



**Fill in this form if you are applying for a transitional water resources licence to continue a previously exempt abstraction.**

This form is available in both English and Welsh.  
Please check that this is the latest version of the form available from our website before submitting your application.

Please ensure you use Guidance Note WRH to help you.

All relevant guidance documents can be found on our website.

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## 1. Application type and fee

### 1.1 Please select your application type from the list below.

A new transitional water resources full abstraction licence for a previously exempt abstraction ☐

A new transitional water resources transfer licence for a previously exempt abstraction ☐

A variation to an existing full abstraction licence to add a previously exempt abstraction ☐

A variation to an existing transfer licence to add a previously exempt abstraction ☐

### 1.2 Please indicate the amount and how you wish to pay your application

Amount paid

Cheque ☐

Credit or debit card ☐

BACS transfer ☐

BACS reference number

PRC

## 2 Applicant and agent details

This is the individual or organisation any resulting licence will be issued to, and must be a legal entity. If you are an agent acting on behalf of an applicant, provide their details here and yours in section 2.2.

### 2.1 Applicant details

Individual ☐

Public body ☐

Registered company ☐

Organisation or group of individuals ☐

Other ☐

If 'Other', please specify

Title

First name	<input type="text"/>
Last name	<input type="text"/>
Company, charity, body, or trading name (if relevant)	<input type="text"/>
Registered company or charity number (if relevant)	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Telephone - mobile	<input type="text"/>
Telephone - office	<input type="text"/>
Email address	<input type="text"/>

We will contact you by email unless you tick here. ☐

## 2.2 Agent details

This is who we will correspond with unless otherwise informed. If you are an agent applying on behalf of an applicant, please include a letter of authorisation from the applicant allowing you to act as signatory, and provide a reference for this document in the box below.

Document reference	<input type="text"/>
Title	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Company or trading name	<input type="text"/>
Position in company	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>

Postcode

Telephone - mobile

Telephone - office

Email address

We will contact you by email unless you tick here. ☐

### 2.3 Site operation contact

Please specify who we should contact with regard to your site operation.

Applicant ☐

Agent ☐

Other ☐ Please provide contact details for the operational contact on a separate referenced document, and tell us this reference below.

Document reference

### 2.4 Abstraction invoices and records contact

Please specify who we should contact for invoices and abstraction records (returns). Please note that these may not be required for transfer licences.

#### Invoice address

Applicant ☐

Agent ☐

Other ☐ Please provide contact details for the operational contact on a separate referenced document, and tell us this reference below.

Document reference

#### Abstraction records

Applicant ☐

Agent ☐

Other ☐ Please provide contact details for the operational contact on a separate referenced document, and tell us this reference below.

Document reference

## 3. Site name

### 3.1 Please provide the site name below:

Site name

#### 4. Entitlement to apply

##### 4.1 Have you abstracted water between 01 January 2011 and 31 December 2017 for the activity which you are applying to be licensed?

Yes ☐

No ☐ Please see our water abstraction and impounding webpage for further information on the correct application forms.

##### 4.2 What is your connection to the land where the abstraction takes place?

Please provide a map outlining your land ownership/occupation and include all abstractions and discharges where relevant.

Owner ☐

Occupier ☐

Document reference

##### 4.3 Do you have a legal right of access to the land where the abstraction takes place?

No ☐

Yes ☐ Please provide further detail in the box below. If necessary continue on a separate referenced document, and tell us this reference.

Document reference

#### 5. Existing licence number(s)

If you are applying to change an existing licence please provide the licence number below.

Licence number(s)

#### 6. Cross border applications

As part of your site operation do you also abstract for a previously exempt activity in England?

No ☐

Yes ☐ Please provide detail of this cross border application in the box below. If possible, provide a reference or application number, or name of an Environment Agency contact with whom the application has been discussed.

Continue on a separate referenced sheet if necessary and tell us the reference for this document.

