

# Guidance notes for a water resources abstraction licence application – part C



## 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 you fill in part C of your application for a water resources licence. 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 ready to proceed to a formal application then please complete Part C & E and submit it with your application charge.

If you have not already sent us parts A and B as a pre-application, you may want to consider this option prior to submitting a formal application.

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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## **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 so we can link the separate parts of the application.

If you provided parts A and B as an enhanced pre-application, tell us the application reference number we gave you so we can link the separate parts of the application. If you did not send us parts A and B as an enhanced pre-application, you might want to do that now. This will give us a chance to discuss your proposals and help identify any other permissions you may need.

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

If you are ready to submit a formal application then complete part C & E and send them with your application charge.

However, if you have made changes to your proposal you will need to complete Part A and Part B again to reflect these changes and may want to consider enhanced pre application again if necessary.

We will use the information you provided in parts A and/or B, and in this part C, to make a decision on your application.

## **C3 Licence duration**

For all licences, we usually set the period the licence is valid for. A licence normally lasts for between 6 and 18 years, based on the Abstraction Licensing Strategies (ALS) cycles. We set the period most licences last for so they run out at the same time as other licences in the area.

In exceptional circumstances, we may agree shorter or longer periods. If you want to set the period your licence is valid for, give the start and end dates. Then use the box provided to explain why you want that licence period. If there is not enough space, continue on a separate sheet and send it with this form.

## **C4 Method and measurement of abstraction**

If you are granted a full licence you will have to install a suitable meter or use some other means of measurement. We may also ask you to install a meter or other form of measurement for transfer licences.

You may need a flood risk activity permit for your operations. If you have not spoken to us about a flood risk activity permit, phone us on 03708 506 506 before you go any further with this application.

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

## **C5 Water-usage calculations**

If water is to be stored on your land please state how, for example, reservoir, header tank, etc. State what percentage of water, if any, will be re-used.

If the reservoir is raised and impounds more than 25,000 cubic metres of water, you need to meet the requirements of the Reservoirs Act 1975. For more information, contact us at:

National Reservoir Safety Team  
Manley House  
Kestrel Way  
Exeter  
EX2 7LQ.

Getting an environmental permit can take up to four months, so it is essential that you contact us as soon as possible.

Email: [reservoirs@environment-agency.gov.uk](mailto:reservoirs@environment-agency.gov.uk)

Please explain how you have worked out the amount of water you need to abstract (for example, pump capacity by hours run multiplied by the amount per hectare of crop). Continue on extra sheets if necessary, but please label them clearly with the question number.

If you intend to use the water for:

- **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; or**
- **WR340 Spray or trickle irrigation of crops – extra information;**

please fill in the appropriate extra information sheets to provide more details at [www.gov.uk](http://www.gov.uk) or use the links above.

Please tell us whether you have undertaken a water efficiency audit. State what water-saving equipment you plan to use.

## **C6 Management agreements**

We need to know whether you need to enter into a management agreement with Natural England (in England) or the Natural Resources Wales (in Wales). If you do need to enter into a management agreement, in the space provided give details of the agreement you need.

## **C7 Environmental management systems**

An environmental management system (EMS) is a structured framework for managing an organisation's significant effects on the environment. An EMS can be a practical tool to help businesses manage, evaluate and improve environmental performance.

Please choose the appropriate option to tell us what management system (if any) you will provide for your proposed operation.

## **C8 Supporting documents**

Please read through the checklist and tick all the items you have enclosed. If you do not enclose all the items we need, we may return your application.

## **C9 Payment method**

You will only need to complete the details of the application charge and payment for applications that are considered environmentally beneficial. In all other cases, you should not fill out this part of the form and instead complete form E. When you send us this part, you will need to pay an application Charge. Details of our Abstraction Charges Scheme are on our website at <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>.

We cannot process your application if you do not enclose the correct charge.

### **How to pay**

Online:

Click this link to pay: [www.gov.uk/payments/permitting-applications-water-resources/permitting-application-payment-water-resources](http://www.gov.uk/payments/permitting-applications-water-resources/permitting-application-payment-water-resources).

You will need to create a unique reference number when making the payment, using the format 'PSCAPPWXXXXXXX'. It should begin with PSCAPPWR (to reflect the facility type) and it should include

the first five letters of the applicant name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements. Make sure you include that reference number on your Part C application form otherwise there may be a delay in processing your payment and application.

#### **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.

#### **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 Service, 2nd Floor,  
280 Bishopsgate, London, EC2M 4RB

Sort code: 60-70-80

Account number: 10014411

Account name: EA Receipts

Payment reference number: 'PSCAPPWRXXXXYYY'

You will need to create a unique reference number when making the payment, using the format 'PSCAPPWRXXXXYYY'. It should begin with PSCAPPWR (to reflect the facility type) and it should include the first five letters of the applicant name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements. Make sure you include the reference number on your Part C application form otherwise there may be a delay in processing your payment and application.

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

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)

#### **Cheques:**

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

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

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).

## **C10 Declaration and signature**

Check the form thoroughly and complete the checklist before signing this form.

Any licence we issue is a legal document, and you could be prosecuted if any of the information you have provided is incorrect.

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

## C11 General Data Protection Regulations

This section provides details of how we will use the information you provide.

## C12 Commercial confidentiality and national security

### Commercial confidentiality

Only tick this box if you are certain that you want us to treat any information from your application as commercially confidential and leave it off the public register of abstraction and impoundment licence applications or a public notice relating to a licence application. You can find guidance on confidentiality on the information available on **Public register and advertising applications: how the Environment Agency uses the information in your application**.

With this application, enclose a copy of your supporting statement explaining which information you want us to treat as commercially confidential, and why. We have 14 days to make a decision on commercial confidentiality. If we do not do so in this period, we will be considered to have decided that the information is commercially confidential.

Make sure that we can easily identify the information you consider to be commercially confidential. It will help us if the information you want us to leave off the public register and notice is provided to us in a way which will allow it to be easily removed (for example, on separate pages marked 'claimed commercially confidential').

### National security

You cannot ask us to leave information from your application off the public register or a public notice because including it would be a national security risk. Only the Secretary of State can make this decision. If you want any information to be left off the public register for national security reasons, write to the Secretary of State at:

Nobel House  
17 Smith Square  
London  
SW1P 3JR.

Only tick this box if you are certain that you want us to treat any information from your application as a national security risk.

