

# WATER ABSTRACTION AND IMPOUNDMENT



LICENCE APPLICATION PACKAGE

ENVIRONMENT AGENCY



003389



ENVIRONMENT  
AGENCY



If you want to take water from surface or underground sources, or to impound water, you must usually hold a licence from the Environment Agency. You also need to apply to the Environment Agency if you want to vary an existing licence.

The forms in this folder explain in detail what you need to do, and include details of the exceptions to licence requirements. Notes relating to your particular region are on a separate sheet.

If you have any questions, for example whether you need a licence, or how to answer a particular point, do not hesitate to ask us. Please contact us before you submit the form as a formal application. The address of the Environment Agency office you should deal with is on a sheet in this folder.

### WHY YOU NEED A LICENCE

It is a legal requirement to have a licence for most types of abstraction and all impounding works. The requirements are set out in the Water Resources Act 1991.

Licensing is not just a formality; it enables the Environment Agency to manage water in England and Wales effectively for the benefit of everyone. The pressures on water resources in most parts of England and Wales continue to intensify, so careful control is more important than ever. From your point of view, a licence is a valuable protected legal right.

### PUBLIC NOTICES ETC.

You will usually have to give notice of your proposals to certain bodies, to advertise them in the press, and to have them available for public inspection.

### DECISION ON THE APPLICATION

The questions on the application form and the requirements for publicity etc., are designed so that we can judge your application as fairly as possible in the light of other pressures on water resources.

We will aim to determine a valid application within three months of the date of receipt. If for some reason we cannot meet the three month limit, we will try to agree an extension of the time with you. If you are not happy to do this, you may appeal.

We have to check public notices, the application form, maps, and any other documents to make sure they are fully completed. We have to consider any representations received about the application, your needs for water, other rights to water which may be affected if we grant a licence to you, and the effect which your proposed abstraction might have on flows can affect amenity value, existing users, public health, land drainage, fisheries, and nature conservation.

If we grant a licence it will normally specify the maximum amount of water you may abstract hourly, daily, and yearly and may also contain other conditions.

### OBJECTION TO OUR DECISION

It may be that we refuse your application or we put on the licence, conditions which you object to. In such cases you have 28 days to appeal to the Secretary of State for the Environment (in Wales, the Secretary of State for Wales). We can advise you of the necessary procedures. Alternatively, you may prefer to take independent legal advice.

### LICENCE VARIATIONS

Variations to an authorised abstraction or impoundment can have a much greater effect than you might think, and it will normally be necessary to answer the questions on the main application form. Please note that most licence variations require the same publicity etc., as new applications.

Simpler procedures usually apply to changing the name on a licence, reducing the amount you are authorised to abstract, and certain other minor variations. If you are in any doubt about how to apply for a variation, contact us.

## THE APPLICATION FORM (WR- 1)

The form is in three parts - A, B and C. All applicants should fill in Part A. Fill in Part B if you wish to abstract water or Part C if you wish to **construct or alter impounding works**. Fill in both parts if you plan to impound water and abstract from the impoundment. We have tried to make the form as simple as possible and explain in the notes any points which may confuse you. Do not hesitate to contact us if you have any further questions. You may care to send us the form filled in as a draft, which we can then discuss with you to avoid difficulties when you submit the application formally.

Please use separate sheets, extra plans etc., if they will help explain your proposal.

If your proposals are complex or otherwise do not fit conveniently on the form (e.g. you wish to abstract from several different points), please complete the form as far as possible, then go on to use separate sheets. The important thing is that you give a clear and exact description of your proposal.

### NO GUARANTEE

If you are granted a licence to abstract water, remember that it does not guarantee that the amount of water you will be authorised to abstract will in fact be available. This may depend on weather conditions and other factors.

Nor does the licence guarantee the quality of the water you may be able to abstract or the suitability of the water for the particular purpose required. Equally, if we grant an impounding licence, the licence does not guarantee the safety or suitability of the structure you propose.

### CHARGES

You may have to pay a fee for the administrative work in considering your application. In the case of most abstractions, you then have to pay an annual charge if a licence is granted. The charge will be in accordance with the Environment Agency's approved and published charging scheme. Normally (there are special provisions for spray irrigation) the charge is based on the amount authorised to be abstracted, not what you actually use. The amount will also depend, for example, on what you use the water for, how much of it is returned to its source, and the season when the water is taken.



ENVIRONMENT AGENCY

NATIONAL LIBRARY &  
INFORMATION SERVICE

THAMES REGION

Kings Meadow House, Kings Meadow  
Road, Reading RG1 8DQ

# MANAGEMENT AND CONTACTS:

The Environment Agency delivers a service to its customers, with the emphasis on authority and accountability at the most local level possible. It aims to be cost-effective and efficient and to offer the best service and value for money.

Head Office is responsible for overall policy and relationships with national bodies including Government.

Rio House, Waterside Drive, Aztec West,  
Almondsbury, Bristol BS12 4UD  
Tel: 01454 624 400 Fax: 01454 624 409

## ENVIRONMENT AGENCY REGIONAL OFFICES

### ANGLIAN

Kingfisher House  
Goldhay Way  
Orion Goldhay  
Peterborough PE2 5ZR  
Tel: 01733 371 811  
Fax: 01733 231 840

### MIDLANDS

Sapphire East  
550 Streetsbrook Road  
Solihull B91 1QT  
Tel: 0121 711 2324  
Fax: 0121 711 5824

### NORTH EAST

Rivers House  
21 Park Square South  
Leeds LS1 2QG  
Tel: 0113 244 0191  
Fax: 0113 246 1889

### NORTH WEST

Richard Fairclough House  
Knutsford Road  
Warrington WA4 1HG  
Tel: 01925 653 999  
Fax: 01925 415 961

### SOUTHERN

Guildbourne House  
Chatsworth Road  
Worthing  
West Sussex BN11 1LD  
Tel: 01903 832 000  
Fax: 01903 821 832

### SOUTH WEST

Manley House  
Kestrel Way  
Exeter EX2 7LQ  
Tel: 01392 444 000  
Fax: 01392 444 238

### THAMES

Kings Meadow House  
Kings Meadow Road  
Reading RG1 8DQ  
Tel: 0118 953 5000  
Fax: 0118 950 0388

### WELSH

Rivers House/Plys-yr-Aron  
St Mellons Business Park  
St Mellons  
Cardiff CF3 0LT  
Tel: 01222 770 088  
Fax: 01222 798 555



For general enquiries please call your local Environment Agency office. If you are unsure who to contact, or which is your local office, please call our general enquiry line.

## ENVIRONMENT AGENCY GENERAL ENQUIRY LINE

**0645 333 111**

The 24-hour emergency hotline number for reporting all environmental incidents relating to air, land and water.

## ENVIRONMENT AGENCY EMERGENCY HOTLINE

**0800 80 70 60**



**ENVIRONMENT AGENCY**



ENVIRONMENT AGENCY



ANNUAL  
ABSTRACTION  
CHARGES  
1997-1998



# ANNUAL ABSTRACTION CHARGES

## YOUR CHARGE FOR 1997/98

Charges for 1997/98 are set out overleaf in Schedule 3 of the Scheme.

Despite the pressures on Water Resources expenditure resulting from drought problems, the Agency has been able to hold increases in Standard Unit Charges at or below the rate of inflation. During the next year we will continue to make efficiency savings, to control our costs and to seek economies wherever possible to minimise the burden on abstractors. We will continue to give value for money and to keep future increases in expenditure at or below the rate of inflation.

If you have any queries in respect of your charges, please contact the address or telephone number given on your Water Resources Charges account.

## WHAT ARE THE CHARGES?

There are two kinds of charge:-

- a) an application charge - payable for applications for a water abstraction licence.
- b) an annual charge - payable by holders of water abstraction licences on 1st April each year. Where the annual charge per bill amounts to £1,000 or more, the bill may be payable in two equal instalments on 1st April and 1st October of each year.

(Special arrangements may apply to spray irrigation charges).

There are some special exceptions to these charges which are shown in Sections 4 and 5 of the Scheme overleaf.

## HOW TO CALCULATE YOUR ANNUAL CHARGE

The Annual Charge is calculated as shown below:-

Annual Charge is =  $V \times A \times B \times C \times \text{SUC}$

Where  $V$  = Annual Licensed Volume (in '000 cubic metres)

$A$  = Source Factor

$B$  = Season Factor

$C$  = Loss Factor

SUC = Standard Unit Charge for the region in which the abstraction is authorised to be made (£/1000 cubic metres)

Check your water abstraction licence to find the annual licensed volume, the authorised period of abstraction and the purpose for which the abstraction is licensed. Then check the Scheme to see which factors will apply.

Note that the authorised quantity in some older licences is given in gallons and needs to be converted to cubic metres ( $\text{m}^3$ ) to work out the charge. There are approximately 220 gallons in  $1\text{m}^3$ , but if you have a problem with the conversion ask us for advice

Here are some examples of how to work out the charges:-

- a) a licence in the Anglian region authorises  $100,000\text{m}^3$  per annum for spray irrigation purposes, direct from a watercourse, during the months of April to August.
- b) a licence in the Thames region authorises  $10,950,000\text{m}^3$  per annum from a river, all year round, for public water supply.

	Volume 000m³		Source Factor		Season Factor		Loss Factor		Standard Unit Charge £/000m³		Annual Charge (£)
(a)	100	x	1.0	x	1.6	x	1.0	x	14.30	=	2,288.00
(b)	10,950	x	1.0	x	1.0	x	0.6	x	8.03	=	52,757.10

## ENVIRONMENT AGENCY SCHEME OF ABSTRACTION CHARGES

As incorporating references to charges determined by the Agency for the current year.

### 1. Title and Commencement

- 1.1 This Scheme of Abstraction Charges ( "the Scheme" ) is made by the National Rivers Authority ("the NRA") by virtue of the powers vested in it under the Water Resources Act 1991 and transferred to the Environment Agency ("the Agency") under paragraph 4 to schedule 23 of the Environment Act 1995 ("the Act").
- 1.2 The Scheme relates to charging periods commencing on or after 1st April 1993. References to financial years are to periods of 12 months commencing 1st April.
- 1.3 The Scheme shall be referred to as the Environment Agency Scheme of Abstraction Charges.

### 2. Interpretation

- 2.1 Except where otherwise indicated, words and phrases have the same meanings as are ascribed in the Water Resources Act 1991, and the Environment Act 1995.

