's name and application reference number**
- C2 Changes to parts A and/or B following pre-application**
- C3 Licence duration**
- C4 Method and measurement of abstraction**
- C5 Water-usage calculations**
- C6 Management Agreements**
- C7 Environmental management systems**
- C8 Supporting documents**
- C9 Payment method**
- C10 Declaration and signature**
- C11 General Data Protection Regulations**
- C12 Commercial confidentiality and national security**
- C13 Where to send the form**
- C14 Next steps**

C1 Applicant's name and application reference number

The name you give here should be the same as you gave in B1 of part B.

C1.1 Give the name of the applicant

This must be the same as the name given in part A and part B.

C1.2 If you have already sent us parts A and B as a pre-application, give us your application reference number

C2 Changes to parts A and/or B following pre-application

C2.1 Have you made any changes to parts A and/or B since you sent it as a pre-application?

No Go to **section C3**

Yes Fill in part A and/or part B again.

C3 Licence duration

Do not fill in this part if you are applying for a temporary licence. Instead go to **section C4**.

C3.1 In most cases licences will be time limited to 12 years maximum although, in exceptional cases, this maybe longer. This would need to be backed up by a business case which will need approval from us.

Start date (DD/MM/YYYY)

End date (DD/MM/YYYY)

In the box below, explain why you need a different period.

Continue on a separate sheet if necessary.

C4 Method and measurement of abstraction

C4.1 Fill in the table below to tell us how you will abstract water and measure the amount abstracted.

| Abstraction name (as you gave in B10 of part B) | Structure and equipment involved in the abstraction | Measurement method | Flood defence consent number (if you need flood defence consent) |
|---|---|--------------------|--|
| Example | Pump | Meter | Ref. XXXXXX |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

C5 Water-usage calculations

C5.1 Will you store abstracted water on your land?

No

Yes Please say how. (Include the capacity of your reservoir and if it is above or below ground. Continue on a separate sheet if necessary.)

C5.2 How much of the water you abstract will be re-used?

C5 Water-usage calculations, continued

C5.3 In the space below, explain how you worked out the amount of water you need to abstract.

Important Information. For spray irrigation, other agriculture, watering golf courses or animal watering, please fill in the appropriate extra information sheets to provide more details at www.gov.uk or use the links below.

- **WR336 Table of water use for general agriculture;**
- **WR337 Table of water needed for irrigating golf courses;**
- **WR338 Table of water needed for livestock;**
- **WR339 Table of water needed for spray irrigation;**
- **WR340 Spray or trickle irrigation of crops – extra information.**

C5.4 How will 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.

C5 Water-usage calculations, continued

C5.5 What water-saving equipment do you use or do you plan to use?

Continue on a separate sheet if necessary.

C6 Management Agreements

C6.1 Do you need to enter into a management agreement with Natural England?

No

Yes Give details of the agreement below.

C7 Environmental management systems

C7.1 Which of the following management systems will you provide for your proposed operation?

N/A

Eco-Management and Audit Scheme (EMAS)

ISO 14001

Other Give details below.

C8 Supporting documents

C8.1 Please read through this list and tick the items you are sending with this application.

If you provided any of the documents when you sent your enhanced pre-application, and nothing has changed, you do not need to send them again.

A map showing the following:

Each point of abstraction

The area of land the water will be used on

The site of any proposed reservoir or water body to be used for storage

The points where water will be discharged

An outline of the land you have, or will have, the rights of access over including the boundary for all wetland applications

Additional Information:

Any extra information you have enclosed

The application charge (you should submit form E if applicable along with your application)

Details of how you calculated the amount of water you intend to abstract

Confirmation of the right of access or negotiations so far

Continuation sheet for answers to questions

Details of aggregation with existing licences

Environmental statement or report (if necessary)

Evidence of discussion with fisheries department re Eels (England & Wales) Regulations

C9 Payment method

You will only need to complete this section if your abstraction meets the criteria for an ‘environmentally beneficial activity’ defined in the charging scheme. For all other applications, you do not need to fill in this section. Please fill in form E instead.

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)

C9 Payment, continued

Invoice. Please note, paying by invoice may cause delays in us processing your application.

Instead of paying by invoice, we can send you a payment request letter if you need that for your records before paying by an alternative method. Please call us for more information.

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.

Invoice:

We will generate an invoice that will be sent to you. You will then need to pay this by electronic transfer. We will not be able to progress your application until we have received payment.

Generating an invoice will take more time than other forms of payment. Please call us for more information.

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 £

C9 Payment, continued

Date payment sent (DD/MM/YYYY)

You should also email your payment details and reference number to ea_fsc_ar@gov.sscl.com and forward a copy of the remittance to: Permitting Support, at

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.

C10 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 (including parts A, B and E (if applicable)), and any map, extra information sheets and supporting documents, is true.

Signature

Name

First name

Last name

Position

Today's date (DD/MM/YYYY)

C11 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.

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.

C11 General Data Protection Regulations, continued

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.

C12 Commercial confidentiality and national security

You may be able to claim commercial confidentiality for information contained in your application. Please read the guidance note for this question, along with **WR25 – Public register and advertising applications**, before responding below.

Tick the box if you want to claim commercial confidentiality for some information in your application. Please treat the information listed and justified in the attached letter as commercially confidential.

Note: You should make sure that we can easily identify the information which you consider to be confidential. It will help us if the information you want us to treat as commercially confidential is provided in a way which will allow it to be easily removed (for example, on separate pages marked 'claimed confidential').

You can ask the Secretary of State for information in your form not to be included in any public notice or the public register because including it would be a risk to national security. With your application you must enclose a letter telling us that you have asked the Secretary of State for this, and you must still include the information in your application. We will not include the information in any public notice or public register unless the Secretary of State decides that it should be included.

Tick the box if you are applying to the Secretary of State for National Security Please note: You cannot apply for national security through this application.

C13 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**](mailto:psc-waterresources@environment-agency.gov.uk)

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

C14 Next steps

We will check this application and contact you if we have any questions.

If we approve this application, we will send you the licence. We will contact you once this is done.

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).

