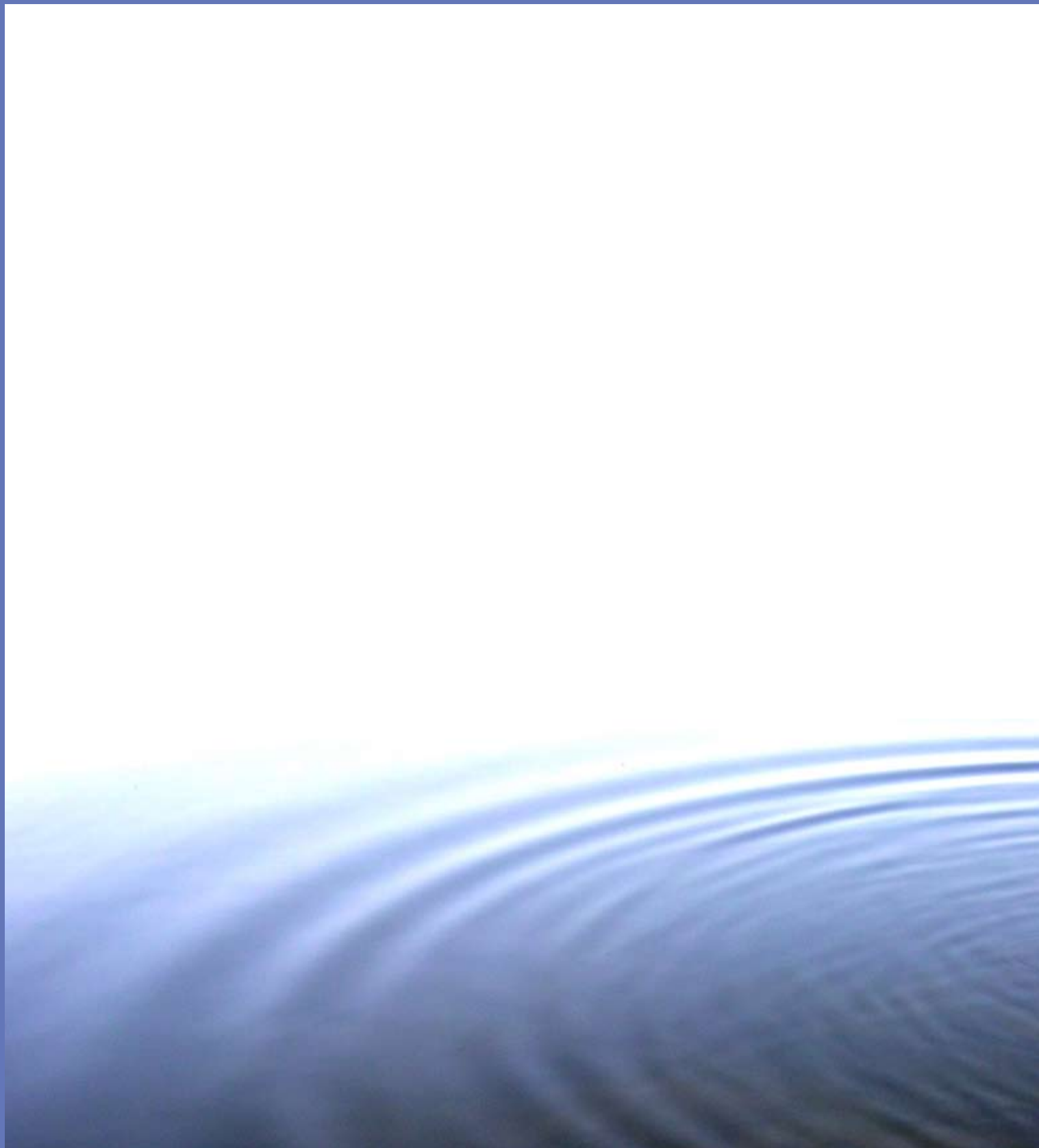


Application for a Licence to Abstract and/or Impound Water

The Water Abstraction & Impoundment (Licensing) Regulations
(Northern Ireland) 2006



Glossary

Abstraction

An abstraction means the removal of water from the natural environment by mechanical means, pipe or any engineering structure or works. This applies to water that is removed or diverted permanently or temporarily or for the purpose of transferring to another part of the natural environment.

Activity (Proposed and Existing)

An activity is any abstraction or impoundment and can be either existing or proposed.

Authorisation

The Regulations set out provisions for two levels of control: Permitted Controlled Activities (PCAs), and Licences, both of these are forms of authorisation.