### 3. Scope of the Scheme

- 3.1 The Scheme relates to:
  - 3.1.1 "The Application Charge" as defined in paragraph 4.
  - 3.1.2 "The Annual Charge" as defined in paragraph 5.
- 3.2 Nothing in the Scheme shall affect any power of the Agency to enter into agreement as to charges with particular abstractors, under the provisions of sections 126, as amended, 127 or 130 of the Water Resources Act 1991, or to enter into any other agreement including provision as to the payment of charges in respect of the Water Resources functions.

#### **4. The Application Charge**

- 4.1 The Application Charge is the charge to be paid in respect of an application for any licence under the Act to abstract or impound water, or for the variation of, or of the conditions of, any such licence except as provided for in paragraph 4.2. Its amount for the current year of operation of the Scheme is shown in Schedule 3. Its amount for subsequent financial years will be determined in accordance with paragraph 7.
- 4.2 The Application Charge is not payable in respect of any:
- 4.2.1 Application for a licence for an abstraction from underground strata for agricultural purposes other than spray irrigation which does not exceed a quantity of 20 cubic metres in aggregate in any period of twenty four hours.
- 4.2.2 Succession to a licence by virtue of section 49 of the Water Resources Act, 1991 or application for a licence in the circumstances provided for under regulations made under section 50 as amended of the Water Resources Act, 1991, i.e. succession to the whole or part of the relevant land,
- 4.2.3 Variation of a licence where, by virtue of section 51(4) of the Water Resources Act 1991, as amended, section 37 of that Act does not apply, i.e. reduction in authorised quantity, or
- 4.2.4 Revocation of a licence.

#### **5. The Annual Charge**

- 5.1 The Annual Charge is the charge to be paid in respect of a licence under the Water Resources Act 1991 to abstract water which is for the time being in force, except as provided for in paragraph 5.2.
- 5.2 The Annual Charge is not payable in respect of water authorised to be abstracted:
- 5.2.1 From underground strata for agricultural purposes other than spray irrigation which does not exceed a quantity of 20 cubic metres in aggregate in any period of twenty four hours,
- 5.2.2 For use in the production of electricity or any other form of power by generating station or apparatus of a capacity of not more than five megawatts, or
- 5.2.3 From inland waters which the NRA or Agency has certified as having an average chloride content in excess of 8,000 milligrams per litre.
- 5.3 The charge is calculated from:
- 5.3.1 The Volume as described in paragraph 5.5,
- 5.3.2 The appropriate Charge Factor as determined by reference to paragraph 5.6 and
- 5.3.3 The Standard Unit Charge for each Region as described in paragraph 5.7.
- 5.4 The method of calculation is specified in paragraph 5.8.

#### **5.5 Volume**

- 5.5.1 The Volume is the authorised annual quantity specified in the licence. Quantities in gallons are converted to cubic metres by means of the formula:-

1 million gallons = 4546 cubic metres

5.5.2 Where a licence does not specify an authorised annual quantity it shall be calculated by the Agency from the rates of abstraction specified in the licence.

## **5.6 Charge Factor**

5.6.1 The Charge Factor is calculated by multiplying together the following weighting factors:

- (i) Source Factor as determined by reference to paragraph 5.6.2.
- (ii) Season Factor as determined by reference to paragraph 5.6.3.
- (iii) Loss Factor as determined by reference to paragraph 5.6.4.

### **5.6.2 The Source Factor**

(i) The Scheme differentiates between three types of source.

These are:

**(a) Unsupported** - All sources, including groundwater, which are not included in any of the other categories.

**(b) Supported** - Those sources or parts of sources specified in Schedule 1. Amendments to Schedule 1 may be made by the Agency from time to time with the approval of the Secretary of State.

The Supported Source Factor will also apply to abstraction direct from reservoir storage allocated under agreement to the Agency and to other abstractions which may be used by the Agency to augment those sources specified in Schedule 1.

**(c) Tidal** - Those parts of inland waters downstream of the normal tidal limit as marked on the 1:25,000 Ordnance Survey map and those parts of inland water as may be specified from time to time by the Agency with the Secretary of State's approval in maps deposited at the Head Office and principal regional offices of the Agency.

Abstraction from any part of an inland water which is both a Tidal Source and a Supported Source, as described in paragraph 5.6.2(i) (b), shall be regarded as abstraction from a Supported Source.

(ii) The Source Factor for each source type is:-

Unsupported 1.0

Supported 3.0

Tidal 0.2

### **5.6.3 The Season Factor**

(i) The Season Factor has three categories which are based upon the period of the year during which water is authorised to be abstracted.

Subject to the provisions of paragraph 5.6.3(ii) and 5.6.3(iii), these categories are:-

**(a) Summer** - The abstractions only authorised between the 31st March and the 1st November.

**(b) Winter** - the abstraction is only authorised between the 31st October and the 1st April.

**(c) All Year** - The abstraction is authorised to take place throughout the year, or is not included in either of the above categories.



Cwmystradllyn	SH 558 440	SH 515 428
Dwyfawr	SH 515 428	SH 508 430
Tywi	SN 786 472	SN 432 205
Elan	SN 926 645	SN 967 656
Wye	SN 967 656	SO 528 110
Yorkshire Ouse	SE 366 833	SE 528 577
Candover Stream	SU 569 376	SU 568 319
River Alre	SU 610 319	SU 572 323
River Itchen	SU 572 323	SU 439 153

## **SPECIAL CHARGES IN RESPECT OF SPRAY IRRIGATION**

## **SCHEDULE 2.**

1. This Schedule applies only to licences authorising spray irrigation.
2. Where the licence holder measures the quantity of water abstracted by means of an approved water meter, installed and maintained to the satisfaction of the Agency, and submits to the Agency within 28 days of a written request, daily meter readings (or such other frequency agreed in writing by the NRA or the Agency) of the quantities of water abstracted and details of pumping and irrigation equipment, the Annual Charge shall be calculated as follows:
  - 2.1 a basic charge of 50% of the sum payable calculated by the Scheme where the Volume is taken to be the annual quantity authorised by the licence to be used solely for the purpose of spray irrigation, plus
  - 2.2 a supplementary charge of 50% of the sum payable calculated by the Scheme where the Volume is taken to be the total quantity actually abstracted during the year for the purpose of spray irrigation.
3. If the licence holder fails to comply with the conditions specified above, the Annual Charge will be that calculated by reference to paragraphs 5.1 to 5.8 of the Scheme and no abatement will be made.
4. Where the conditions of two or more licences provide that the aggregate quantity of water which may be abstracted for the purposes of spray irrigation is less than the sum of the quantities authorised by each licence, the basic charge will be 50% of the sum payable, calculated in accordance with paragraph 5.8.2 (iii) of the Scheme and the supplementary charge for each licence will be 50% of the sum payable in accordance with the Scheme, where the Volume is taken to be the quantity actually abstracted under that licence.

5. In any case where the calculated charge is less than the Minimum Charge, the sum payable shall be the Minimum Charge.

**WATER ABSTRACTION CHARGES  
FOR THE YEAR COMMENCING  
1ST APRIL 1997**

**SCHEDULE 3.**

The rates of charge for the year commencing 1st April 1997 are as follows:

**Note:** the regions shown in this table are those marked on the map referred to in paragraph 5.7.1 of the Scheme of Abstraction Charges and not the Agency's current organisational boundaries.

Further information may be obtained from the addresses shown overleaf, Wessex customers please contact the South West Region, Northumbria and Yorkshire customers please contact the North East Region.

<b>Region</b>	<b>1997/98 Standard Unit Charge (£/1000m<sup>3</sup>)</b>
Anglian	14.30
Northumbria	16.96
North West	8.12
Midlands	9.36
Southern	10.88
South West	13.25
Thames	8.03
Welsh	7.99
Wessex	13.25
Yorkshire	6.70

**THE MINIMUM ANNUAL CHARGE IS £25.00  
THE APPLICATION CHARGE IS £100.00**

**Note:** if the Annual Charge payable under the Scheme is not paid within twenty-eight days after a notice in writing demanding payment has been served on the holder of the licence, then the Agency may revoke the licence in accordance with the provisions of section 41(6) of the Act.

- (ii) Abstraction for spray irrigation is classed as a Summer abstraction unless
  - (a) it is from or supported by a pond or reservoir which is off-stream and is filled by a controlled inlet from a source of supply during the winter season, or
  - (b) it is from or supported by a pond or reservoir which is on-stream with arrangement prescribed in the licence to discharge or by-pass flows during the Summer season.

In these situations a quantity equivalent to the capacity of the reservoir will be classed as a Winter abstraction and any authorised abstraction in excess of the reservoir capacity will be classed as a Summer abstraction.

The licence holder shall provide such information as the Agency may reasonably require to demonstrate the storage capacity actually available to the licence holder, otherwise the authorised abstraction will be classed as a Summer abstraction.

- (c) it is for anti-frost spraying only, which will be classed as an All Year abstraction.
- (iii) Where a licence authorises specified quantities of water to be abstracted during both the Summer and the Winter periods as defined in paragraph 5.6.3(i), charges shall be calculated separately in respect of each period, in accordance with the provisions of the Scheme, and aggregated into the Annual Charge.
- (iv) The Season Factor for each category is:-
  - Summer 1.6
  - Winter 0.16
  - All Year 1.0

#### 5.6.4 The Loss Factor

- (i) The Loss Factor relates to the purpose for which the water is authorised to be used by the licence and has four categories. Abstractions are allocated to the four categories as follows:

- (a) **High Loss**

This includes abstraction for:

spray irrigation, dust suppression and other purposes where, due to evaporation, water after use is not returned either directly or indirectly to any source of supply.

- (b) **Medium Loss**

This includes abstractions for:

public and private water supply, commercial purposes not specified elsewhere, industrial purposes not specified elsewhere, boiler feed, use as a means of conveying material, bottling and uses which incorporate water in the product, abstraction for agricultural purposes (excluding spray irrigation, fish farms and watercress growing), and anti-frost spraying.

- (c) **Low Loss**

This includes abstractions for:

mineral washing, vegetable washing, and non-evaporative cooling.

- (d) **Very Low Loss**

This includes abstraction for:

power generation of greater than 5 megawatts, amenity pools throughflow, hydraulic testing, fish farms, watercress growing, and effluent dilution.

- (ii) Abstractions for purposes not specified in paragraph 5.6.4(i) will be regarded as High Loss unless otherwise determined by the Agency having regard to information provided by the abstractor.

