

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.

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

If you have not already sent us parts A and B as a pre-application, we suggest you do that now before sending us this part and the application fee.

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.

Contents

- C1 Applicant's name and application reference number
- C2 Changes to part B following pre-application
- C3 Licence duration
- C4 Method and measurement of abstraction
- C5 Water-usage calculations
- C6 Management agreements
- C7 Environmental management systems
- C8 Supporting documents
- C9 Application fee
- C10 Declaration and signature
- C11 The Data Protection Act 1998
- C12 Commercial confidentiality and national security

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 a 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 a pre-application, we suggest you 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

Only fill in this part if you have made a pre-application.

If you have not made a pre-application, we suggest you do that now.

If you have made a pre-application, and you have made no changes to your proposal, tick the 'No' box. 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.

If you have made changes to your proposal, tick the 'Yes' box.

You will need to fill in parts A and B of the application form again to take into account any changes that you have made. You should then send us those parts as a pre-application before you fill in and return part C with your application fee. In this case, do not send us part C yet.

C3 Licence duration

For other licences, we usually set the period the licence is valid for. A licence normally lasts for between 6 and 18 years, based on the Catchment Abstraction Management Strategies (CAMS) 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 defence consent for your operations. If you have not spoken to us about a flood defence consent, 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

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 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 Countryside Council for 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 Application fee

When you send us this part, you will need to pay an application fee. Details of our Abstraction Charges Scheme are on our website at Abstraction Charges Scheme. Or you can find out the fee by phoning us on 03708 506 506.

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

Make your cheque payable to '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 The Data Protection Act 1998

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 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.

