

Application to apportion an abstraction licence

Water Resources Act 1991 (subsections 59C–D)



Introduction

Please read through this application form carefully before you fill this form in.

Fill in this form if you want to apportion (split) your abstraction rights under your existing abstraction licence between two or more licence holders.

If this application is acceptable we will revoke (cancel) the existing licence and grant two or more new licences in its place. The new licences issued will be for the remaining period of the existing licence, unless you request an earlier date in section 8 of this form.

If the existing licence has an expiry date the new licences will have the same date. Please be aware even if your existing licence is not time limited all new licences granted from this apportionment will be subject to a time limit.

It is not possible to apportion an impoundment licence or a temporary abstraction licence.

The current licence holder will still be responsible for meeting the conditions of the existing licence until we issue new licences.

Any new licence holder will be responsible for meeting the conditions of their licence from the date we issue it, or the date you specify at 9.1 of this form. If you want the licence to be apportioned on a specified date, please inform us within your application and we will try to meet that deadline. This date may need to change if the application cannot be accepted as valid.

If you want to apportion an existing abstraction licence between two or more licence holders:

- you must agree between yourselves how much water each of you will be authorised to use; and
- the new licence holders must meet the requirements in section 6 of this form.

With this application you must send us a map on a scale of at least 1:10,000. The map should show:

- each point of abstraction, the area of land the licence holders will have or expect to have rights of access over;
- the site of any proposed reservoir or water body to be used for storage; and
- the point where used water will be discharged.

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.

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1 Licence to be apportioned

1.1 What is the licence number of the existing licence you want to apportion?

2 Your details

2.1 Give the following details.

First name

Last name

Address

Postcode

2 Your details, continued

Contact numbers, including the area code

Phone

Mobile

<input type="text"/>	<input type="text"/>
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Email

If you give us an email address, we will always contact you by email.

2.2 If you want us to contact someone else about this application, please give details of the person we should contact.

Contact for this application

First name

Last name

<input type="text"/>	<input type="text"/>
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Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

<input type="text"/>	<input type="text"/>
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Email

2.3 Will you be keeping a share of your existing abstraction rights?

No Go to **section 3**.

Yes Go to **2.4**.

2 Your details, continued

2.4 Do you want to change the details of the person you would like us to contact about your operations at the site, your abstraction returns and your bills or invoices?

No

Yes Give the new contact details below.

Contact for operations

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

Contact for abstraction returns

First name

Last name

Position

Address

Postcode

2 Your details, continued

Contact numbers, including the area code

Phone

Mobile

Email

Contact for bills and invoices

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

3 Details of the first new licence holder

In sections 3 & 4 give details of the other licence holders (the new licence holders) the licence is being apportioned between.

If there will be more than two new licence holders, tick this box and give the other licence holders' details on a separate sheet.

3.1 Name of the proposed first new licence holder

First name

Last name

3 Details of the first new licence holder, continued

3.2 Is the first new licence holder a company (this includes Limited Liability Partnerships) an individual, an organisation of individuals or a public body?

- A registered company Go to [section 3.3](#).
- An individual Go to [section 3.4](#).
- An organisation of individuals Go to [section 3.5](#).
- A public body Go to [section 3.6](#).

3.3 Details of the registered company

3.3.1 Company name

3.3.2 Company registration number

Now go to [section 3.7](#).

3.4 Details of the individual

First name

Last name

Now go to [section 3.7](#).

3.5 Applications from organisations of individuals

3.5.1 Type of organisation

For example, a charity, a partnership, a trust or a number of individuals.

Limited Liability Partnerships – **do not fill in this section**; you must complete [section 3.3](#).

3.5.2 Name of your organisation

For example any trading name.

3.5.3 Details of the organisations first representative

First name

Last name

Position

3 Details of the first new licence holder, continued

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

3.5.4 Details of the organisations second representative

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

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.

Now go to section 3.7.

3 Details of the first new licence holder, continued

3.6 Details of the public body

3.6.1 Name of the public body

3.6.2 What type of public body is it?

Now go to **section 3.7**.

3.7 First new licence holder's address

The address you give will be the address the licence will be registered to if the application is successful. If it is a registered company, the address you give must be that registered with Companies House.

Address

Postcode

3.7.1 Main UK business address (if different from above)

Address

Postcode

Now go to **section 3.8**.

3 Details of the first new licence holder, continued

3.8 First new licence holder's contact details

3.8.1 Give details of who the first new licence holder wants us to contact about this application, their operations at the site, their abstraction returns and their bills or invoices.

Contact for this application

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

Contact for operations

First name

Last name

Position

Address

Postcode

3 Details of the first new licence holder, continued

Contact numbers, including the area code

Phone

Mobile

Email

Contact for abstraction returns

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

Contact for bills or invoices

First name

Last name

Position

3 Details of the first new licence holder, continued

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

4 Details of the second new licence holder

4.1 Name of the proposed second new licence holder?

First name

Last name

4.2 Is the second new licence holder a company (this includes Limited Liability Partnerships) an individual, an organisation of individuals or a public body?

- A registered company Go to **section 4.3.**
- An individual Go to **section 4.4.**
- An organisation of individuals Go to **section 4.5.**
- A public body Go to **section 4.6.**

4.3 Details of the registered company

4.3.1 Company name

4.3.2 Company registration number

Now go to **section 4.7.**

4.4 Details of the individual

First name

Last name

Now go to **section 4.7.**

4 Details of the second new licence holder, continued

4.5 Applications from organisations of individuals

4.5.1 Type of organisation

For example, a charity, a partnership, a trust or a number of individuals.