(ii) The Loss Factor for each category is:

High 1.0

Medium 0.6

Low 0.03

Very Low 0.003

## **5.7 Standard Unit Charge**

5.7.1 The Standard Unit Charge for the current year of operation of the Scheme, for each region of the Agency, is shown in Schedule 3. The Standard Unit Charge for each region for subsequent years shall be determined in accordance with paragraph 7. The Standard Unit Charge is expressed in pounds per thousand cubic metres. The areas contained in each region are those designated by the Agency and marked on the Map entitled "Map referred to in the Scheme of Abstraction Charges" as deposited at the Head Office and principal Regional Offices of the Agency and entitled for that purpose.

## **5.8 Method of Calculation**

5.8.1 The Annual Charge is calculated from the Volume, Charge Factor and Standard Unit Charge as follows:

- (i) The Volume shall be multiplied by the relevant Charge Factor.
- (ii) The sum payable as the Annual Charge shall be calculated by multiplying the result of the calculation at 5.8.1(i) by the Standard Unit Charge for the region.
- (iii) If a licence is held for only part of or varied during the course of a financial year, the sum payable or the varied sum payable, as the case may be, shall be calculated by apportioning the charge for the financial year (or, if less, the period of the year during which water is licensed to be abstracted) proportionately.
- (iv) Where a licence specifies separate authorised quantities which attract different Charge Factors, the total charge shall be calculated from the separate charges. If the licence does not specify separate annual quantities, the charge shall be calculated using the highest Charge Factor applicable unless the NRA or the Agency have agreed to apportionment of the authorised quantity.

## **5.8.2 Calculation of charges in special circumstances:**

- (i) Where a licence authorises the transfer of water from one source (the original source) to another (the receiving source) without any use being made of such water during transfer prior to being abstracted under licence from the receiving source, then there will be no Annual Charge on the abstraction licence authorising the transfer, but that part of the licensed abstraction from the receiving source which may be represented by water from the original source shall be assigned the Source Factor applicable to the original source.
- (ii) Where a licence authorises the transfer of water from one source to another, without any use being made of such water during transfer, solely for the purposes of maintaining a prescribed flow or supplementing flow in the receiving source to the extent which is assessed by the Agency to be necessary to compensate for the effects of abstraction by other licences, there will be no Annual Charge for the transferred volume.
- (iii) Where the conditions of two or more licences provide that the aggregate quantity of water which may be abstracted is less than the sum of the quantities authorised by each licence, the Annual Charge will be based on the aggregate quantity. The Annual Charge in such cases will be the highest charge which may be calculated from the individual licence or licences, which authorise the aggregate quantity.



- (iv) The holder of or applicant for a licence authorising abstraction for the purpose of spray irrigation may apply to the Agency for the Annual Charge to be calculated by reference to Schedule 2 of the Scheme.

## **5.9 Minimum charge**

- 5.9.1 In any case where the calculated annual Charge in respect of each licence is less than the Minimum Charge the sum payable shall be the Minimum Charge.
- 5.9.2 If a licence is held for only part of, or varied during the course of, a financial year, the sum payable in respect of that licence in that year, or as the case may be in the remainder of that year, shall be no less than the Minimum Charge.
- 5.9.3 The Minimum Charge for the current year of operation of the Scheme is shown in Schedule 3. The Minimum Charge for subsequent years shall be determined in accordance with paragraph 7.

## **6. Payment of Charges**

- 6.1 The Application Charge:
- 6.1.1 The Application Charge is payable by the person who applies for any licence under the Act or for the variation of any such licence, except as provided for in paragraph 4.2.
- 6.1.2 The charge shall be due on the date of application for a licence, or for the variation of any such licence.
- 6.2 The Annual Charge:
- 6.2.1 The charge prescribed by the Scheme shall be payable by the holder of a current licence to abstract water.
- 6.2.2 The charge in respect of any financial year shall be due on the 1st April, or,
- (i) in the case of a licence being granted during that financial year on the date on which the licence is granted, or,
  - (ii) in the case of a licence being varied, any modified charge or refund as appropriate shall be due on the date on which the licence is varied, or
  - (iii) in the case of the licence being held by a successor to the licence by virtue of section 49(2) of the Water Resources Act 1991, or in the circumstances provided for under regulations made under section 50 of the Water Resources Act 1991, as amended, the charges shall be due on the date the successor becomes the holder of the licence.
- 6.2.3 When an application has been made for special charges in the circumstances set out in Schedule 2, the charges shall be as follows:
- (i) The basic charge in respect of any financial year shall be due on the 1st April, or as otherwise specified in paragraph 6.2.2.
  - (ii) The supplementary charge shall be due on demand.

## **7. Fixing of charges**

- 7.1 Any charge for periods subsequent to the first year of operation of this Scheme shall be amounts determined in relation to each financial year by the Agency, with the approval of the Secretary of State, as provided for by section 42 of the act.

## 8. Decisions under the scheme

- 8.1 Where under the Scheme provision is made for anything to be recognised, assessed, agreed, determined, certified or otherwise decided by the Agency such decisions may be given on its behalf and certified as having been given by the Chief Executive or any officer nominated by him for the purpose.

## SUPPORTED SOURCES

## SCHEDULE 1.

The following are regarded as Supported Sources for the purposes of the Scheme.

### National Grid References

Source of Supply	Upstream limit	Downstream limit(s)
Ancholme	TF 032 875	SE 975 211
Blackwater	TL 644 353	TL 839 084
Little Ouse	TL 987 807	TL 732 870
Little Ouse tributary	TM 005 820	TL 987 807
Thet	TM 080 903	TL 869 830
Thet tributary	TM 049 873	TL 987 872
Thet tributary	TL 964 873	TL 983 880
Thet tributary	TL 938 905	TL 983 898
Stour (Essex/Suffolk)	TL 680 560	TM 101 330
Waveney	TM 092 698	TM 494 935
Witham	SK 974 712	TF 323 445
Tees	NZ 005 215	NZ 463 191
Tyne	NY 632 924	NZ 121 646
Tyne-Tees Aqueduct	NZ 026 617	NZ 005 215
Wear	NZ 012 377	NZ 294 524
Clywedog	SN 912 870	SN 954 847
Gloucester & Sharpness Canal	SO 827 184	SO 667 022
Severn	SN 954 847	(SO 818 216) (SO 822 182)
Aled	SH 915 599	SH 957 703
Clwyd	SJ 122 593	SJ 057 721
Alwen	SH 974 527	SJ 061 425
Brenig	SH 974 539	SH 974 527
Dee	SH 933 354	SJ 408 658
Tryweryn	SH 881 399	SH 933 354

# APPLICATION FOR LICENCE(S) TO ABSTRACT AND/OR IMPOUND WATER



**ENVIRONMENT  
AGENCY**

## **PART A**

FORM WR - 1 - PARTS A, B AND C  
ENVIRONMENT ACT 1995  
WATER RESOURCES ACT 1991  
WATER RESOURCES (LICENCES) REGULATIONS 1965

## **GUIDANCE NOTES - HOW TO FILL IN YOUR APPLICATION FORMS**

### **Q1 APPLICANT DETAILS**

- If you are a company, give the address of the Registered Office.
- If you are an individual, give your forenames and surname in full.
- If you are a firm or partnership give (i) full names and addresses of all partners: (ii) the name the firm trades under: (iii) its main address.
- If you are a club or charity give (i) the full names and addresses of all trustees: and (ii) the name and address of the person authorised to receive the Licence on their behalf.
- With multiple names and addresses, put the first or trading name of the firm and use a separate sheet for the rest.
- Give details of contact person or agent if you would like us to deal with an agent or some particular person in your organisation about this application. If so, all correspondence will be sent to that person.

### **Q2 TYPE OF APPLICATION**

- Details of the legal meanings of 'abstraction' and 'impoundment', are set out on page A - 4 of these guidance notes. An impounding licence is required both for new impoundments and any works to alter existing impoundments. Note that you cannot vary an existing impounding licence once the works have been completed. If you want to alter the works at a later stage, you must apply for a new licence to do so.
- Variations. You should use this form for most variations to an abstraction licence, though for very minor variations a simpler form may be appropriate. The Environment Agency can advise you what procedure is appropriate for what you want to do.

- Usually you will have to publicise this application. **If so it is essential that the requirements are fully complied with**, otherwise the proposal may need to be re-advertised. Requirements include placing advertisements, serving notices on certain bodies, and making the application available for public inspection. We do however have a discretion whether to require this in cases of abstractions of not more than 20 cubic metres per day, so if you are planning such an abstraction, ask us before going through this procedure.
- If publicity is necessary, you should complete the draft form of notice you received with the application form and have it published **at least once in each of two successive weeks** in one or more newspapers circulating in the locality of the abstraction. The newspaper should be registered as such with the Post Office and be available on demand at local newsagents. In practice we suggest arranging publication in what is considered to be 'the local newspaper' and then on the same day the following week.
- You **must** send us copies of the **complete** pages of the newspaper where the notice appeared. (We need the complete page so as to confirm the date). Photocopies are not acceptable. We may sometimes ask to see the complete newspaper. The first appearance in the newspaper must be at least 28 days before the end of the public inspection period (see below).
- You also need to publish the notice once in the London Gazette. We do not need a copy of the notice, just confirmation (in the application form) that this has been done, and a note of the date. This date must be at least 25 days before the end of the public inspection period, so in practice we suggest you arrange for publication at about the same time as the first advertisement in the local newspaper. The address of the London Gazette is, PO Box No 7923, LONDON SE1 5ZH. The telephone number is 0171-394-4580.
- You must also serve a copy of the notice on the statutory water undertaker for the area in which the abstraction or impoundment point is located. This **must** be done **before** the first date of publication in the local newspaper. Note that the water undertaker may be one of the smaller water companies, and not necessarily one of the regional water services plc's. See the regional guidance notes for addresses. If in doubt, ask us.
- Where the application is to abstract from an **inland water**, a copy of the notice must be served on any navigation, harbour or conservancy authority or internal drainage board with responsibilities at the proposed point of abstraction. Notices to these bodies must be served before the first date of publication in the local newspaper. Note it is not always at all clear whether an authority or internal drainage board is relevant to the proposal. If you are in any doubt, ask us. See the regional guidance notes for addresses.
- A full copy of your completed application form, with map and any other relevant documents, must also be made available for public inspection in the locality of the abstraction or impoundment. Preferably this should be in the local parish; at the most it should be within 8km (5 miles) of the point of proposed abstraction etc. unless agreed otherwise with us. The law is that it must be available for at least 28 days after the date the notice is first published in the local newspaper and at least 25 days after it is published in the London Gazette. You could make the application available for inspection at your offices, alternatively you may be able to make arrangements with e.g. your local post office.
- You can submit the application to us at any time after the second appearance of the advertisement in the local newspaper, though we suggest you wait until the end of the public inspection period. This will cause fewer complications if there are objections to the proposal(s). It also means you can use the actual application for public inspection. If you decide to have a second set of documents available for public inspection, these must be an **exact copy of all the documents you have submitted to us**.
- The guidance note with the draft notices suggests how you should time advertising etc., to avoid slip-ups in the procedure.