Document reference

## 7. Abstraction details

### 7.1 Site map

Please provide a map with details of the location(s) you abstract water from (points reaches, or areas). Tell us the reference for this map, below.

Site map reference

### 7.2 Please tell us details about the location(s) you abstract water from (points reaches, or areas) in the tables below.

The abstraction location, name, or reference must be the same as those used on the site map, in question 7.1. If you need more space, please continue on a separate referenced sheet if necessary and tell us the reference for this document

Document reference

Table 7. 1 - Surface water abstractions						
Abstraction location name or reference (As labelled on the site map)	Type of location (single point, reach, area)	Source of Supply	First National Grid Reference (12 digits)	Second National Grid Reference (12 digits)	Third National Grid Reference (12 digits)	Fourth National Grid Reference (12 digits)

If necessary, continue on a separate sheet and tell us the reference for this document.

Document reference(s)

Table 7. 2 Ground water abstractions										
Abstraction location name or reference (as labelled on map)	Source of Supply	National Grid Reference (12 digit)	Overall depth (metres)	Maximum diameter (millimetres) or area of excavation (square metres)	Screened section (metres below ground level)	Drift geology	Solid geology	Rest pump water level	Pumped water level	Pump Depth

If necessary, continue on a separate sheet and tell us the reference for this document.

Document reference(s)

8. Abstraction history and evidence

8.1 Please complete table 8.1 to document that the abstraction(s) and transfer(s) has or have been taking place during the qualifying period.

If necessary, continue on a separate sheet and tell us the reference for this document.

Document reference(s)

Table 8.1											
Year	Abstraction location name or reference (as labelled on map)	Purpose(s) water used for	Period of abstraction	Maximum quantities abstracted						Means of measurement, or assessment of abstracted quantities	Are these the maximum quantities of water you wish to have licensed? (Yes or No)
			All year, or months, or days (provide specific dates)	Year (cubic metres)	Day (cubic metres)	Hour (cubic metres)	Peak instantaneous flow rate (litres per second)	Maximum number of hours of abstraction per day	Please indicate whether volume is actual (A) or estimated (E)		
01 January 2011 to 31 December 2011											
01 January 2012 to 31 December 2012											
01 January 2013 to 31 December 2013											
01 January 2014 to 31 December 2014											
01 January 2015 to 31 December 2015											
01 January 2016 to 31 December 2016											
01 January 2017 to 31 December 2017											

**8.2 Please complete the table below if you wish a lesser quantity of water to be licensed than that detailed in table 8.1.**

If necessary, continue on a separate sheet and provide a reference for this document.

Document reference

<b>Table 8.2</b>							
Abstraction location name or reference (as labelled on map)	Purpose water is used for	Abstraction period	Maximum annual abstraction volume (cubic metres)	Maximum daily abstraction volume (cubic metres)	Maximum hourly abstraction volume (cubic metres)	Maximum number of hours of abstraction per day	Peak abstraction rate (litres per second)

**8.3 Do you wish your abstracted quantities to be aggregated?**

You can aggregate:

- i) across some or all of the abstraction points, or reaches, or areas listed above.
- ii) with other abstractions you wish to have licensed through the transitional process.
- iii) abstractions you need to have licensed through the standard licensing process.
- iv) with existing licences you hold.

No ☐

Yes ☐

Provide details of any proposed aggregation in the box below. If necessary, continue on a separate sheet and provide a reference for this document.

Document reference

**8.4 Please provide a detailed description of how the abstraction(s) has/have taken place**

Use the box below to tell us about your abstraction(s). The description should include the following:

- A diagram or schematic of how the activity has been undertaken, using your abstraction point references and including any discharge points
- Details of the structure and equipment involved in the abstraction. This should include dimensions.
- Details of your means of measurement or assessment of abstraction quantities method

If necessary, continue on a separate sheet and tell us the reference for this document.