Borehole

A narrow shaft drilled into the ground typically to great depths, which collects groundwater flowing through the rocks and /or soil.

Coastal

Water (other than groundwater) within the area extending landward from the 3 nautical mile limit up to the limit of the highest tide or, where appropriate, the seaward limits of any bodies of transitional water.

Department

“The Department”, refers to the Department of Environment.

Estuarine

Estuarine water is a mix of fresh and salt water, and is saline in character. The limits of an estuarine zone will be influenced by tidal movements and by freshwater flows.

Groundwater

Rainfall that infiltrates through the soil that reaches the water table. Groundwater flows through the cracks and gaps in the rocks and soil typically very slowly, eventually emerging at rivers, springs and the shore.

Impoundment

An impoundment is any dam, weir, or other works by which surface water may be impounded; or any works diverting surface waters in connection with the construction or alteration of any dam, weir or other works.

Schematic

A schematic is a graphical representation of how a system works e.g. a diagram showing how pipe work, positions of flow measurement devices and structures like weirs connect.

Sluice

A sluice is an artificial channel for conducting water, with a valve or gate to regulate the flow.

Spring

A natural occurrence where groundwater emerges at the surface forming a stream or river.

Waterway

‘Waterway’ includes any river, stream, watercourse, inland water (whether natural or artificial) or tidal waters and any channel or passage of whatever kind (whether natural or artificial) through which water flows.

Water Table

The upper level of groundwater below which the soil and rocks are fully saturated. The level of water in a well or borehole represents the level of the water table at that point in the ground and can rise and fall as a result of periods of wet and dry weather.

Well

Typically a shallow shaft dug by hand or excavator into which groundwater flows and can be abstracted.

Key Information

Please read this information section

The completion of an application form will not be required for an abstraction of under 10m³ per day (2,200 gal/day) but you must comply with the conditions set out in Annex A (permitted controlled activities).

Before completing this form please read the guidance notes for applying for an Abstraction/Impoundment Licence, beginning on page 8.

It is your responsibility to ensure that you have submitted all the relevant information to allow your application to be considered. Your application may be returned if deemed incomplete. During processing, further information and details may be requested to enable us to determine your application, if further information is required we will notify you. Failure to supply this information may invalidate your application.

A schematic may also be requested by the Department to help with the processing of your application.

Dependant on the scale of the activity and/or the sensitivity of the location, you may be asked to advertise your application, if advertising is necessary we will notify you.

Important:

If you intend to install a hydro-electric power scheme, operate a fish farm or quarry, engage in irrigation, or abstract volumes over 100m³ per day, then we strongly recommend that you contact us prior to submitting an application.

If you impound water you should complete **sections 1-5**, sign the declaration and return the form to the address on the back of the form.

If you abstract **between 10m³ and 20m³ in any 1 day** (2,200 - 4,400 gal/day) you should complete **sections 1-5**, sign the declaration and return the form to the address at the back of this form. You must comply with the conditions set out in Annex A (Permitted Controlled Activities).

If you abstract over **20m³ in any 1 day** (4,400 gal/day) you should complete **sections 1-7**, sign the declaration and return the form to the address on the back of this form.

OFFICIAL USE:

App. Ref. No:

Date Received:

Date Complete:

Has application fee been received?

Fees & Charges

With effect from **1st April 2010** the following charges will apply:

- (1) A flat rate fee of **£135** for all abstraction applications of **20** cubic metres per day or more.
- (2) A fee of **£30** for any variations to an existing licence.
- (3) For abstractions greater than **100** cubic metres per day an annual charge may apply.

Payment for your application and/or variation should be enclosed with your correspondence. Applications received without enclosing the relevant fee will be deemed incomplete by the Department and will be returned to the applicant. Should an annual charge apply to your activity, the Department will issue a single bill each year to cover the calendar year 1st January to 31st December.

Remember to return:

- Completed application form
- Labelled map(s)
- Schematic(s) (if applicable)
- Application fee
- Supporting Information (if required)

All abstraction/impoundment point(s) and, if applicable, the point where water is returned to the environment must be clearly labelled on the map.

If you require assistance with this form please contact us using the details on page 7.

The legislation can be viewed at:

http://www.ni-environment.gov.uk/water/water_resources.htm

Please note:

All complete applications and licences will be kept on a public register.

All information captured in this application form will be held in accordance with **The Data Protection Act 1998** (see Annex B).