Limited Liability Partnerships – **do not fill in this section**; you must complete **section 4.3**.

4.5.2 Name of your organisation

For example any trading name.

4.5.3 Details of the organisations first representative

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

4.5.4 Details of the organisations second representative

First name

Last name

Position

4 Details of the second new licence holder, continued

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

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.

Now go to [section 4.7](#).

4.6 Details of the public body

4.6.1 Name of the public body

4.6.2 What type of public body is it?

Now go to [section 4.7](#).

4.7 Second new licence holder's address

The address you give will be the address the licence will be registered to if the application is successful. If it is a registered company, the address you give must be that registered with Companies House.

Address

Postcode

4 Details of the second new licence holder, continued

4.7.1 Main UK business address (if different from above)

Address

Postcode

Now go to [section 4.8](#).

4.8 Second new licence holder's contact details

4.8.1 Give details of who the second new licence holder wants us to contact about this application, their operations at the site, their abstraction returns and their bills or invoices.

Contact for this application

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

Contact for operations

First name

Last name

4 Details of the second new licence holder, continued

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

Contact for abstraction returns

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

4 Details of the second new licence holder, continued

Contact for bills or invoices

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

5 Water rights trading

5.1 Are you making this application as part of an agreement to trade water rights with someone else?

No Go to section 6.

Yes Give the reason for the trade in the box below.

6 New licence holders' entitlement to an abstraction licence

The new licence holder/holders must have, or expect to have from the date when the proposed licence is to take effect, a right of access to the point the water will be abstracted from.

Where they already have or expect to have a right of access, it must be for at least 12 months from the date the proposed licence is to take effect, unless they only need the licence for a period of less than 12 months.

We may ask for proof of their right of access, such as a deed, lease or tenancy agreement.

6 New licence holders' entitlement to an abstraction licence, continued

6.1 What rights of access do the new licence holders have?

Fill in the details below.

Licence holder's name	Abstraction location name or grid reference	Access rights Specify one of the following <ul style="list-style-type: none">• They are the occupier• They have a right of access• They expect to have a right of access.	If they do not have access rights yet, when do they expect to get them? Please provide a date (DD/MM/YYYY)

6 New licence holders' entitlement to an abstraction licence, continued

We also need to know what land each licence holder will use the water on, because we may need to specify that in their new licences. Do this by drawing coloured lines around these areas on the map.

In the boxes below, state which colour is used to indicate the land each licence holder will use the abstracted water on.

You (existing licence holder)

First new licence holder (as in section 3)

Second new licence holder (as in section 4)

Please provide a map showing the following:

- Each point of abstraction;
- An outline of the land you have, or will have, the rights of access over.

7 Abstraction use, period and quantities

Fill in the tables below to tell us:

- which abstraction locations will be taken by each licence holder (including you if you are keeping some of your abstraction rights);
- what the abstracted water will be used for (for example, ‘spray irrigation for agriculture’, ‘agriculture or horticulture other than irrigation’);
- how long the abstraction will continue (for example, ‘all year’, ‘1 April to 31 October’);
- how many hours a day water will be abstracted for; and
- the maximum volumes of water abstracted, in cubic metres (m³).

Licence holder	Abstraction location name or grid reference	Use	Period of abstraction	Number of hours a day	Maximum volumes (in cubic metres)		
					Yearly (m ³)	Daily (m ³)	Hourly (m ³)

Please note: The period of abstraction and use should remain the same. The overall quantities following apportionment should not exceed those on the original licence.

8 Licence duration

8.1 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)

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In the box below, explain why you need a different period. (Continue on a separate sheet if necessary.)

9 Date of apportionment

9.1 Do you want the licence to be apportioned on a specified date in the future?

No The apportionment will take effect on the day we issue the new licences. Go to **section 10.**

Yes

9.2 What date would you like the licence to be apportioned?

This date may need to change if the application can not be accepted as valid.

(DD/MM/YYYY)

10 Declaration and signatures

10.1 Signing the form

You and the new licence holders should check this form thoroughly before signing below.

By signing below:

- you are asking us, the Environment Agency, to apportion the licence between the licence holders and issue new licences;
- the new licence holders are confirming that they want the new licences and confirms they have a right of access to the point/points of abstraction; and
- you (all parties) are confirming that the information provided in this form is, as far as you know and believe, correct.

10 Declaration and signatures, continued

The application must be signed by the appropriately authorised person. The table below gives details of who can sign an application.

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

Existing licence holder's signature

Name

First name

Last name

Position

Today's date (DD/MM/YYYY)

First new licence holder's signature

Name

First name

Last name

Position

Today's date (DD/MM/YYYY)

10 Declaration and signatures, continued

Second new licence holder's signature

Name

First name

Last name

Position

Today's date (DD/MM/YYYY)

11 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.

11 General Data Protection Regulations, continued

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.

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

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk. The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

12 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, 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.

You cannot apply for national security through this application.

13 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

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

14 Payment method

Please read our Abstraction Charges Scheme to find out the current application fee to apportion an abstraction licence. (<https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>).

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.

14 Payment method, continued

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.

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 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.

15 Next steps

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

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).