#### Q4 ENVIRONMENTAL APPRAISAL

- Abstraction of water or impounding works, or the project of which these form a part, may have environmental effects which require appraisal. The Environment Agency will advise whether an Environmental Report (i.e. containing an appraisal) is required and the points it should cover. Alternatively, the proposal may be part of a project for which an 'Environmental Statement', required by, e.g. the planning authority, already exists or is planned.

#### Q5 MAP

- You must send a map with this application. The questions in PARTS B and C explain what you have to put on it. If you are applying to abstract and to impound, you may show all the information required on the same map, providing everything is clear. Unless we agree otherwise with you, the map must be an Ordnance Survey map on a scale of 1:10,000 (approximately 6 inches to 1 mile) or larger.
- If possible the map should be on an A4 sheet. Either colouring or hatching of areas to be highlighted on the map is acceptable.
- It is often easier to explain complicated proposals by reference to maps and plans than in words. If you think additional map(s) or plan(s) would better explain the answer to any question, or clarify your proposal, provide them.

#### Q6 FEES

- In most cases, we charge for the administrative work in properly considering licence applications. Details of the fee payable when you apply for the licence are on a separate sheet. Note that what you are applying for may be regarded as more than one application.
- You can obtain full details of the Environment Agency's charging scheme for abstractions (i.e. the water you are authorised to use - a different matter from the fee payable when you apply for a licence) from any of our regional offices.

#### Q7 APPLICATION AND DECLARATION

- Note that knowingly making false statements for the purpose of obtaining a licence is an offence punishable with a fine and/or imprisonment.
- Other offences include failing to obtain a licence where one is needed, failing to comply with conditions on a licence, failing to provide information requested by us in relation to an abstraction, or interfering with meters or other devices to measure quantities of water abstracted.
- Officers of corporate bodies may be personally liable. See sections 206 and 217 Water Resources Act 1991.
- Please be as open and accurate as possible in making your application. That will help us and will help you.

NOTE: Applicants may be required to provide more information than is referred to in this application. Such information may be necessary to satisfy us as to the reasonableness of the applicants' requirements and to enable us to exercise our functions with respect to water resources. The Agency has the powers necessary to require such information to be provided. We will write to you if we consider that additional information is necessary.

## WATER RESOURCES DEFINITIONS

THE FOLLOWING ARE DERIVED FROM THE WATER RESOURCES ACT 1991.

### (A) ABSTRACTION

'Abstraction' means doing anything to remove water from a source of supply, whether temporarily or permanently, including where it is removed for the purpose of being transferred to another source of supply.

### (B) IMPOUNDING WORKS

'Impounding Works' means

- (i) any dam, weir, or other works in an inland water whereby water may be impounded, and (ii) any works for diverting the flow of an inland water in connection with the construction or alteration of any dam, weir or other works falling within (i).

### (C) INLAND WATER

'Inland Water' means any of the following:

- (i) any river, stream or other watercourse, whether natural or artificial and whether tidal or not;
- (ii) any lake or pond, whether natural or artificial; or any reservoir or dock, in so far as the lake, pond, reservoir or dock does not fall within (i); and
- (iii) so much of any channel, creek, bay, estuary or arm of the sea as does not fall within (i) or (ii).

An inland water which either is a lake, pond or reservoir, and which does not discharge into any other inland water (or which is a group of such waters, including watercourses or mains connecting them, where none of the inland waters in the group discharges to any inland water outside the group), is not a source of supply for the purpose of the controls. The Act refers to them as 'discrete waters'. This exclusion does not cover water contained in underground strata.

### (D) UNDERGROUND STRATA

'Underground strata' means strata subjacent to the surface of any land. Water in 'underground strata' includes water for the time being contained in a well, borehole, or works ancillary to these, or contained in any excavation into underground strata where the level of water depends on entry of water from those strata. It does not include water in a sewer, pipe, reservoir, tank or other underground works constructed in underground strata (i.e. where the water in these is not in contact with water in the strata).

### (E) WATERCOURSES

The term 'watercourse' includes all rivers, streams, ditches, drains, cuts, culverts, dykes, sluices, sewers, and passages through which water flows, except mains and other pipes used for the purpose only of providing a supply of water to any premises, local authority sewers, or adits and passages treated as contained in underground strata.

### (F) SOURCE OF SUPPLY

'Source of supply' means any inland water (except as per the second paragraph of (c)) or any underground strata in which water is, or at any time may be, contained.

# APPLICATION FOR LICENCE(S) TO ABSTRACT AND/OR IMPOUND WATER



**ENVIRONMENT  
AGENCY**

## **PART A**

FORM WR - 1 - A  
ENVIRONMENT ACT 1995  
WATER RESOURCES ACT 1991  
WATER RESOURCES (LICENCES) REGULATIONS 1965

**FOR OFFICE  
USE ONLY**

APPLICATION REFERENCE NO		COMPUTER REFERENCE				
PROPOSAL					FORM B	FORM C
DATE FIRST RECEIVED	ACKNOWLEDGED INFORMALLY (DATE)	APPLICATION VALID (DATE)	DATE OF STATUTORY ACKNOWLEDGEMENT	DETERMINATION DUE BY (DATE)	DATE DETERMINED	
FEE RECEIVED (DATE)		RECEIPT NUMBER		COMMENTS:		

PLEASE READ ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THE FORMS.

## **1 APPLICANT DETAILS**

NAME OF APPLICANT	
ADDRESS	
POSTCODE	
TELEPHONE	FAX
AGENT/CONTACT PERSON (IF NOT APPLICANT)	
ADDRESS (AGENT/CONTACT PERSON)	
POSTCODE	
TELEPHONE	FAX

## 2 TYPE OF APPLICATION

TICK YES OR NO AS APPROPRIATE	Yes	No	
DO YOU WANT A NEW LICENCE ONLY TO ABSTRACT WATER?			IF 'YES' COMPLETE PARTS A AND B. FORM OF NOTICE - N1
DO YOU WANT A NEW LICENCE ONLY TO IMPOUND WATER OR TO ALTER EXISTING IMPOUNDING WORKS?			IF 'YES' COMPLETE PARTS A AND C. FORM OF NOTICE - N2
DO YOU WANT NEW LICENCE(S) TO DO BOTH (E.G. DO YOU PROPOSE TO CREATE AN IMPOUNDING RESERVOIR FROM WHICH YOU WILL THEN ABSTRACT WATER?)			IF 'YES' COMPLETE PARTS A,B AND C. FORM OF NOTICE - N3
DO YOU WANT TO VARY AN EXISTING ABSTRACTION LICENCE?			IF 'YES' ATTACH EXISTING LICENCE. COMPLETE PARTS A AND B. FORM OF NOTICE - N4

## 3 STATUTORY NOTICES ETC.

TICK YES OR NO AND GIVE DATES AND DETAILS AS APPROPRIATE				
ACTION	Yes	No	DATE(S) AND DETAILS	
PUBLIC NOTICE REQUIRED			IF 'YES', ANSWER THE REST OF THIS QUESTION. IF 'NO' LEAVE THE REST BLANK AND GO TO QUESTION 4	
NOTICE PUBLISHED TWICE IN AT LEAST ONE LOCAL NEWSPAPER. ENCLOSE ORIGINAL FULL PAGES OF NEWSPAPER CONTAINING NOTICE. (GIVE DATES AND NEWSPAPER NAME)			FIRST DATE	SECOND DATE
			NAME	
NOTICE PUBLISHED IN THE LONDON GAZETTE (THERE IS NO NEED TO ENCLOSE A COPY OF THIS NOTICE)			DATE	
NOTICE SERVED ON INTERNAL DRAINAGE BOARD (IDB) (GIVE DATE AND NAME OF IDB)			DATE	
			NAME	
NOTICE SERVED ON NAVIGATION AUTHORITY (GIVE DATE AND NAME OF AUTHORITY)			DATE	
			NAME	
NOTICE SERVED ON HARBOUR AUTHORITY (GIVE DATE AND NAME OF AUTHORITY)			DATE	
			NAME	
NOTICE SERVED ON CONSERVANCY AUTHORITY (GIVE DATE AND NAME OF CONSERVANCY)			DATE	
			NAME	
NOTICE SERVED ON WATER UNDERTAKER (GIVE DATE AND NAME OF UNDERTAKER)			DATE	
			NAME	
APPLICATION MADE AVAILABLE FOR PUBLIC INSPECTION (GIVE DATES AND PLACE)			START DATE	END DATE
			PLACE	



#### 4 ENVIRONMENTAL APPRAISAL

TICK REPLY BOXES AS APPROPRIATE		
HAVE YOU DISCUSSED THE NEED FOR ENVIRONMENTAL APPRAISAL WITH THE ENVIRONMENT AGENCY?	Yes	No
IF YES, IS IT REQUIRED?	Yes	No
IF REQUIRED, IS ENVIRONMENTAL REPORT	ENCLOSED	To Follow
IF NEED FOR ENVIRONMENTAL APPRAISAL HAS NOT YET BEEN DISCUSSED WITH THE ENVIRONMENT AGENCY, CONTACT US BEFORE PROCEEDING FURTHER WITH THIS APPLICATION.		