Document reference



**8.5 Please list the evidence you are providing to support your application**

Use the box below. The evidence should demonstrate the following:

- That abstraction has taken place at some time during the seven year qualifying period.
- The quantities of water you have abstracted during the qualifying period. For example, records of meter readings, or cropping plans.

If necessary, continue on a separate sheet and provide a reference for this document.

Document reference

**9. Discharge details**

**9.1 Please provide details on any discharge of abstracted water in table 9.1 below and on the map used to show abstraction locations.**

If necessary, continue a separate sheet and provide a reference for this document.

Document reference

Table 9.1 - Details of any discharge of abstracted water			
Discharge location name or reference (as labelled on map)	National Grid Reference of discharge point (12 digit)	Total volume discharged (cubic metres)	Environmental Permit number for Water Discharge Activity number (if applicable)

**9.2 Please provide a description of discharge structures and equipment**

If necessary, continue a separate sheet and provide a reference for this document.

Document reference

## 10. Eel considerations

Does your abstraction include measures to safeguard eels?

No ☐

Yes ☐ Provide details below

## 11. Trickle Irrigation

If you are applying to licence a trickle irrigation abstraction, do you wish to apply for a Two-Part Tariff agreement with your application?

No ☐

Yes ☐ We will contact you during determination of your application to arrange this agreement.

## 12. Planned abstractions

**12.1 Do you expect to increase the current rate of abstraction for the activity you are applying to have licensed from 01 January 2018 onwards or to carry out further new abstractions (both termed 'planned' abstractions) at this site in the future?**

No ☐

Yes ☐

**12.2 Have you submitted a licence application (s) for any planned abstraction(s) as a result of the Water Act 2003 changes?**

No ☐

Yes ☐ Provide a reference number if you have already submitted an application(s) to cover any planned abstractions.

Document reference

## 13. Other abstractions

Please provide details of any other abstraction(s) (licensed or exempt) that are associated with this application in table 13.1 below.

Table 13.1 - Details of any other abstraction(s) (licensed or exempt) that are associated with this application					
National Grid Reference (12 digit) of where you abstract water	Source name and type	Purpose of abstraction	Where do you use the water?	When do you abstract the water?	Is this a pending application, or already licensed?  Please provide the application or licence number as appropriate

## 14. Planning permission

Complete table 14.1 below and provide details of any planning permissions or advice associated with the abstraction you are applying to have licensed where relevant. Provide a copy of any permissions or advice, providing a reference for this document below.

Document reference

**Table 14.1 – Planning permission**

Abstraction location name or reference (as labelled on map)	Is planning permission needed, Yes or No?	Planning permission status (if required)	Have you received any planning advice for the abstraction?

## 15. Environmental impact assessment(EIA)

Does your application require an EIA under The Water Resources (Environmental Impact Assessment) (England and Wales) Regulations 2003 (as amended)

No ☐

Yes ☐ Please provide a copy of your environmental impact assessment; provide a reference for this assessment below.

Document reference

## 16. Licence duration

**Tell us when you wish your abstraction licence to end**

Normally abstraction licences are granted for between 6 and 18 years in line with the catchment licence common end date. If you require a shorter or longer duration licence, please provide details and your justification in the box below.

If necessary, continue a separate sheet and provide a reference for this document.

Document reference

## 17 Declaration and data protection and commercial confidentiality

### Data protection:

Please read the guidance carefully for details on who can sign this section and note the information relating to the Data Protection Act 1998, our Public Register and exclusions.

### Commercial confidentiality:

Do you think your application should be confidential, and that information should not be placed on the public register?

No ☐

Yes ☐ You must send us supporting information to tell us why. Use the box below or a separate sheet, and tell us the reference you have given this document.

Document reference

**Declaration:**

By signing below, you are declaring that as far as you know and believe the information given in this form, on any map and in any supporting or additional information is true.

A printed name in the 'signature' response box will be treated as the equivalent of an electronic signature.

Title

First name

Last name

Position

Today's date