

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



## 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 B of your application for a water resources licence. If you get your application right first time, we can process it more quickly. Make sure you supply a map with your application. Please follow the guidance below to help avoid delays in your application.

We strongly recommend that you send us your filled-in part A and part B before you make your formal application. This will give us the chance to discuss your proposals and help identify what other permissions you may need.

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

B1	Applicant's name
B2	Existing licence number
B3	Restoring sustainable abstraction
B4	Source of supply
B5	Groundwater investigation at the site
B6	Discharge details
B7	Further abstractions (temporary licences only)
B8	Water rights trading
B9	Licence aggregation details
B10	Abstraction locations
B11	Right of access and planning permission
B12	Environmental assessment and appraisal
B13	Abstraction details
B14	Safe passage for eels
B15	Aggregating abstraction under the licence you are applying for
B16	Making a pre-application
B17	Pre-application supporting documents
B18	Declaration and signature
B19	The Data Protection Act 1998
B20	Commercial confidentiality and national security

## B1 Applicant's name

Give the name of the company, person, organisation or public body who will be the licence holder. This must be the same as the name you gave in part A of the form.

## B2 Existing licence number

Only fill in this section if you are applying to renew or make changes to an existing licence. In this case, give us your existing licence number. In the box give a brief description of the changes you are making.

## B3 Restoring sustainable abstraction

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.

## B4 Source of supply

**B4.1** Please tick the relevant box to tell us whether you plan to abstract from either groundwater or surface water.

**B4.2** Use the list below to tell us which of the following you will be abstracting from.

Please enter one of the following options.

### Groundwater

Adit (mine)

Borehole

Excavation (unlined)

Groundwater fed lagoon

Mineshaft

Mixed groundwater

Seepage catchpit

Well

Wellpoints

### Surface water

By-pass channel

Canal

Catchpit

Drain

Excavation (lined)

Leat

Mixed surface water

Off-stream excavation

Off-stream lagoon

Off-stream lake

Off-stream mill pond

Off-stream pond

Off-stream reservoir

Off-stream source

On-stream excavation

On-stream lagoon

On-stream lake

On-stream mill pond

On-stream pond

On-stream reservoir

On-stream source  
Pipe  
River  
Spring  
Stream  
Tidal waters

Orchard  
Other amenity activities  
Other environmental improvements  
Other industrial, commercial or public services  
Paper and printing  
Petrochemicals  
Port or harbour authority  
Private non-industrial  
Private water supply  
Public administration  
Public water supply  
Pump and treat  
Private water undertaking  
Racecourse  
Refuse and recycling  
Remedial river or wetland support  
Research (non-university or college)  
Retail  
Rubber  
School or college  
Slaughtering  
Sports ground or facilities  
Statutory water conservancy  
Textiles and leather  
Transport  
Unknown (for impounding)  
Visiting armed forces  
Water-supply related  
Zoo, kennels, stables

**B4.3** Pick one option from the list below to tell us the type of business or activity at the site you intend to abstract water from. We need this information to give the Government reports on water usage.

Read all the options below before you choose the most appropriate one.

Agriculture, general  
Aquaculture fish  
Aquaculture plant  
Brewery or winery  
Business park  
Chemical  
Construction  
Crown – other  
Dairy  
Detention and immigration centre  
Domestic premises-related  
Drainage operations  
Electricity generation  
Extractive  
Food and drink  
Forestry  
Golf course  
Government or Crown forestry  
Government department – other  
Holiday site, campsite or tourist attraction  
Horticulture or plant nursery  
Hospital  
Hotel, public house or conference centre  
Industrial, commercial, energy or public services  
Laundry  
Machinery or electronics  
Mechanical (non-electrical)  
Metal  
Mineral products  
Ministry of Defence  
Municipal grounds  
Navigation  
Non-remedial river or wetland support  
On-shore oil and gas extraction

**B4.4** Only answer this question if you want to abstract from surface water. Give the name of the watercourse.

**B4.5** Only answer this question if you are abstracting from groundwater. If you are abstracting from surface water, go to B6.

Tell us the aquifer you will abstract water from.

Example of these are:

Sandstone  
Chalk  
Oolites  
Limestone

## **B5 Groundwater investigation at the site**

Only fill in B5 if you want to abstract from groundwater.

Applying for an abstraction licence may be a long and expensive process, so the law allows you to carry out investigation work without having a full abstraction licence.