#### 5 MAP

TICK HERE TO CONFIRM THAT YOU HAVE ATTACHED THE REQUIRED MAP AND SHOWN ALL THE REQUIRED DETAILS.	
--	--

#### 6 APPLICATION FEE

COMPLETE OR TICK	£	p
APPLICATION FEE ENCLOSED		
IF A RECEIPT IS REQUIRED, TICK BOX		
I HAVE BEEN ADVISED BY THE ENVIRONMENT AGENCY THAT NO APPLICATION FEE IS PAYABLE		

#### 7 APPLICATION AND DECLARATION

TICK BOX(ES) AS APPROPRIATE FOR YOUR APPLICATION		
I APPLY TO THE ENVIRONMENT AGENCY FOR A LICENCE UNDER THE WATER RESOURCES ACT 1991		
<input type="checkbox"/>	TO ABSTRACT WATER FROM AN INLAND WATER AND / OR FROM UNDERGROUND STRATA*	
<input type="checkbox"/>	TO IMPEDE THE FLOW OF AN INLAND WATER BY MEANS OF IMPOUNDING WORKS*	
<input type="checkbox"/>	TO VARY LICENCE SERIAL NUMBER .....*	
IN ACCORDANCE WITH THE PROPOSALS SPECIFIED IN THIS FORM AND FURTHER EXPLAINED ON THE ACCOMPANYING MAP AND ANY ATTACHED SHEETS, I HAVE COMPLETED THIS PART A OF THE FORM AND ALSO PART B* AND PART C.*		
I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE STATEMENTS MADE IN THE APPLICATION FORMS, INCLUDING THE MAP AND ANY ACCOMPANYING SHEETS, ARE TRUE. I ENCLOSE THE REQUISITE APPLICATION FEE. *		
*(DELETE AS APPROPRIATE)		
SIGNED	PRINT NAME	
AUTHORISED ON BEHALF OF	DATE	

IT IS AN OFFENCE TO MAKE A FALSE STATEMENT WHEN APPLYING FOR A LICENCE

# APPLICATION FOR LICENCE(S) TO ABSTRACT WATER



ENVIRONMENT  
AGENCY

## PART B

FORM WR - 1 - PARTS A, B AND C  
ENVIRONMENT ACT 1995  
WATER RESOURCES ACT 1991  
WATER RESOURCES (LICENCES) REGULATIONS 1965

## GUIDANCE NOTES - HOW TO FILL IN YOUR APPLICATION FORMS

Please answer the questions on the forms in metric units. The table of conversions below may help you.

### UNITS OF MEASUREMENT

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	=	1000 litres
1 cubic metre	=	219.969 gallons
1 gallon	=	4.546 litres
1000 gallons	=	4.5461 cubic metres
1 acre-inch	=	22610 gallons
1 acre-inch	=	102.8 cubic metres

### Q8 APPLICANT DETAILS

- Please re-state here your answer to question 1 on Part A of the application forms. (This will enable us to link the two forms should they become separated for any reason).

### Q9 SUMMARY OF THE CHANGES TO LICENCE NUMBER

- Only answer this question if you are applying to vary an existing licence to abstract water. In this box, give a summary of all the changes you are applying for. When you complete the rest of the application form, you should show your **total requirements** you now wish to have licensed, e.g. if your proposals include increases in the quantities, state, in answer to question 13, the new maximum quantities required, not the quantity you want them increased by. Similarly, if you want to abstract water from additional abstraction points, then show the existing abstraction points as well as the new ones when answering question 10.

## Q10 ABSTRACTION LOCATION

- If you are not sure exactly where you will abstract from an inland water, give the National Grid Reference of the points between which you plan to abstract and bracket them together. Please also identify the points with letter(s), e.g. 'A', 'B', etc.
- If the inland water or underground source has a local name, please give it. Also provide a postal address or adequate description to identify the abstraction location, e.g. 'ten acre field' or 'Greys Farm, Anytown'.
- Please give accurate, eight figure National Grid References if you can. Ordnance Survey maps explain how to give them. If you are still not sure how to do this we can help you. The most important thing is to mark the point(s) clearly and accurately on the map.

## Q11 ENTITLEMENT TO APPLY

- We can only grant a licence to abstract water to someone who is legally entitled to apply for one. You can apply if either (i) you are the occupier - you occupy land which is contiguous to the inland water or which comprises the underground strata from which you propose to abstract; or (ii) you are a potential occupier, i.e. you are negotiating to become an occupier or have initiated compulsory purchase procedures. You may also apply to abstract from an inland water if you have a right of access, or expect to have one (i.e. you have a potential right of access). Rights of access are not sufficient where the proposed abstraction is from underground strata, except where water contained in an excavation is treated as contained in underground strata.
- If you are not the occupier, you must give, or be prepared to give us evidence about your potential rights. If this applies to you, confirm here that you are attaching evidence about your prospective occupation or right of access, or summarise on an attached sheet what that evidence is, in case we need to see it.
- Please note that this evidence is a very important point and in some cases we may ask to see the title deeds, tenancy agreements etc., as proof.
- In case of applications to vary a licence, only the named holder may apply. If you cannot answer 'YES' to this question, contact us.

## Q12 AUTHORISED DURATION

- The licence may be granted for an indefinite duration (i.e. until revoked) or it may be granted to expire on a specified date. If you wish to abstract water after the specified date, you must apply for a new licence (licences cannot be renewed).
- Planning permissions for some developments have limited durations. Alternatively, you may be constrained, e.g. by the length of a lease. In such cases, it may be inappropriate to apply for an indefinite licence.

### Q13 PURPOSE AND QUANTITY OF ABSTRACTION AND LOCATION OF USE

- You must state how much water you propose to abstract for each purpose you will use it for, from which source it will be abstracted, where it will be used, over what period, and the maximum rate of abstraction. Information required in the individual columns is explained below.
- Source - for each purpose simply state 'S' (surface water, i.e. inland waters) or 'G' (groundwater) and map legend ('A', 'B', etc) depending on your answer to question 10.
- Location of use - for each purpose state where water will be used and how that place/area is marked on the map. Use separate shadings, numberings etc. You do not need to state the precise location of use if you are a statutory water undertaker or a private water supplier, but it will help us to assess the application if you give as much information as possible. Where water is supplied to properties for 'domestic use' or 'private water supply' you should separately identify the name of the property and what you propose to use the water for, e.g. own family, tied cottage, another private family, holiday cottage, guest house etc.
- Period - for each purpose state how long you wish the licence to operate, e.g. 'all year', 'April 1st to October 31st inclusive', '6pm to 6am only all year'.
- Year/period quantity - for each purpose state the maximum amount (cubic metres) of water you propose to abstract per year or during the specified period.
- Daily quantity - for each purpose state the maximum amount (cubic metres) of water you propose to abstract in any one day. Note - this may well be more than the yearly quantity divided by the number of days.
- Hourly rate - for each purpose state the maximum amount (cubic metres) of water you propose to abstract in any one hour, and for how many hours per day.
- Peak instantaneous flow rate - this is the maximum rate (in litres per second) that you propose to be abstracting at any given moment.
- You need to ensure that your daily, hourly and peak instantaneous rates are consistent with your proposals for the yearly abstraction.
- Remember that the maximum annual quantity of water authorised for abstraction will usually have an important bearing on how much you will be charged for it.
- Charging also depends on whether you abstract during the winter (1st November to 31st March inclusive), the summer (1st April to 31st October inclusive), or all year. You may benefit significantly by confining your abstraction, or particular use(s) of it to, e.g. the winter season only. See current Abstraction Charges Scheme leaflet.
- We need to know these details so we can judge, when we consider your application, whether the quantity applied for is reasonable for your needs.

### Q14 SPRAY IRRIGATION

- Spray irrigation is usually for agricultural use but sometimes may be for other uses, e.g. golf courses, sports fields, racehorse gallops, etc.
- Proposed period of irrigation - state, e.g. 'April 1st to August 31st' etc.



## Q15 METHOD AND MEASUREMENT OF ABSTRACTION

- We need to know how you propose to abstract the water and measure how much you are abstracting. Please give full details of the works, equipment etc., involved, and drawings if available.
- If you plan to abstract more than 20 cubic metres per day, we will normally require you to provide a meter or other means of measurement to an appropriate standard.
- In some cases a meter will be required for quantities of less than 20 cubic metres per day.
- For intake works on watercourses, consent under section 109 Water Resources Act 1991 or section 23 Land Drainage Act 1991 may be required.
- Use a separate sheet if different methods etc., of abstraction are to be used at different abstraction points.

## Q16 ABSTRACTION FROM UNDERGROUND STRATA

- Test pumping results, including a borehole log, are normally essential to the determination of applications for abstractions from wells, boreholes etc.

## Q17 DISCHARGE AFTER USE

- We need to know how much of the abstracted water will be discharged after use and the point(s) of discharge.
- If you are abstracting for more than one purpose, you should specify the proportion in relation to each purpose.
- The point(s) of discharge may be where the water will enter an inland water, a public sewer, a soakaway, etc. Describe the point(s) as clearly as possible on this form and mark it/them (e.g. 'P', 'Q', etc) on the map.
- The discharge may need a consent from us (in relation to pollution control). Please give the reference number of any application for consent to discharge you may have made to us, or for any consent to discharge we, or our predecessor authorities, may have already granted.
- Water undertakers should indicate (probably on a separate sheet) how the abstraction is likely to relate to the discharge infrastructure in the areas supplied.

## Q18 OTHER ABSTRACTION(S) NOT REFERRED TO IN THIS APPLICATION

- Answer this question if you wish to use any of the points of abstraction applied for here in conjunction with (i.e. at the same time as, or otherwise) point(s) specified in an existing licence or in another application. Use separate sheets or a more detailed report as is necessary.

## Q19 SUPPLY FROM WATER UNDERTAKERS

- Please provide details of any request made to a water undertaker for a supply of water for any of the purposes you have specified in question 13.

## Q20 OTHER CONSIDERATIONS

- Add other relevant points. It helps if you give us as much information as possible to justify and explain this application. Use separate sheets or a more detailed report as is necessary.

# APPLICATION FOR LICENCE(S) TO ABSTRACT WATER



**ENVIRONMENT  
AGENCY**

## **PART B**

FORM WR - 1 - B  
ENVIRONMENT ACT 1995  
WATER RESOURCES ACT 1991  
WATER RESOURCES (LICENCES) REGULATIONS 1965

**FOR OFFICE  
USE ONLY**

APPLICATION REFERENCE NO

COMPUTER REFERENCE

## **DETAILS OF ABSTRACTION PROPOSALS**

(DO NOT ANSWER PART B IF ALL YOU PROPOSE IS AN IMPOUNDMENT)

PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THE FORMS.

