

# Application for hydroelectric-power scheme permissions – who you are



## Introduction

**Please read through the guidance notes and the application form carefully before you fill the form in.**

If you have not already done so, we strongly recommend that you first fill in 'Form WR315: Hydroelectric-power schemes – pre-application'. This is to make sure you apply for the correct permissions for your scheme, and that when you fill in this application, you include all the documents we need.

When you have sent us the pre-application, we will appoint an account manager to help you with your application.

It should take you about 30 minutes to fill in this form.

If you are not sure about anything in this form, phone us on 03708 506 506 between 8am and 6pm, Monday to Friday.

## Contents

- 1 Type of application
- 2 Government Gateway number
- 3 About you, the applicant
- 4 Applications from companies
- 5 Applications from individuals
- 6 Applications from groups of individuals
- 7 Applications from public bodies
- 8 Your address
- 9 Contact details
- 10 Environmental Impact Assessments and Environmental Reports
- 11 Checklist
- 12 The Data Protection Act 1998
- 13 Declaration
- 14 Next steps

## 1 Type of application

**Which permissions are you applying for in connection with your hydroelectric-power scheme?**

Mark all that apply, then go to section 2.

New full abstraction licence   
Fill in WR330 and WR332.

New transfer abstraction licence   
Fill in WR330 and WR332.

New impoundment licence   
Fill in WR334.

Environmental permit for flood risk activities   
Fill in form EPB (part B10) and form EPF (part F3).

Fish Pass Approval   
Fill in form FP 002.

## 2 Government Gateway number

### 2.1 Do you have a Government Gateway number?

Yes  Please answer 2.2 and 2.3 below.

No  Go to section 3.

### 2.2 What is your Government Gateway number?

\_\_\_\_\_

### 2.3 Please state the full name the Government Gateway number relates to

\_\_\_\_\_

## 3 About you, the applicant

Are you applying as a company, an individual, a group of individuals (a partnership) or a public body?

Company   
Go straight to section 4.

Individual   
Go straight to section 5.

Group of individuals   
Go straight to section 6.

Public body   
Go straight to section 7.

## 4 Applications from companies

To apply as a company, you must be a registered company formally registered with Companies House. Please see [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) for more information.

### 4.1 Company name, as registered with Companies House

\_\_\_\_\_

### 4.2 Company registration number

\_\_\_\_\_

### 4.3 Company director's details

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position

\_\_\_\_\_

Now go straight to section 8.

## 5 Applications from individuals

Give your full name.

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Now go straight to section 8.

## 6 Applications from groups of individuals

### 6.1 What type of group are you?

Charity

Group of individuals

Club

Partnership

## 6 Applications from groups of individuals, continued

### 6.2 Name of your group

\_\_\_\_\_

### 6.3 Give details of your group's main 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 6.4 Give details of a second representative of your group

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

If there are further people in the group, give the other members' details on separate sheets of paper and attach them to this application form.

Now go straight to section 8.

## 7 Applications from public bodies

### 7.1 Name of the public body

\_\_\_\_\_

### 7.2 What type of public body are you?

\_\_\_\_\_

## 7 Applications from public bodies, continued

### 7.3 Chief executive's full name

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Now go to section 8.

## 8 Your address

If you are applying as an individual, group of individuals or public body, do not fill in 8.1 below. Go straight to 8.2.

### 8.1 Office address registered with Companies House

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 8.2 Your main UK business address

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Now go to section 9.

## 9 Contact details

### 9.1 Who can we contact about your application?

This can be you or someone acting as a consultant or an agent for you during your application process.

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

Position  
 \_\_\_\_\_

Address  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 9.2 Who can we contact about your operation?

If you want us to contact the person named in 9.1, tick the box below and go to 9.3.

Same as in 9.1

If you want to nominate someone else for us to contact, give their details below.

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

Position  
 \_\_\_\_\_

Address  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

## 9 Contact details, continued

Contact numbers, including the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 9.3 Who can we contact about your abstraction licence returns?

You only need to fill in parts 9.3 and 9.4 if you are applying for an abstraction licence. If you are not applying for an abstraction licence, go to section 10.

If you are applying for an abstraction licence, who should we contact about your abstraction licence returns?

Same as in 9.1   
 Go to 9.4.

Same as in 9.2   
 Go to 9.4.

If you want to nominate someone else for us to contact, give their 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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 9.4 Who can we contact about your billing invoice?

Same as in 9.1

Same as in 9.2

Same as in 9.3

If you want to nominate someone else for us to contact, give their details below.

## 9 Contact details, continued

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 Environmental Impact Assessments and Environmental Reports

### 10.1 Does any part of your proposed hydroelectric-power scheme need planning permission?

- Yes  Go to 10.2.  
No  Go to 10.4.

### 10.2 What is the current status of your planning application?

- Not yet made
- Waiting for a decision
- Refused
- Granted
- Planning permission reference number  
\_\_\_\_\_

### 10.3 Do you need to do an Environmental Impact Assessment (EIA)?

- Yes  Enclose a copy of the Environmental Statement you prepared for your planning application.  
No

### 10.4 Do you need to prepare an Environmental Report?

- Yes  Enclose your Environmental Report with this form.  
No

## 11 Checklist

### 11.1 Please read through this list and mark the items you are sending with this application

- Filled-in forms WR330 and WR332 – Application for a full or transfer licence – and any supporting documents you need to send with it
- A filled-in form WR334 – Application for an impounding licence – and any supporting documents you need to send with it
- A filled in form EPB: Application for an environmental permit – Part B10 Flood Risk Activities, and any supporting documents you need to send with it
- A filled in form EPF: Application for an environmental permit – Part F3 Charging for Flood Risk Activities and declarations
- A filled-in form FP 002 – Application for fish pass approval – and any supporting documents you need to send with it
- Extra sheets of paper giving answers to questions
- How many?  
\_\_\_\_\_

### 11.2 Fees

To find out the fee for your abstraction or impoundment licence, see the Abstraction Charges Scheme guidance on our website at [www.gov.uk/government/publications/abstraction-charges-scheme](http://www.gov.uk/government/publications/abstraction-charges-scheme).

Do you need a receipt for this payment?

- Yes   
No

To find out our fees for permits for flood risk activities, see the guidance on our environmental permitting charges in the 'Flood risk activities: environmental permits' section of our website at [www.gov.uk/government/publications/application-for-an-environmental-permit-part-f3-charging-for-flood-risk-activities-and-declarations](http://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f3-charging-for-flood-risk-activities-and-declarations).

## 12 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can deal with your enquiry.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research into environmental issues and develop solutions to problems;
- 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 improve it where necessary; 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.

### 13 Declaration

It is an offence to make a false statement when applying for the permissions you need for a hydroelectric-power scheme.

By signing below you are declaring that, as far as you know, the information given in this application, including the map and any supporting documents, is true.

Signature

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Today's date (DD/MM/YYYY)

### 14 Next steps

Please return all forms and any supporting documents to:

Permitting and Support Centre  
Water Resources Team  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF.

If you need help filling in this form contact us as shown below.

General enquiries: 03708 506 506 (8am to 6pm Monday to Friday)

Textphone: 08702 422549 (8am to 6pm Monday to Friday)

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)

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, please tell us how we can improve it.

**Please tell us if you have any communication needs such as needing information in a different language or alternative format (for example, in large print, in Braille or on CD).**



#### For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Account manager