This allows you to find out what water may be available, and whether it is suitable for your needs. For these investigations, we issue consents (under Section 32 of the Water Resources Act 1991) which limit abstraction and restrict the work carried out to:

- find out if there is a groundwater source;
- check the quantity or quality of groundwater; and
- discover what effect abstracting groundwater would have on other water sources.

**B5.1** Tick the relevant box to tell us whether you have carried out a groundwater investigation, which you had a consent for, at this site.

If you have not carried out an investigation or pumping test, contact us before you send us this part B. We will tell you whether you need to carry out an investigation. If you are not sure what to do, please contact us.

If you have carried out an investigation or pumping test, give us your groundwater consent number. If you have not yet given us the results of your pumping tests, attach them to this application.

You also need to fill in section B5 (groundwater additional information sheet) to give us details of the boreholes, wells and so on, you have created.

## B6 Discharge details

**B6.1** We need to know if you intend to discharge the water abstracted from the site.

You may need an environmental permit from us for this. If you need to discuss whether you need consent, please phone us on 03708 506 506.

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

If you do intend to discharge water from the site, fill in the table with details.

In the first column, tell us where the water will be discharged to. Choose one of the options below. If you are not sure about which option to choose, get advice from us.

River	Borehole
Stream	Sealed cesspit
Lake	Seepage lagoon
Tidal water	Septic tank
Soakaway	Well
Sewer	Canal

## B7 Further abstractions (temporary licences only)

Only fill in B7 if you are applying for a temporary licence.

A temporary abstraction must be for less than 28 days and must not form part of a series of abstractions (for example, annual events). If you are applying for a temporary licence to abstract water over a period of less than 28 days, you need to tell us whether you plan to make further abstractions from this site in the future. If you do, give details in the box provided.

## B8 Water rights trading

Water rights trading is where a person sells all or part of their rights under an abstraction licence to another person. This is

about trading rights, not actual water, and will involve changing the location of the abstraction, and possibly changing how the water is used. We would need to approve this by granting a new licence or varying an existing one.

If your application is for a new licence or to change an existing licence you hold as part of an agreement to trade water rights, please tell us the name of the licence holder you want to trade rights with and their licence number.

## B9 Licence aggregation details

You can ‘aggregate’ abstraction quantities across more than one licence. If you do this, each licence will have an individual abstraction limit, but there will also be an overall limit on the total amount you can abstract under all licences. That total will be less than the sum of the individual abstraction limits.

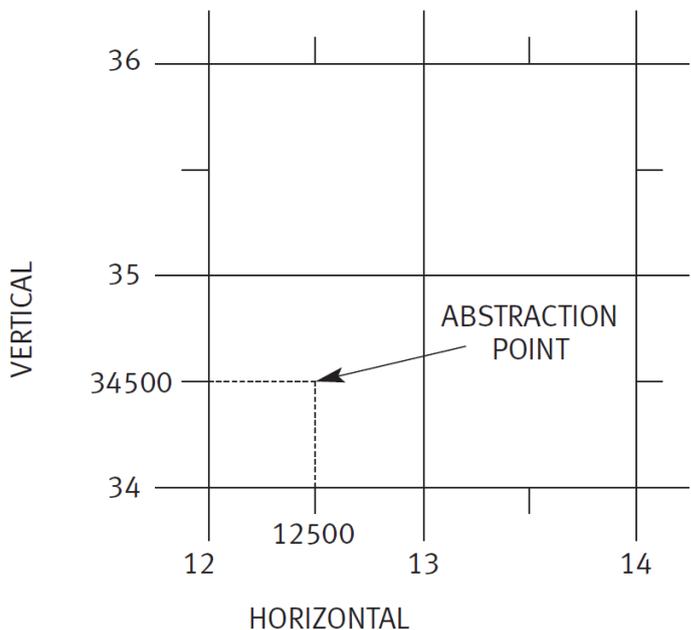
**B9.1** If the licence you are applying for will be aggregated with any other licence or licences, give the licence numbers of those other licences.

Then, on a separate sheet, explain how you want to aggregate your abstraction quantities. You will need to apply to vary any other licence involved in the aggregate at the same time.

## B10 Abstraction locations

**B10.1** Fill in the table to give details of where you will abstract water from.

You must provide 12-character national grid references.



To find out the national grid references you can search on the UK grid reference finder website at [www.gridreferencefinder.com](http://www.gridreferencefinder.com) or you can find out your grid reference from a 1:10,000 scale map as follows.