### **8 APPLICANT DETAILS**

NAME OF APPLICANT (AS STATED IN ANSWER TO QUESTION 1 ON PART A)

PLEASE ANSWER THE QUESTIONS ON THIS FORM IN METRIC UNITS. WE HAVE PROVIDED A TABLE OF CONVERSIONS IN THE GUIDANCE NOTES WHICH ACCOMPANY THIS FORM. (SEE GUIDANCE NOTES - PAGE B1)

IF YOU ARE APPLYING TO VARY AN EXISTING LICENCE TO ABSTRACT WATER, YOU SHOULD COMPLETE THIS FORM, SHOWING YOUR TOTAL REQUIREMENTS YOU NOW WISH TO HAVE LICENSED. A SUMMARY OF ALL OF THE CHANGES YOU ARE APPLYING FOR SHOULD BE GIVEN IN THE BOX BELOW.

### **9 SUMMARY OF THE CHANGES TO LICENCE**

PLEASE GIVE LICENCE NUMBER

## 10 ABSTRACTION LOCATION(S)

ANSWER (A) AND/OR (B), AS APPLICABLE

A NAME OF INLAND WATER FROM WHICH YOU WISH TO ABSTRACT WATER (IF UNKNOWN, DESCRIBE E.G. AS 'TRIBUTARY OF RIVER XYZ') AND SITE ADDRESS OF ABSTRACTION	NATIONAL GRID REFERENCE(S) - (NGR):				MARKED ON MAP AS (E.G. 'A', 'B', ETC)

B NAME OF UNDERGROUND STRATA FROM WHICH YOU WISH TO ABSTRACT WATER (E.G. 'CHALK', 'LIMESTONE' ETC) AND SITE ADDRESS OF ABSTRACTION	NATIONAL GRID REFERENCE(S) - (NGR):				MARKED ON MAP AS (E.G. 'A', 'B', ETC)

## 11 ENTITLEMENT TO APPLY FOR A LICENCE

HOW ARE YOU ENTITLED TO MAKE THIS APPLICATION? (TICK ONE)			
OCCUPIER		RIGHT OF ACCESS	
POTENTIAL OCCUPIER		POTENTIAL RIGHT OF ACCESS	
STATE HERE HOW YOU HAVE MARKED ON THE MAP, LAND YOU OCCUPY, HAVE A RIGHT OF ACCESS OVER ETC. (E.G. 'OUTLINED IN RED'):			
IF YOUR INTEREST IS 'POTENTIAL', WHEN DO YOU EXPECT TO ACQUIRE / CONFIRM IT? GIVE DATE IN THE SPACE.			
IF YOU HAVE DIFFERENT RIGHTS IN RELATION TO DIFFERENT ABSTRACTION POINTS, ADVISE ON A SEPARATE SHEET, (TICK ONE BOX OPPOSITE).	DETAILS OF RIGHTS ATTACHED		
	NOT APPLICABLE		
EVIDENCE OF ENTITLEMENT (TICK ONE BOX OPPOSITE).	ATTACHED		
	SUMMARY ATTACHED		
	NOT APPLICABLE (OCCUPIER)		
IF YOU ARE APPLYING TO VARY AN EXISTING LICENCE, ARE YOU THE LICENCE HOLDER? (TICK ONE BOX OPPOSITE).		Yes	No

## 12 AUTHORISED DURATION OF LICENCE

TICK YES OR NO AS APPROPRIATE	Yes	No		Yes	No
DO YOU WANT THE LICENCE TO BE VALID INDEFINITELY?			OR FOR A LIMITED DURATION?		
IF LIMITED DURATION, SPECIFY HOW LONG IN THE BOX OPPOSITE					
	Yes	No		FROM	TO
IS THE PROJECT ETC., TO WHICH THE ABSTRACTION RELATES, RESTRICTED IN DURATION?			IF YES, SPECIFY DATES		

### 13 PURPOSE AND QUANTITY OF ABSTRACTION AND LOCATION OF USE

SPECIFY MAXIMUM QUANTITY OF WATER TO BE AUTHORISED FOR ABSTRACTION FOR EACH PURPOSE, FROM WHICH SOURCE, AND WHERE THE WATER WILL BE USED			
PURPOSE	SOURCE	LOCATION(S) OF USE	PERIOD
PUBLIC WATER SUPPLY			
DOMESTIC WATER SUPPLY (REFER TO NOTES)			
PRIVATE WATER SUPPLY (I.E. TO LAND OR PROPERTY OCCUPIED BY OTHERS)			
AGRICULTURE (INCLUDING HORTICULTURE) OTHER THAN SPRAY IRRIGATION			
SPRAY IRRIGATION FOR AGRICULTURAL OR OTHER PURPOSES (E.G. GOLF COURSE)			
WATERCRESS GROWING			
FISH FARM			
INDUSTRY/COMMERCIAL - SPECIFY BUSINESS AND PURPOSE AND DISTINGUISH BETWEEN PROCESS WATER, WATER USED FOR EVAPORATIVE COOLING, AND WATER USED FOR NON- EVAPORATIVE COOLING			
HYDROPOWER			
MINERAL WASHING			
OTHER - SPECIFY			
			TOTALS:



## 14 SPRAY IRRIGATION

ANSWER IF YOU HAVE INCLUDED SPRAY IRRIGATION IN ANSWER TO QUESTION 13

	CROP/USE 1	CROP/USE 2	CROP/USE 3
TYPE OF CROP OR OTHER USE TO BE IRRIGATED			
PERIOD OF PROPOSED IRRIGATION			
AREA OF CROP OR OTHER USE (HECTARES)			
MAXIMUM NUMBER OF MILLIMETRES OF WATER TO BE APPLIED TO THE CROP/OTHER USE ANNUALLY OR DURING THE SPECIFIED PERIOD			
FOR TOTAL OF ALL CROPS/USES, WHAT IS THE MAXIMUM TOTAL NUMBER OF HECTARES YOU PROPOSE TO IRRIGATE IN ANY ONE DAY?			

## 15 METHOD AND MEASUREMENT OF ABSTRACTION

MACHINERY/WORKS: E.G. SPECIFY TYPE, CAPACITY AND NUMBER OF PUMPS OR OTHER FORMS OF INTAKE WORKS FOR EACH POINT OF ABSTRACTION MARKED ON THE MAP.			MEASUREMENT METHOD (E.G. METER)	IF YOU HAVE APPLIED FOR INTAKE WORKS CONSENT, GIVE DETAILS/REFERENCE NUMBER
ABSTRACTION POINT MAP REFERENCE(S) (‘A’, ‘B’, ETC)	A			
	B			
	C			
	D			
	E			
	F			

## 16 ABSTRACTION WORKS - FROM UNDERGROUND STRATA ONLY

SPECIFY DEPTH, DIAMETER OF EACH WELL, BOREHOLE ETC., AND HOW EACH OF THE WORKS ARE OR WILL BE LINED (IF AT ALL)					IF THE WORKS ARE OR WILL BE ARTESIAN HOW WILL OVERFLOW AND LEAKAGE BE PREVENTED?
ABSTRACTION POINT MAP REFERENCE(S) (‘A’, ‘B’, ETC)		DEPTH (m)	DIAMETER (mm)	LINING	
	A				
	B				
	C				
	D				
	E				
	F				
IF THE WORKS INCLUDE HEADINGS OR ADITS, SPECIFY POINT OF COMMUNICATION, LENGTH, DIAMETER AND ORIENTATION OF SAME					
IF THIS APPLICATION FOLLOWS A GROUNDWATER INVESTIGATION, GIVE REFERENCE NUMBER OF CONSENT					



## 17 DISCHARGE OF WATER AFTER USE

APPROXIMATE PROPORTION TO BE DISCHARGED	
DESCRIBE POINT(S) OF DISCHARGE ('PUBLIC SEWER', 'INLAND WATER' ETC)	
POINT(S) IS/ARE MARKED ON THE MAP AS ('P', 'Q' ETC)	
IS THERE A CONSENT TO DISCHARGE AND WHAT IS THE ENVIRONMENT AGENCY OR NRA OR OLD WATER AUTHORITY REFERENCE NUMBER?	

## 18 OTHER ABSTRACTION(S) NOT REFERRED TO IN THIS APPLICATION

DESCRIPTION OF ABSTRACTION POINT	
NATIONAL GRID REFERENCE	
MARKED ON THE MAP AS	
IS THE ABSTRACTION FROM AN INLAND WATER OR UNDERGROUND STRATA?	
SERIAL NUMBER OF LICENCE(S) OR DATE(S) OF APPLICATION	

## 19 SUPPLY FROM WATER UNDERTAKERS

HAVE YOU ASKED A WATER UNDERTAKER FOR A SUPPLY OF WATER FOR ANY OF THE PURPOSES SPECIFIED IN QUESTION 13 ABOVE			
NO	IF YES:	WHEN DID YOU MAKE THIS REQUEST?	
		WHICH OF THE PURPOSES DID YOU REQUEST SUPPLY FOR?	
		WHAT WAS THE RESULT?	

## 20 OTHER CONSIDERATIONS

HOW, IF AT ALL, WILL YOU STORE THE ABSTRACTED WATER ON YOUR LAND?
HOW DO YOU MAKE MAXIMUM USE OF YOUR EXISTING WATER SUPPLIES?
HOW MUCH OF THE WATER ABSTRACTED WILL BE RE-USED?
HOW HAVE YOU CALCULATED THE QUANTITIES YOU SAY YOU NEED?

# APPLICATION FOR LICENCE(S) TO IMPOUND WATER



**ENVIRONMENT  
AGENCY**

## **PART C**

FORM WR - 1 - PARTS A, B AND C  
ENVIRONMENT ACT 1995  
WATER RESOURCES ACT 1991  
WATER RESOURCES (LICENCES) REGULATIONS 1965

## **GUIDANCE NOTES - HOW TO FILL IN YOUR APPLICATION FORMS**

### **Q21 APPLICANT DETAILS**

- Please re-state here your answer to question 1 on Part A of the application forms. (This will enable us to link the two forms should they become separated for any reason).

### **Q22 LOCATION OF IMPOUNDING WORKS**

- Please give an accurate, eight figure National Grid Reference. Ordnance Survey maps explain how to give them. If you are still not sure how to do this we can help. If the inland water has a local name, please give it. Also provide a postal address or adequate description to identify the impounding location, e.g. 'Gables Farm, Anytown'. The most important thing is to mark the proposed works clearly and accurately on the map.