Under these regulations it is a criminal offence to:

- Fail to provide the Department with information about abstractions of volumes greater than 10m³ per day
- Make false statements in order to obtain a licence
- Impound or abstract water without a licence where one is necessary
- Fail to comply with conditions on a licence
- Interfere with meters or other devices used to measure quantities of water abstracted

Important:

The operation of an Abstraction Licence does not confer a legal right to abstract water or a legal right to access land at any location within Northern Ireland. Any applicant applying for authorisation in accordance with these regulations should have established "water rights" and "access rights" either through ownership or by agreement with any relevant third party.

1.0 THE APPLICANT

Fields indicated with an asterisk(*) require completion.

Company: (if applicable)

Title:*

Forename:*

Surname:*

Address:*

Postcode:*

Phone:*

Email:

Position: (See Guidance 1.0)

Sector:* (See Guidance 1.0)

2.0 THE AGENT

Please give details if you wish to nominate someone we can contact about your application.

Company:

Title:*

Forename:*

Surname:*

Address:*

Postcode:*

Phone:*

Email:

3.0 ABSTRACTION SUMMARY

1. Is your MAXIMUM daily abstraction between 10m³ and 20m³?
Yes No
2. Is your MAXIMUM daily abstraction greater than 20m³?
Yes No

4.0 ABSTRACTION AND IMPOUNDMENT DETAILS

Is the abstraction activity: New Proposal Existing Operation

4.1 Abstraction Source

Please indicate the source of your abstraction:

Surface Water Groundwater

Estuarine Coastal

4.2 Abstraction(s) of Water				
Local Name/ Townland	Irish Grid Reference	Source Type (see page 8)	Use	Map/Schematic Label

4.3 Impoundment(s)					
Local Name/ Townland	Irish Grid Reference	Height Differential (m)	Fish Protection Measures	Maintenance/ Control Activities	Map/ Schematic Label
			YES / NO	YES / NO	
			YES / NO	YES / NO	

4.4 If you answered "Yes" in Table 4.3 then please give details of the fish protection measures and/or maintenance control activities:

5.0 VOLUME DETAILS (see Annex C for conversion table and relevant guidance notes)		
Please indicate the total maximum volume of abstracted water and frequency of operation:		
m ³ per day	Operational - hours per day	Operational - days per week

5.1 Calculation of Volumes (m³) per Day:
Please indicate how the volume(s) were calculated:

5.2 Is the abstraction seasonal or continuous throughout the year

Please indicate during which months abstraction takes place

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
TICK												

5.3 Water Return

Is any of the abstracted water returned to the natural water environment?

Yes No

If yes, then please provide grid references of the discharge point(s), and the percentage of water returned. Discharge points should also be labelled on the map/schematic.

Irish Grid Reference of Abstraction Point	Irish Grid Reference of Discharge Point	Approximate River Length between Abstraction and Discharge Point (Distance in metres)	Percentage (%) of Abstracted Water returned to Watercourse

Please indicate how the return volume was calculated.

6.0 STORAGE OF ABSTRACTED WATER

Do you store abstracted water?

Yes No

What is the maximum quantity of water stored? (m³)

7.0 OTHER INFORMATION (if applicable)

Please provide additional information that may help with the processing of your application:

8.0 DECLARATION

Please note that the responsible person (including all partners of a Partnership) must sign the declaration themselves, even if an agent is acting on their behalf as the applicant contact. For applications from a company or other corporate body the individual(s) signing should be duly authorised to sign on behalf of the company or corporate body.

Please see guidance notes as to who has authority to sign the form.

It is an offence to make a false statement when applying for a licence.

I declare to the best of my knowledge the statements made in the application form, including the map and accompanying sheets, are true.

Signature:

First Name:

Surname:

Position:

Date:

Second Signature
(if applicable)

First Name:

Surname:

Position:

Date:

Third Signature
(if applicable)

First Name:

Surname:

Position:

Date:

CHECKLIST

Please return:

Completed Application Form

Labelled Map(s) / Schematic

Application Fee

Supporting Information
(if required)

Please return your completed application form to:

Northern Ireland Environment Agency
Abstraction and Impoundment Licensing Team
Water Management Unit
17 Antrim Road
Lisburn
Co Antrim
BT28 3AL

