

Application to make minor changes to a water abstraction licence



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 (m³) 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, 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.

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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?

Title (Mr, Mrs, Miss and so on)

First name

Last name

Company name

2.2 Licence holder's contact details

Address

Postcode

Contact numbers, including the area code

Phone

Fax

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

Title (Mr, Mrs, Miss and so on)

First name

Last name

Company name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

3 Contact changes, continued

Contact for abstraction returns

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

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

Contact for bills or invoices

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

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

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?

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.

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 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 ³ Proposed: m ³	Current: m ³ Proposed: m ³	Current: m ³ Proposed: m ³
	Current: m ³ Proposed: m ³	Current: m ³ Proposed: m ³	Current: m ³ Proposed: m ³
	Current: m ³ Proposed: m ³	Current: m ³ Proposed: m ³	Current: m ³ Proposed: m ³
Total	Current: m ³ Proposed: m ³	Current: m ³ Proposed: m ³	Current: m ³ Proposed: m ³

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

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

8 Declaration and signature, continued

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 the information given in this form is complete and accurate.

Signature

Name

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

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

9 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;

9 The Data Protection Act 1998, continued

- 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.

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').

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).