### **Q23 ALTERATION OF EXISTING IMPOUNDING WORKS**

- If the impounding works you wish to alter were constructed under an existing licence, please give details of the licence serial number and the issuing authority.

### **Q24 DESCRIPTION OF WORKS**

- Describe the impounding works you propose to construct or (if altering existing works) the existing works and the proposed alterations. Give as much detail as possible.
- Include plans and sections; these should be drawn by a competent engineer or surveyor with levels shown to Ordnance Datum (Newlyn).
- Your description must show how the works will affect the flow of the inland water.
- Any land which will be submerged must be marked on the map.

### **Q25 PURPOSE**

- Explain the purpose of constructing or altering the impounding works, e.g. the provision of a water supply reservoir, an ornamental lake, for fisheries, or to regulate flow. If it is to regulate the flow of some other inland water, give the name of, or describe the other inland water, and mark it on the map.
- If you will be abstracting water from the reservoir, remember to complete application form Part B.

## Q26 LEVELS, CAPACITIES, ETC

- Details of overflow levels and reservoir capacity needed.

## Q27 FLOW CONTROLS

- Most impounding schemes need some means of controlling and monitoring flows downstream. This information is needed so that we can agree appropriate flow control arrangements with you. If no flow controls are proposed, please leave this question blank. However, we may consider that such controls are necessary and require these to be included before a licence can be granted.

## Q28 RESERVOIR YIELD

- We need to see your calculations and a full explanation (i.e. unless you have answered 'not applicable' to both parts of question 25).

## Q29 DIVERSION WORKS

- Include plans and drawings - see note to question 24.

## Q30 OTHER FORMALITIES

- Please complete the four questions in this section.
- You may require a separate consent under section 109 of the Water Resources Act 1991 or section 23 of the Land Drainage Act 1991. This parallels the licence applied for with this form. Section 109 consents are required if the impounding works etc., are to be in a watercourse which is part of the 'main river', or are intended to divert the flood waters of the main river. You should check with us to see whether the watercourse in question is a 'main river' or not. Section 23 consents are required for affecting or obstructing the flow of any watercourse. These consents are also given by the Environment Agency, or, where the watercourse is within the control of an Internal Drainage Board (IDB), by the IDB. Please contact us if you need more information about these types of consents. Forms can be obtained from the Environment Agency or IDB, as appropriate.
- It is an offence under section 90 of the Water Resources Act 1991 for a person to remove deposits accumulated by dams etc., by causing these to be carried away in suspension, without first obtaining consent from the Environment Agency. If your impounding works have sluices etc., which will be opened from time to time resulting in this kind of scouring, contact us before submitting the application.
- The Reservoirs Act 1975 is designed to ensure the safety of large raised reservoirs, i.e. reservoirs designed to hold, or capable of holding more than 25,000 cubic metres of water above the natural level of the land adjoining the reservoir. If your proposed impounding works may result in the creation of such a reservoir, you should contact your County Council. The Environment Agency is not responsible for the safety aspects of reservoirs and by granting a licence to impound does not make any representation or warranty that the works are safe and/or for the purpose intended.
- There may be other formalities outside the Environment Agency's control which you will need to comply with before constructing or altering impounding works.

**Please note that the Environment Agency is primarily interested in the ways your proposed works will affect water flows. The Environment Agency has no responsibility for, and can accept no liability for, the stability and safety of impounding works.**

# APPLICATION FOR LICENCE(S) TO IMPOUND WATER



**ENVIRONMENT  
AGENCY**

## **PART C**

FORM WR - 1 - C  
ENVIRONMENT ACT 1995  
WATER RESOURCES ACT 1991  
WATER RESOURCES (LICENCES) REGULATIONS 1965

**FOR OFFICE  
USE ONLY**

APPLICATION REFERENCE NO

COMPUTER REFERENCE

## **DETAILS OF IMPOUNDMENT PROPOSALS**

(DO NOT ANSWER PART C IF ALL YOU PROPOSE IS ABSTRACTION OF WATER)  
PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THE FORMS.

### **21 APPLICANT DETAILS**

NAME OF APPLICANT (AS STATED IN ANSWER TO QUESTION 1 IN PART A)

PLEASE ANSWER THE QUESTIONS ON THIS FORM IN METRIC UNITS. WE HAVE PROVIDED A TABLE OF CONVERSIONS IN THE GUIDANCE NOTES WHICH ACCOMPANY THIS FORM. (SEE GUIDANCE NOTES - PAGE B-1).

### **22 LOCATION OF IMPOUNDING WORKS**

NAME OF INLAND WATER WHICH YOU WISH TO IMPOUND (IF UNKNOWN, DESCRIBE E.G., AS 'TRIBUTARY OF RIVER XYZ') AND SITE ADDRESS OF IMPOUNDMENT.	NATIONAL GRID REFERENCE(S) - (NGR):				MARKED ON MAP AS (E.G. 'A', 'B', ETC.)

### **23 ALTERATION OF EXISTING WORKS**

IF YOU WISH TO ALTER EXISTING IMPOUNDING WORKS, THERE MAY BE A LICENCE IN FORCE AUTHORISING THOSE EXISTING WORKS. IF SO, GIVE THE SERIAL NUMBER OF THE LICENCE AND ISSUING AUTHORITY.

SERIAL NUMBER:

ISSUING AUTHORITY:



## 24 DESCRIPTION OF WORKS

### FULL DESCRIPTION

IS THE IMPOUNDED AREA TO BE LINED?  
(TICK ONE BOX)

Yes

No

If so, how?

CONFIRM THAT PLANS, SECTIONS AND OTHER RELEVANT DETAILS ARE ATTACHED (TICK ONE BOX)

Yes

No

CONFIRM, IF APPLICABLE, THAT LAND TO BE SUBMERGED IS MARKED ON THE MAP (TICK ONE BOX)

Yes

No

## 25 PURPOSE

### REASON FOR IMPOUNDING WORKS

IF THE RESERVOIR WILL BE USED AS A SOURCE OF SUPPLY, WHAT WILL THE WATER BE USED FOR AND HOW MUCH WILL BE ABSTRACTED EACH DAY AND EACH YEAR (OR IN THE PERIOD IN THE YEAR FOR WHICH ABSTRACTION IS AUTHORISED?)

PURPOSE

MAXIMUM DAILY ABSTRACTION  
(CUBIC METRES)

MAXIMUM YEARLY ABSTRACTION  
(CUBIC METRES)

IF THE WORKS ARE TO REGULATE FLOW OF ANOTHER INLAND WATER, GIVE NAME AND STATE HOW THE OTHER INLAND WATER IS MARKED ON THE MAP

NAME

MARKED ON THE MAP AS

NOT APPLICABLE

## 26 LEVELS, CAPACITIES, ETC

WHAT WILL BE THE OVERFLOW LEVEL OF THE RESERVOIR OR WEIR IF THE WORKS ARE CONSTRUCTED OR ALTERED AS YOU PROPOSE? STATE BY REFERENCE TO ORDNANCE DATUM (NEWLYN)	METRES
WHAT CAPACITY WILL THE RESERVOIR HAVE WHEN FULL TO SPILLWAY LEVEL IF THE WORKS ARE CONSTRUCTED OR ALTERED AS YOU PROPOSE?	CUBIC METRES

## 27 FLOW CONTROLS

POINT OF DISCHARGE	DESCRIPTION												
	NATIONAL GRID REFERENCE												
	MARKED ON THE MAP AS												
CONTROL POINT FOR MAINTENANCE OF MINIMUM FLOW(S) OR FOR MEASUREMENT OF PRESCRIBED FLOW.	DESCRIPTION												
	NATIONAL GRID REFERENCE												
	MARKED ON THE MAP AS												
PROPOSED FLOW AT CONTROL POINT													
MEASUREMENT METHOD AT CONTROL POINT													

## 28 RESERVOIR YIELD

PLEASE EXPLAIN, PROBABLY USING SEPARATE SHEETS

HOW WILL YOUR PROPOSED WORKS MAKE THE RESERVOIR CAPABLE OF YIELDING ENOUGH WATER TO MAINTAIN THE SPECIFIED MINIMUM FLOW(S) AT THE SPECIFIED CONTROL POINT(S)	TICK TO CONFIRM CALCULATIONS ETC, ATTACHED	
IF YOU PLAN TO USE THE RESERVOIR AS A SOURCE OF SUPPLY, HOW WILL THE PROPOSED WORKS RESULT IN A YIELD OF THE MAXIMUM QUANTITIES SPECIFIED IN ANSWER TO QUESTION 25?	TICK TO CONFIRM CALCULATIONS ETC, ATTACHED	

## 29 DIVERSION WORKS

IF YOU PROPOSE FLOW DIVERSION IN CONNECTION WITH CONSTRUCTING OR ALTERING IMPOUNDING WORKS, EXPLAIN HOW THE DIVERSION WORKS AS PROPOSED WILL BE CAPABLE OF DOING THIS TO THE REQUIRED EXTENT.

## 30 OTHER FORMALITIES

CONFIRM /GIVE REFERENCES /OTHER DETAILS AS APPLICABLE

HAVE YOU APPLIED FOR A CONSENT UNDER SECTION 109 OF THE WATER RESOURCES ACT 1991 OR SECTION 23 OF THE LAND DRAINAGE ACT 1991?	YES	NO	REFERENCE AND DETAILS
HAVE YOU APPLIED FOR A CONSENT UNDER SECTION 90 OF THE WATER RESOURCES ACT 1991 FOR SCOUR RELEASES?			
HAVE YOU COMPLIED WITH THE REQUIREMENTS OF THE RESERVOIRS ACT 1975 IF APPLICABLE?			
IS THIS APPLICATION TO ALTER WORKS COVERED BY AN ALTERNATIVE STATUTORY PROVISION?			

<b>N</b>  1 to 4	FORM WR - 1 D Environment Act 1995 Water Resources Act 1991 Water Resources (Licences) Regulations 1965
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**ENVIRONMENT  
AGENCY**

## **DRAFT FORMS OF NOTICE FOR ABSTRACTION AND/OR IMPOUNDING APPLICATIONS**

### **GUIDANCE NOTES -**

#### **TO HELP YOU PREPARE THE NOTICE FORMS N - 1 to N - 4**

The attached form is to help you prepare the notice which you have to serve on water undertakers etc. and advertise in the local newspaper and London Gazette. Usually only one form will be needed and we will have provided you with the correct one.