Tel: (028) 9263 3482

Email: AIL.Team@doeni.gov.uk

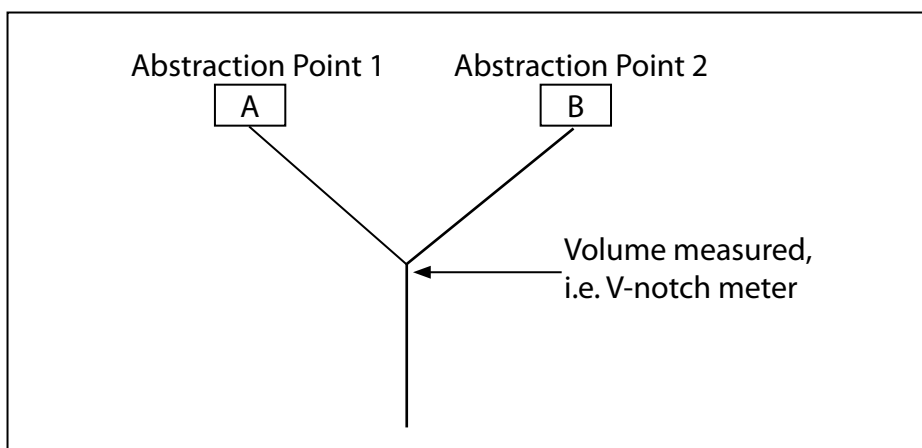
Please note that your application may be returned to you if it is not complete or if the appropriate application fee has not been submitted.

Guidance for the Completion of the Abstraction and Impoundment Licensing Form

Map and Schematic

In support of your application please provide us with a clearly labelled map, showing the location of all abstractions and (if applicable) return points to the environment. We will accept suitably labelled farm maps.

For more complex applications, for example, multiple abstractions/impoundment activities where water may be transferred across watersheds for processing, then the Department may require a schematic showing the layout of this network, clearly indicating abstraction/impoundment points, return points, the direction of flow, water storage structures and the position of associated flow measurement devices.



Section 1.0 The Applicant

The applicant can be an authorised individual, a registered company or a partnership.

Position such as: individual, partnership, company director, etc.

Sector such as: agriculture, industry, leisure, golf, public water supply, schools, hospitals, nurseries, quarry, mining, hydropower, fish farms and hatcheries, put and take fisheries, food and drink, local councils or other (please specify).

Section 2.0 Authorising an Agent to Act on your Behalf

Please complete this section if you wish another party or agent to act as the contact for this application.

Section 3.0 Abstraction Details

1. If you ticked 'Yes' that you abstract between 10m³ and 20m³ per day you are required to notify the Department of the activity. Please read Annex A as you must comply with certain conditions before signing and dating the application form.
2. If you ticked 'Yes' that you abstract greater than 20m³ per day, you will require a licence and must complete all the relevant fields in the application form.

Section 4.0 Abstraction and Impoundment Details

You must indicate if the abstraction is existing or proposed

Local Name/Townland: the name by which you know the abstraction point, e.g. river/lake name.

Irish Grid Reference: Please provide an Irish Grid reference for the abstraction point(s) and, if applicable, the return point on the watercourse.

Source Type such as: river, canal, reservoir, lake or lough, well, borehole or unlined lagoon, quarry sump, spring, estuarine, coastal or wetlands (if other please specify).

Use: e.g. public or domestic water supply, irrigation, spray irrigation, agricultural, industrial process water, cooling water, fish farm, hydropower, mineral washing, if other please specify.

Start Date: please indicate the start date for the proposed abstraction, or if the abstraction is existing please insert 'existing'.

Map/Schematic Label: where you have an abstraction point or discharge and abstraction point, please label each point on the map, for example, 'A', 'B', etc.

Height Differential: is the height in metres created by an impoundment between upstream and downstream measured from the surface of the water.

Fish Protection Measures: includes all measures, (e.g. fish pass, fish ladders, etc.), monitoring (e.g. fish counters) and seasonal or other regular shutdowns or reductions in abstraction rates.

Maintenance Activities: includes all planned activities, e.g. channel and sluice maintenance, sediment removal above impoundment.

Control Activities: (if applicable) include all measures, e.g. sluice, variable pumping rates, valve control.

Section 5.0 Quantity Details of the Abstraction of Water

Provide details of how all estimated volumes were calculated, e.g. a pump without a meter with a design pump rate of 15m³ per hour and is operated for 3 hours per day, would give an estimated abstraction volume of 45m³ per day.

Please see your pump manufacturer's specification booklet to help with calculating the volume being abstracted. If you do not have access to this information then please contact the manufacturer of your pump.

5.3 Seasonal Abstraction Volumes

Has any of the abstracted water been returned to the natural water environment?

