

This publication was withdrawn on 18 May 2026

Form WR165 has been replaced. For the latest form and guidance, go to: [Transfer an abstraction or impounding licence \(form WR165\)](#).

Application to transfer an abstraction or impoundment licence



Water Resources Act 1991 (subsection 59A)

Introduction

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

Fill in this form if you want to transfer all of your abstraction or impoundment licence to someone else. You cannot transfer a temporary abstraction licence.

If you want to split the responsibilities under an existing licence between two or more people, fill in form WR166 instead of this form.

The current licence holder will still be responsible for meeting the conditions of the licence and any associated charges until the transfer has gone ahead and we issue a new licence to the new licence holder.

The new licence holder will be responsible for meeting the conditions of the licence and any associated charges from the date we transfer it or the date you specify in 13.1 of this form. If you want the licence to be transferred on a specified date you must send this application to us at least two weeks before that date. This date may need to change if the application cannot be accepted as valid.

Entitlement to an abstraction licence

If this application is to transfer an abstraction licence, the person you want to transfer the licence to must meet the requirements set out in section 12 of this form.

Please note: We will only be able to process this application once the new licence holder has the necessary rights of access.

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 transferred

1.1 What is the licence number of the licence you want to transfer?

2 Your details (the current licence holder)

2.1 Give the following details.

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

2 Your details (the current licence holder), continued

Email

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

3 Details of who to contact about this application

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

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

3 Details of who to contact about this application, continued

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

4 Details of the new licence holder (the 'transferee')

4.1 Name of the transferee (proposed new licence holder)

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

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

- A registered company
 Go to section 5.
- An individual
 Go to section 6.
- An organisation of individuals
 Go to section 7.
- A public body
 Go to section 8.

5 Applications from companies

5.1 Company name

5.2 Company registration number

Now go to section 9.

6 Applications from individuals

6.1 Your details

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Now go to section 9.

7 Applications from organisations of individuals

7.1 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.

7.2 Name of your organisation

For example any trading name.

7.3 Details of the organisations first representative

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

7.4 Details of the organisations second representative

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Position

Address

Postcode _____

7 Applications from organisations of individuals, continued

Contact numbers, including the area code

Phone _____
 Fax _____
 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 9.

8 Details of the public body

8.1 Name of the public body

8.2 What type of public body is it?

English county council
 English district council
 English metropolitan council
 English 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

Now go to section 9.

9 Transferee's address

9.1 Give the transferee's address

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

Address _____

 Postcode _____

9 Transferee's address, continued

9.2 Transferee's main UK business address (if different from above)

Address _____

 Postcode _____

Now go to section 10.

10 Transferee's contact details

10.1 Who should we contact about the transferee's operations at the site?

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____
 Position _____

Address _____

Postcode _____
 Contact numbers, including the area code
 Phone _____
 Fax _____
 Mobile _____
 Email _____

10.2 Who should we contact about abstraction returns?

The person named at 10.1
 Go to 10.3.

The person named below
 Give details below.

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____
 Position _____

10 Transferee's contact details, continued

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

10.3 Who should we contact about any bills or invoices?

- The person named at 10.1
 The person named at 10.2
 The person named below
 Give details below.

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Position _____

Address _____

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

11 Water rights trading

11.1 Is the transfer part of an agreement to trade water rights with someone else?

- No Go to section 12.
 Yes Give the reason for the trade in the box below.

12 Transferee's entitlement to an abstraction licence

12.1 Is this application to transfer an abstraction licence?

- No Go to section 13.
 Yes

12.2 What rights of access does the transferee have?

The transferee must have, or expect to have, a right of access to the point/points the water will be abstracted from.

They must have the right of access for at least 12 months or the duration of the transferred licence, whichever is less.

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

Fill in the details below. In the second column, specify one of the following.

- They are the occupier
- They have a right of access
- They expect to have the right of access. Please note we can't process the application until we have been told the rights of access are in place.

Abstraction location name or grid reference	Access rights	If the transferee does not have access rights yet, when do they expect to get them? Please provide a date (DD/MM/YYYY)

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.

13 Date of transfer

If this application is successful we will transfer the licence on the day we approve it unless you want it to be transferred on a specific date in the future.

13.1 What date do you want the licence to be transferred?

The date you give must be at least two weeks after the date you send this form to us. This date may need to change if the application cannot be accepted as valid.

Today's date (DD/MM/YYYY)

14 Declaration and signature

Signing the form

You and the transferee should check this form thoroughly before signing below.

By signing below:

- you (the current licence holder) are asking us, the Environment Agency, to transfer the licence to the transferee and issue a new licence to the transferee showing them as the licence holder;
- the transferee is confirming that they want the licence to be transferred to them; and confirms they will have a right of access to the point/points of abstraction, and
- you (both parties) are confirming that the information provided in this form is, as far as you know and believe, correct.

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

It is an offence to make a false statement for the purpose of getting or transferring a licence.

Your signature (The current licence holder)

Name

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Today's date (DD/MM/YYYY)

14 Declaration and signature, continued

Transferee's signature (New licence holder)

Name

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Today's date (DD/MM/YYYY)

15 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of your licence;
- process renewals;
- advertise your application and make it available to the public in line with the Water Resources Act 1991; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public bodies and other organisations (for example, the Department for the Environment, Food and Rural Affairs, the Health and Safety Executive, local authorities, the emergency services) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.

16 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.

16 Commercial confidentiality and national security, continued

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.

17 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.

18 Next steps

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

If we approve this application, we will send the transferee an amended 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).