- Read the two letters identifying the 100,000-metre square. This will be shown on the front cover of the map. In this example we will assume the letters are ST.
- Mark the abstraction location on the map.
- Find the first vertical line to the left of your proposed abstraction and read the number labelling it. In this example it is 12. If you imagine the line between 12 and 13 is split into 10 sections, estimate how many sections across the box your abstraction location is. In this example it is five, and the first part of the 12-character national grid reference is ST 12500.

- Find the first horizontal line below your proposed abstraction and read the number labelling it. In this example it is 34. If you imagine the line between 34 and 35 is split into 10 sections, estimate how many sections up the box your abstraction location is. In this example it is five, and the final numbers of the 12-character national grid reference is 34500.
- The full national grid reference is ST 12500 34500.

### B11 Rights of access and planning permission

You can only apply for a licence to abstract water if you have, or expect to have, a right of access to:

- the land directly adjoining the surface water; or
- the land the aquifer containing the groundwater is on.

You must have the right of access for the full 12 months after the date the licence starts, unless the licence is only needed for a period of less than 12 months.

Fill in the table to give us details of the access rights and necessary planning permission that you will need to obtain.

With your form, send proof of your rights of access. The type of proof we need is set out below.

If you are the occupier	A map showing which land you occupy and the proposed abstraction locations.
If you have the right of access	<ul style="list-style-type: none"> <li>• A map showing the land which you have a right of access to or over and the proposed abstraction locations.</li> <li>• You may be asked for a copy of the document giving you those rights, such as:                             <ul style="list-style-type: none"> <li>– a deed of grant or lease of rights; or</li> <li>– a conveyance, lease or tenancy agreement.</li> </ul> </li> </ul>
If you expect to have right of access	<ul style="list-style-type: none"> <li>• A map showing the land you expect to get rights of access over and the proposed abstraction locations.</li> <li>• A copy of documents setting out your negotiations so far, such as:                             <ul style="list-style-type: none"> <li>– a draft of the ‘heads of terms’ of agreement; or</li> <li>– copies of letters between legal advisors about rights of access. We will ask for a date when you expect to have right of access.</li> </ul> </li> </ul>

If you are not sure what proof to provide, get advice from us.

We cannot grant a licence until you have the rights of access.

### B12 Environmental assessment and appraisal

If you have not already talked to us about whether you need to do an Environmental Impact Assessment (EIA) or environmental appraisal, **please phone us now on 08708 506506.**

Depending on how significant the potential environmental effects of your proposal are we may need from you:

- an environmental statement based on your EIA or
- an environmental report based on your environmental appraisal.

### B13 Abstraction details

We need the information we ask for at B11 to decide if the amount of water you plan to abstract is reasonable for your needs.

**In the first column,** give the name of each abstraction location. You must use the same names as you gave in B10.1.

**In the second column,** tell us what you intend to use the water for. Please choose from the list of options below.

Read all of the options before you choose.

If there is more than one intended use for the water from an abstraction location, use a different line for each purpose.

- Animal watering and welfare
- Boiler feed
- Canal throughflow
- Canoe pass
- Conveying materials
- Creating and maintaining water meadows
- Cress pond throughflow
- Dewatering
- Domestic purposes (commercial)
- Domestic purposes (non-commercial)
- Dust suppression
- Effluent or slurry dilution
- Evaporative cooling
- Fish farm throughflow
- Fish pass
- Flood irrigation not including warping and pest control
- Flood irrigation (pest control)
- Flood irrigation (warping)
- Gas suppression or scrubbing
- General farming (except irrigation)
- General farming (except irrigation) and domestic
- General or process washing
- Heat pump
- Horticultural irrigation (except spray and trickle irrigation)
- Horticultural watering
- Hydraulic fracturing (Fracking)
- Hydraulic rams
- Hydraulic testing
- Hydroelectric power generation
- Impounding (hydropower)
- Impounding (non-hydropower)
- Lake or pond throughflow
- Laundry use
- Leat throughflow
- Make-up or top-up water
- Milling and water power other than generating electricity

