



**Cyfoeth
Naturiol
Cymru
Natural
Resources
Wales**

Our ref: WA/061/0005/012

Welsh Government Offices
Cathays Park
King Edward VII Avenue
Cardiff
CF10 3NQ

**LW Richards and Son
Windmill Park
St. Brides
Haverfordwest
SA62 3AH**

willrich@windmillpark.co.uk

11/07/2024

Dear LW Richards and Son

Licence number: WA/061/0005/012
Site Details: Reservoir at Connermoor Bridge

Your water abstraction licence will end on **3/31/2025**. You need to apply to renew your licence if you want to carry on taking water after this date. We will not send you any further reminders.

If you do not renew your licence, any abstraction after this date would be in contravention of the Water Resources Act 1991 and will therefore be subject to enforcement action.

We strongly advise you to submit your application to renew your licence **at least three months** before your existing licence ends (see below for information on how to apply to renew your licence).

* Please note - If your licence contains a condition stating that it will cease to be of any effect if the abstraction it authorises has not commenced within a specified number of years of the licence issue date, and you have not started abstracting within that time period, your licence **has already expired and cannot be renewed**. If this applies to you, please disregard the rest of this letter. If you wish to abstract more than 20m³ per day from a source of supply in the future, you will need to apply for a new licence. You can apply online at [Natural Resources Wales / Water abstraction and impoundment licences](#)

If you fail to submit a valid* application at least three months before your licence/part of your licence ends, we may:

- **Need to advertise your application incurring additional advertising costs**
- **Be unable to determine your application by the current licence expiry date resulting in you having to stop abstracting more than 20 cubic metres per day until any new licence is issued or reverting to the conditions of the original licence if your application is to renew part of your licence.**

* An application is valid when we have received all of the information we require to determine the renewal, including the correct fee. We will send you a letter to confirm when the application is valid.

Supporting your renewal application

You will need to provide information with your application to justify why you need to take water and what measures you are taking to use that water efficiently.

For applications received before expiry of your licence, we will renew your licence if:

- your abstraction is not causing unacceptable damage to the environment;
- you can justify the amount of water you are applying for; and
- you use the abstracted water efficiently.

Types of renewal applications

You will need to apply for a simple or a technical renewal (see Appendix below for application fees for the different types of renewal).

A 'simple renewal' is

- a same terms renewal, where no environmental or other concerns have been raised in this renewal reminder letter; or
- a different terms renewal, where the change is a reduction, meaning a reduction in volumes or removal of a point/purpose and associated volumes.

If your renewal doesn't fall into the criteria above, you need to apply for a 'technical renewal'. For example, your renewal includes

- an increase in the quantities you abstract;
- a change in the location of the abstraction;
- a change in the purpose;
- changes to the drawings and maps attached to the licence document; or
- we have detailed concerns below.
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How to apply to renew your licence

If you are applying for a simple renewal, you should fill in form WRI only. If you are applying for a technical renewal, you should fill in form WRA and form WRD.

You can apply online via our website at [Natural Resources Wales / Apply to renew or change an existing abstraction or impoundment licence](#).

If you require paper application forms, please call our Customer Contact Centre on 0300 065 3000. The Customer Contact Centre will also be able to answer any questions you may have.

Paying to renew your licence

For information regarding fees and charges you can find all you need to know on our website at [Natural Resources Wales / Charges for abstraction and impoundment licence applications](#). The fees for 2024/2025 are also summarised in the Appendix below.

We may require you to pay a further fee if a Habitats Regulations Assessment is needed to determine the application. This would be an additional charge. A Habitats Regulations Assessment is required if we have to assess the potential impact of your abstraction on Natura 2000 sites (Special Areas of Conservation and Special Protection Areas) and/or Ramsar sites. We will contact you during the determination of your application if we need to undertake this Assessment and collect the additional fee.

Annual abstraction licence charge

Most abstraction licences are subject to an annual abstraction licence charge. This is based on your full annual licensed quantity. If you no longer require this amount of water, you could take this opportunity to reduce your annual licensed quantity and therefore reduce your annual bill. But please remember, you must abstract within the licensed quantities. Please be aware that if you wanted to increase your abstraction quantities at a later date, there is no guarantee that additional water will be available.

Returns

Please ensure that your abstraction return submissions are up to date. Without up-to-date returns information, we will be unable to determine whether the volumes you apply for are justified and reasonable.

If not up to date, the easiest way to submit your abstraction returns is via our online service. Details on how you can sign up to the service can be found here on our website: [Natural Resources Wales / Submit your water abstraction return](#).

If you have any queries about submitting your abstraction returns, please contact us on 0300 065 3000 (Mon-Fri, 9am-5pm) or email us at waterresources.returns@naturalresourceswales.gov.uk. Please have your licence number ready.

Late applications

If your renewal application is received after the expiry of your licence, we will not be able to renew the licence. If you still wish to abstract water, then you will need to apply for a new licence. Details on how to apply for a new licence are on our website here - [Natural Resources Wales / Apply for a water abstraction or impoundment licence](#). If you have any pre-application questions, then please use our pre-application advice service [Natural Resources Wales / Pre-application advice service for water abstraction and impoundment licences](#)

If you have already submitted your renewal application, then please discard this letter. If you have any questions on the renewal process, please contact us adnoddaudwr.adnewyddiadau@cyfoethnaturiolcymru.gov.uk / waterresources.renewals@naturalresourceswales.gov.uk

Kind Regards
Water Resources Permitting Team

Application Fees

When you submit your application to renew your licence(s), you will need to pay an application fee. The application fee required will depend on what you are applying for (see below).

Same terms renewal	£1,398
Different terms renewal if simple	£1,398
Different terms renewal if technical (full)	£4,955
Additional fee for a Habitats Regulations Assessment	£945

Further information about our application fees can be found on our website here [Natural Resources Wales / Charges for abstraction and impoundment licence applications](#)