

# Application to reduce the amount you abstract under your licence



Environment  
Agency

Water Resources Act 1991, section 51 (2) & (4)

## Introduction

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

Use this form if you want to reduce the amount of water you are allowed to abstract under your water abstraction licence (your abstraction limit). You do not have to advertise the applications you make on this form.

The reduced abstraction limit must be greater than 20 cubic metres (m<sup>3</sup>) a day (you do not need a licence for less than this). If you want to make any other changes to your licence, do not use this form. Details of which forms to use are available on our website at [www.gov.uk/government/publications/water-abstraction-application-for-a-water-resources-licence](http://www.gov.uk/government/publications/water-abstraction-application-for-a-water-resources-licence), or you can phone us on 03708 506 506.

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).

## Contents

<b>1</b>	<b>Licence number</b>	<b>2</b>
<b>2</b>	<b>Licence holder's details</b>	<b>2</b>
<b>3</b>	<b>Contact changes</b>	<b>2</b>
<b>4</b>	<b>Restoring sustainable abstraction</b>	<b>4</b>
<b>5</b>	<b>Water rights trading</b>	<b>4</b>
<b>6</b>	<b>Licence aggregation details</b>	<b>5</b>
<b>7</b>	<b>Changes to licence details</b>	<b>6</b>
<b>8</b>	<b>Declaration and signature</b>	<b>7</b>
<b>9</b>	<b>General Data Protection Regulations</b>	<b>8</b>
<b>10</b>	<b>Commercial confidentiality and national security</b>	<b>9</b>
<b>11</b>	<b>Next steps</b>	<b>10</b>

## 1 Licence number

### 1.1 What is the licence number of the licence you want to reduce the abstraction limit on?

## 2 Licence holder's details

### 2.1 What is the licence holder's name on the licence?

First name

Last name

Company name

### 2.2 Licence holder's contact details

Address

Postcode

Contact numbers, including the area code

Phone

Mobile

Email

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

## 3 Contact changes

### 3.1 Do you want to change the contact details of the person we should contact about your operations at the site, abstraction returns, bills or invoices?

No

Yes Give the new contact details below

**Contact for operations**

First name

Last name

Company name

### 3 Contact changes, 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

### 3 Contact changes, continued

#### Contact for bills or invoices

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

Position

\_\_\_\_\_

Address

\_\_\_\_\_

Postcode

\_\_\_\_\_

Contact numbers, including the area code

Phone

Mobile

\_\_\_\_\_

\_\_\_\_\_

Email

\_\_\_\_\_

### 4 Restoring sustainable abstraction

#### 4.1 Is the change a result of the 'restoring sustainable abstraction' programme?

The restoring sustainable abstraction (RSA) programme has identified abstractions that need to be stopped or altered in order to prevent further environmental damage. If you are making this application as a result of investigations under the RSA programme, tick the 'Yes' box below.

No

Yes

### 5 Water rights trading

#### 5.1 Is the change a result of trading water rights?

No Go to **section 6**

Yes Give details below

Which licence or person are you trading with?

\_\_\_\_\_

## 5 Water rights trading, continued

What is the reason for the trade?

## 6 Licence aggregation details

### 6.1 Is this licence aggregated with any other licences?

No

Yes Give the relevant licence numbers below

### 6.2 Do you want to make any changes to any aggregate conditions?

No

Yes Please provide details of any changes you want to make below

Please note, we may need to change the remaining licences in order to amend the aggregate conditions. By signing this form you agree that we will amend any licences that require it, unless we require further information. We will contact you if we need any further information or additional application forms to amend the other licences.

## 7 Changes to licence details

### 7.1 As a result of your reduced abstraction limit, do you want to permanently remove any of the abstraction locations specified in your current licence?

No Go to **section 7.2**

Yes Give details of those locations in the table below

Abstraction location to remove	National grid references

### 7.2 Fill in the table below with details of the current abstraction limits and the reduced limits you are applying for.

The new daily amounts must be more than 20 cubic metres a day.

Abstraction location name or grid reference	Maximum yearly amount (in cubic metres)	Maximum daily amount (in cubic metres)	Maximum hourly amount (in cubic metres)
	Current: m <sup>3</sup>	Current: m <sup>3</sup>	Current: m <sup>3</sup>
	Proposed: m <sup>3</sup>	Proposed: m <sup>3</sup>	Proposed: m <sup>3</sup>
	Current: m <sup>3</sup>	Current: m <sup>3</sup>	Current: m <sup>3</sup>
	Proposed: m <sup>3</sup>	Proposed: m <sup>3</sup>	Proposed: m <sup>3</sup>
	Current: m <sup>3</sup>	Current: m <sup>3</sup>	Current: m <sup>3</sup>
	Proposed: m <sup>3</sup>	Proposed: m <sup>3</sup>	Proposed: m <sup>3</sup>
Total	Current: m <sup>3</sup>	Current: m <sup>3</sup>	Current: m <sup>3</sup>
	Proposed: m <sup>3</sup>	Proposed: m <sup>3</sup>	Proposed: m <sup>3</sup>

## 7 Changes to licence details, continued

### 7.3 As a result of your reduced abstraction quantity, do you want to permanently remove any purposes?

No Go to **section 8**

Yes List the purposes you want to permanently remove in the table below

Abstraction location name or grid reference	Purpose to be removed

If you need to abstract more water after the licence quantities have been reduced, you must apply to vary your licence. There is no guarantee we will allow this.

## 8 Declaration and signature

### 8.1 Signing the form

Check this form thoroughly before signing below. 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 when asking for minor changes in the terms of your licence.

By signing below you are declaring that as far as you know and believe, the information you have given in your application is true.

Signature

## 8 Declaration and signature, continued

Name

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

Position

\_\_\_\_\_

Today's date (DD/MM/YYYY)

\_\_\_\_\_

### Send this form 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)

## 9 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

## 9 General Data Protection Regulations, continued

- 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.

### 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.

## 10 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').

## 10 Commercial confidentiality and national security, continued

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.

## 11 Next steps

If you are selling part of your water rights, we will not make any changes to your licence until we have granted a new or varied licence to the person who is buying your abstraction right.

You must continue to pay abstraction charges based on the current abstraction limit until we issue a new licence (or a notice of variation) for the reduced limit.

**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](http://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure)).