5.4 Water Return (or Discharge Point)

We need to know:

- The grid reference of the abstraction point and discharge point
- The distance between the abstraction and discharge point
- The amount of water you discharge (expressed as a percentage of the total amount abstracted after use)

If prior to returning water back to the environment the water quality has been altered by an industrial process, i.e. heat exchange or by fish farming, a Water Order Consent may be required. If you have any queries on this or any other aspect please contact the licensing team at the address given on the form to discuss.

Section 6.0 Storage of Water

If water is stored on your land then please tick 'Yes'. A storage facility may be a reservoir, header tank, etc.

Section 7.0 Other Information

Complete this part if there is additional information that is not captured in the form that may help us to deal with your application. If you require more space please include any additional sheets used with your application.

Section 8.0 Declaration

Please ensure that you check the form thoroughly and use the checklist to make sure you have included everything before signing and dating the form.

- If the applicant is an individual he/she has have the authority to sign the form
- If the applicant is a partnership **all** partners must sign the form
- If the company has trustees **all** trustees must sign the form
- If the application is from a limited company the form should be signed by a company secretary or director.

If you are unsure as to whom should sign the form, or if you have other queries, please contact us. Contact details are in section 8.0 of the form. It is a criminal offence to:

- Make false statements in order to obtain a licence
- Impound or abstract water without a licence where one is necessary
- Fail to comply with conditions on a licence
- Interfere with meters or other devices to measure quantities of water abstracted.

APPEAL PROCESS:

If the application is refused or is granted subject to conditions, the applicant may appeal to the Appeals Commission within 28 days from the date on which notice of the decision is given against the applicant.

Appeals should be addressed to:

The Water Appeals Commission
3rd Floor, Park House,
87-91 Great Victoria Street
Belfast BT2 7AG
Tel: (028) 9024 4710
Website: www.pacni.gov.uk

ANNEXES

Annex A Permitted Controlled Activities (PCA)

Summary of conditions:

- There shall be a means of demonstrating the volume abstracted
- Water leakage should be kept to a minimum
- Groundwater should not be contaminated particularly by drilling fluids
- It is acceptable for potable water to be used to test an aquifer
- When not in use a borehole or a well must be sealed or managed to reduce the waste of water and prevent contamination

The detailed conditions associated with PCA activities can be viewed in Schedule 1 of The Abstraction and Impoundment (Licensing) Regulations (Northern Ireland) 2006 at the following link:

http://www.ni-environment.gov.uk/water/water_resources.htm

Annex B The Data Protection Act 1998

The information provided by you will be processed by the Northern Ireland Environment Agency to deal with your application, to monitor compliance with the licence/registration conditions, to process renewals, and for maintaining the relevant public register(s).

We may process and/or disclose it in connection with the following:

- Offering/providing you with our literature/services in relation to environmental matters
- Consultation with the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services) on environmental issues
- Carrying out statistical analysis, research and development on environmental issues
- Providing public register information for enquiries
- Investigating possible breaches of environmental law and taking any resulting action
- Preventing breaches of environmental law
- Assessing customer service satisfaction and improving our service; and,
- Responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows

We may pass the information on to our agents/representatives to do these things on our behalf.

Annex C Conversion Tables

Cubic Metres	Litres	Gallons
1	1000	220
5	5000	1101
10	10000	2203
50	50000	11013
100	100000	22026
150	150000	33040
200	200000	44053
250	250000	55066
300	300000	66079
350	350000	77093
400	400000	88106
450	450000	99119
500	500000	110132

Gallons	Litres	Cubic Metres
200	908	0.9
500	2270	2.3
1000	4540	4.5
2500	11350	11.4
5000	22700	22.7
7500	34050	34.1
10000	45400	45.4
12500	56750	56.8
15000	68100	68.1
17500	79450	79.5
20000	90800	90.8
22500	102150	102.2
25000	113500	113.5
27500	124850	124.9
30000	136200	136.2
32500	147550	147.6
35000	158900	158.9
37500	170250	170.3
40000	181600	181.6
42500	192950	193.0
45000	204300	204.3
47500	215650	215.7
50000	227000	227.0
60000	272400	272.4
70000	317800	317.8
80000	363200	363.2
90000	408600	408.6
100000	454000	454.0

Northern Ireland Environment Agency
Water Management Unit
17 Antrim Road
Lisburn
Co Antrim
BT28 3AL
Tel: (028) 9263 3482

www.ni-environment.gov.uk

Our aim is to protect, conserve and promote
the natural environment and built heritage for
the benefit of present and future generations.



An Agency within the Department of the
Environment
www.doeni.gov.uk



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