Please complete the form (see Question 2) by filling in the blanks and deleting text that does not apply as appropriate. Be sure to cross out the guidance notes too, or the newspaper may print them by mistake. Type or print up a fair copy to send out if you wish.

***Be very careful when filling in the dates during which the notice can be inspected. The notes to Question 3 on Part A of the application form explain whom you should serve the notice on. The notes also explain when and where it should be advertised and made available for inspection.***

The period has to be specified this way in order to comply with complicated legal requirements. If you follow the procedure suggested below, you should avoid problems -

1. All on the same day, send the Notice by first class post: -
  - to the water undertaker; where necessary navigation authority etc.
  - to the London Gazette. Ask for insertion in the next available edition.
  - to the local newspaper. Ask for insertion in the next available edition and again in the following week. ***Emphasise that the second insertion must not be missed.***
2. Write in the Notice the beginning date for public inspection as two weeks after the day you send it off, and the end date as the same day in the following month after that.
3. The date at the bottom of the notice should be the date you send it off.

<b>Example:</b>	1. March 3rd: send notice off to everyone. 2. Beginning date for public inspection: March 17th End date: April 17th. 3. Date at bottom of notice: March 3rd.
-----------------	--

Although the above suggestion results in the end date for the public inspection being slightly later than strictly necessary, it will not in practice delay the processing of your application.

We trust the above is clear, but do not hesitate to contact us for guidance if you have any questions. We are here to help. Remember that YOU are responsible for serving and advertising the notice properly.

***Getting it wrong and having to re-advertise can be expensive.***

**N1**

**THE NOTES BELOW ARE FOR  
GUIDANCE ONLY AND DO  
NOT FORM PART OF THE  
NOTICE**

Name of applicant

Address - same address as first address  
in question 1 on application form

Insert name of inland water and/or  
description of underground strata

Give NGR information as per your  
answer to question 10 on the  
application form

Give local site description including  
name of locality/parish/district etc

See answer to question 13 of the  
application form

See answer to question 13 of the  
application form. Add any other  
details that will help explain your  
application to the public eg  
'abstraction during winter months  
only"

Address in locality of proposed point of  
abstraction. See note to question 3

Enter dates between which documents  
will be available for inspection. The  
beginning date must not be earlier  
than the date the notice is first  
published in the local newspaper. The  
end date must be at least 28 days from  
the first date and at least 25 days from  
the date on which the notice is to be  
published in the London Gazette.

Enter the address given in the Regional  
information sheet with the application  
form

Print name of applicant

## **WATER RESOURCES ACT 1991**

### **NOTICE OF APPLICATION FOR A LICENCE TO ABSTRACT WATER**

Take notice that .....

of .....

is applying to the Environment Agency for a licence to abstract water

from .....

at/between National Grid Reference(s) .....

at .....

The proposal is to abstract water at the following rates:

..... cubic metres per hour ..... cubic metres per day

..... cubic metres (per year) - (between .....

..... and ..... each year).

The water will be used for .....

A copy of the application and any map, plans and other documents

submitted with it may be inspected free of charge at all reasonable

hours at .....

between ..... and ..... 19..

Any person who wishes to make representations about the application

should do so in writing to the Environment Agency, .....

before the end of the said period, quoting the name of the applicant.

Signed .....

Name/on behalf of .....

Date .....

**N2**

**THE NOTES BELOW ARE FOR GUIDANCE ONLY AND DO NOT FORM PART OF THE NOTICE**

Name of applicant

Address - same address as first address in question 1 on application form

Insert name of inland water

Give NGR information as per your answer to question 22 on the application form

Give local site description including name of locality/parish/district etc

Give brief description of impounding works

Give capacity if a reservoir is to be created

Add any other details that will help explain your application to the public eg use of water

Address in locality of proposed point of abstraction. See note to question 3

Enter dates between which documents will be available for inspection. The beginning date must not be earlier than the date the notice is first published in the local newspaper. The end date must be at least 28 days from the first date and at least 25 days from the date on which the notice is to be published in the London Gazette.

Enter the address given in the Regional information sheet with the application form

Print name of applicant

## **WATER RESOURCES ACT 1991**

### **NOTICE OF APPLICATION FOR A LICENCE TO OBSTRUCT OR IMPEDE THE FLOW OF AN INLAND WATER BY MEANS OF IMPOUNDING WORKS**

Take notice that .....

of .....

is applying to the Environment Agency for a licence to obstruct or

impede the flow of .....

at National Grid Reference(s) .....

at .....

Water will be impounded by .....

and the object of the impounding works is .....

(The capacity of the reservoir at overflow level will be ..... cubic metres).

A copy of the application and any map, plans and other documents

submitted with it may be inspected free of charge at all reasonable

hours at .....

between ..... and ..... 19...

Any person who wishes to make representations about the application

should do so in writing to the Environment Agency, .....

before the end of the said period.

Signed .....

Name/on behalf of .....

Date .....



**N3**

**THE NOTES BELOW ARE FOR  
GUIDANCE ONLY AND DO  
NOT FORM PART OF THE  
NOTICE**

Name of applicant

Address - same address as first address  
in question 1 on application form

Insert name of inland water

Give brief description of impounding  
works

Give NGR information as per your  
answer to question 22 on the  
application form

Give local site description including  
name of locality/parish/district etc

See answer to question 13 of the  
application form

Give capacity if a reservoir is to be  
created

Add any other details that will help  
explain your application to the public  
eg use of water

Address in locality of proposed point of  
abstraction. See note to question 3

Enter dates between which documents  
will be available for inspection. The  
beginning date must not be earlier  
than the date the notice is first  
published in the local newspaper. The  
end date must be at least 28 days from  
the first date and at least 25 days from  
the date on which the notice is to be  
published in the London Gazette.

Enter the address given in the Regional  
information sheet with the application  
form

Print name of applicant

## **WATER RESOURCES ACT 1991**

### **NOTICE OF APPLICATION FOR LICENCES TO OBSTRUCT OR IMPEDE THE FLOW OF AN INLAND WATER BY MEANS OF IMPOUNDING WORKS AND TO ABSTRACT WATER**

Take notice that .....

of .....

is applying to the Environment Agency for licences to obstruct or

impede the flow of .....

by means of .....

at National Grid Reference(s) .....

at .....

and to abstract water at the following rates: .....

..... cubic metres per hour ..... cubic metres per day

..... cubic metres (per year) - (between .....

..... and ..... each year)

(The capacity of the reservoir at overflow level will be ..... cubic  
metres).

A copy of the application and any map, plans and other documents

submitted with it may be inspected free of charge at all reasonable

hours at .....

between ..... and ..... 19..

Any person who wishes to make representations about the application

should do so in writing to the Environment Agency, .....

before the end of the said period.

Signed .....

Name/on behalf of .....

Date .....

**N4**

**THE NOTES BELOW ARE FOR  
GUIDANCE ONLY AND DO  
NOT FORM PART OF THE  
NOTICE**

Name of applicant

Address - same address as first address  
in question 1 on application form

Insert name of inland water and/or  
description of underground strata

Give NGR information as per your  
answer to question 10 on the  
application form

Give local site description including  
name of locality/parish/district etc

See answer to question 13 of the  
application form.

Add any other details that will help  
explain your application to the public.  
With variations it is helpful to explain  
how the variation will alter the status  
quo

Address in locality of the abstraction  
works. See note to question 3

Enter dates between which documents  
will be available for inspection. The  
beginning date must not be earlier  
than the date the notice is first  
published in the local newspaper. The  
end date must be at least 28 days from  
the first date and at least 25 days from  
the date on which the notice is to be  
published in the London Gazette.

Enter the address given in the Regional  
information sheet with the application  
form

Print name of applicant

## **WATER RESOURCES ACT 1991**

### **NOTICE OF APPLICATION TO VARY A LICENCE TO ABSTRACT WATER**

Take notice that .....

of .....

is applying to the Environment Agency to vary licence serial number

..... to abstract water

from .....

at/between National Grid Reference(s) .....

at .....

The variation being applied for is .....

A copy of the application and any map, plans and other documents

submitted with it may be inspected free of charge at all reasonable

hours at .....

between ..... and ..... 19..

Any person who wishes to make representations about the application

should do so in writing to the Environment Agency, .....

before the end of the said period.

Signed .....

Name/on behalf of .....

Date .....

## LIST OF WATER COMPANY CONTACT NAMES

NAME AND ADDRESS	TEL NO	NAME AND ADDRESS	TEL NO
Mr G Stiff Company Secretary Mid Southern Water Plc Frimley Green Camberley Surrey GU16 6HZ	(01252) 835031	Mr R Rat Supply Manager Sutton & East Surrey Water PLC London Road Redhill Surrey RH1 1LJ	(01737) 772000
Mr J Bowyer-Lowe Information and Planning Manager North Surrey Water Ltd Millis House, The Causeway Staines Middx TW18 3BX	(01784) 455464 Ext: 258	Mr S Tuck Thames Water Utilities Ltd Environment and Science Nugent House Vastern Road Reading Berkshire RG1 8DB	(0118) 9399118
Mr A Harding Operations Manager Essex & Suffolk Water Ltd Hall Street Chelmsford Essex CM2 0HH	(01245) 491234 Ext: 2800	Mr C Stewart Water Treatment Works Southern Water Services Ltd Sussex Division Southern House Lewis Road Falmer Brighton BN1 9PY	(01273) 606766
Mr J Bircumshaw Southern Water Services Ltd Hampshire Division Sparrow Grove Otterbourne Winchester Hampshire SO21 2SW	(01962) 714585	Mr M Pocock Water Resources Manager Three Valleys Water PLC PO Box 48 Bishops Rise Hatfield Herts AL10 9HL	(01707) 268111

**A COPY OF THE PRESCRIBED FORM OF NOTICE MUST BE SENT TO THE APPROPRIATE WATER COMPANY BEFORE FORMAL ADVERTISING.**

# Application for an Abstraction Licence and/or an Impounding Licence or for a Variation to an existing Licence.

All notes should be carefully read before you complete the forms. Should you require any assistance or have any questions please telephone the Abstraction Licensing Section on Reading (01734) 535394/5

Abstraction Control Manager  
Environment Agency  
Kings Meadow House  
Kings Meadow Road  
Reading RG1 8DQ

Environment Agency  
Thames Region (MI)  
P.O. Box 214  
Reading RG1 8HQ



**PLEASE USE WATER WISELY**