Mineral washing  
 Nature conservation  
 Non-evaporative cooling  
 Ornamental garden watering (not irrigation)  
 Pollution remediation  
 Potable water supply – direct  
 Potable water supply – storage  
 Process water  
 Public water supply  
 Raw water supply to third party  
 River recirculation  
 Spray irrigation – anti-frost (direct)  
 Spray irrigation – anti-frost (storage)  
 Spray irrigation – direct  
 Spray irrigation – storage  
 Spray irrigation – undercover or containers  
 Transfer between sources (hydropower)  
 Transfer between sources (Post Water Act 2003)  
 Trickle irrigation – direct  
 Trickle irrigation – storage  
 Trickle irrigation – under cover or containers  
 Vegetable washing  
 Water bottling  
 Water wheels not used for power  
 Wet fencing

**In the third column**, tell us the month you plan to start abstracting.

**In the fourth column**, tell us the month you plan to stop abstracting.

**In the fifth column**, for each purpose, give the maximum amount of water you propose to abstract each year, in cubic metres (m<sup>3</sup>). For both full and temporary licences, give the maximum amount of water you propose to abstract in a year.

**In the sixth column**, for each purpose, give the maximum amount of water you propose to abstract each day, in cubic metres (m<sup>3</sup>). This could be more than the yearly amount divided by the number of days.

**In the seventh column**, for each purpose, give the maximum amount of water you propose to abstract each hour, in cubic metres (m<sup>3</sup>).

**In the eighth column**, for each purpose, give the number of hours each day you will be abstracting.

**In the ninth column**, for each purpose, give the maximum rate (in litres per second) that you plan to abstract at any given moment.

The conversion table below will help you to give your answer in cubic metres.

1 hectare	2.471 acres
1 acre	0.4047 hectare
1 millimetre	0.0394 inches

1 inch	25.4 millimetres
1 metre	3.2808 feet
1 foot	0.3048 metres
1 cubic metre	1,000 litres
1 cubic metre	219.969 gallons
1 gallon	4.54609 litres
1,000 gallons	4.54609 cubic metres
1 acre inch	22,610 gallons
1 acre inch	102.787 cubic metres

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.

we have templates to help you work out the volume of water you need. Those templates are on the website at [www.gov.uk](http://www.gov.uk) or use the links above.

## B14 Safe passage for eels

The European eel is a migratory species that breeds out at sea and returns to our rivers to grow and mature. Numbers of European eel have been declining since the 1980s. Scientists estimate that, across Europe, numbers of young eel returning to our rivers has fallen to less than 5% of 1980s levels and populations are no longer sustainable. European and UK legislation introduced since 2007 aims to protect eel stocks and return them to sustainable levels. The Eels (England & Wales) Regulations 2009 Statutory Instrument specifically protects the passage of eel through our rivers. It provides the Environment Agency with powers to require persons responsible for obstructions to eel passage to construct an eel pass. It also provides powers to require persons responsible for diversion structures to screen their structure to prevent the entrainment of eel. For more information read:

The eels (England & Wales) Regulations 2009 Statutory Instrument

The Eel Manual: an overview

Elver & Eel Passes

Screening at intakes and outfalls: measures to protect eel

These can be found on our website [www.gov.uk](http://www.gov.uk) or by using the links above.

## B15 Aggregating abstraction under the licence you are applying for

You can aggregate abstraction quantities across different abstraction locations and purposes. For example, you can apply to abstract up to 10,000 cubic metres from two separate abstraction locations but not abstract more than 10,000 cubic metres overall, or you can apply to abstract up to 10,000 cubic metres at one abstraction location for two different purposes.

If you want to aggregate your abstraction quantities covered by this licence, please tick 'Yes' and provide a separate sheet giving details of how you want to aggregate your abstraction quantities.

## B16 Making a pre-application

We can use the information you have provided in part A and this part B to see if there is any reason why we may not be able to grant you the licence you want. We strongly recommend that you send us part A and part B as a 'pre-application' before you send in part C and pay the application fee.

If, after we discuss your pre-application with you, you decide to proceed with your application without making any changes to it, you will only need to send us part C to complete your application. If you need to make changes you may need to send us part A or part B (or both) and supporting documents again. We will tell you whether you need to make changes to your application.

If you want to send us parts A and B as a pre-application, go to B17.

If you want to make your full application now, fill in part C.

## B17 Pre-application supporting documents

Please tick the appropriate boxes to show us which supporting documents you are sending with your pre-application.

This application must include a map. Please see the form for what we need you to send in with your application.

## B18 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

## B19 The Data Protection Act 1998

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

## B20 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 form WR25 – Public Registers and Information.

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.

