



Government Digital Service  
The White Chapel Building  
10 Whitechapel High Street  
London  
E1 8QS

## Water abstraction monthly return

Send us your return by **30 March 2019**

You must complete an abstraction return form even if you have not abstracted any water (nil return).

If your licence has expired or been revoked (cancelled) complete the return up to the end date of the licence.

Two-part tariff agreement holders may want to send the form back to us by recorded delivery.

Before sending it make sure you have:

- filled in all the relevant sections
- ticked the 'nil return' box if no water has been abstracted
- signed the declaration

If you are required to carry out monitoring as a condition of you abstracting water you need to continue sending this information to your local area office.

### Return the completed form to:

Waste and Industry Regulatory Services  
Environment Agency  
Quadrant 2, 99 Parkway Avenue  
Sheffield, S9 4WF

Licence number

**1/10/01/0101/G/DS**

Return reference

**10101010**

Site

**Whitechapel High Street**

Purpose

**Spray Irrigation - Direct**

Return period

**1 November 2018 to 31 October 2019**

Two-part tariff

**Yes**

**If you do not send your return in time, we may take enforcement action.**



## Guidance

Refer to this guidance when filling out the form.

### Return details

The return shows your licence number, return reference and site description. If you need to modify the site description call us on **03708 506 506**. The combination of the licence number and return reference make a return unique.

#### 1. Who is the contact for this return?

Enter the details for the person who should be contacted if we have any queries about this return.

#### 2. Did you abstract water?

Even if you did not abstract any water you must still report that to us. This is known as 'submitting a nil return'.

#### 3. Unit of measurement

Tell us what units have been used to measure your abstraction.

#### 4. and 5. Meter details

If you have used multiple meters tell us how many. You only need to give us the manufacturer and serial number for one of them.

If your meter is marked with a x10 use the number on the display. You do not need to add an extra '0' to the reading.

#### 6. and 7. Start and end meter readings

If you are reporting continuous run meter readings you need to enter 'start' and 'end' meter readings. You also need to add the individual entries.

The **start reading** is taken immediately before the start of the period of abstraction but within the reporting period.

The **end reading** is taken at the end of the abstraction period. We treat all readings in between the start and end dates as if they were taken at the end of each month.

#### 8. and 9. How are you reporting your return?

Enter either:

- continuous meter readings, or
- the actual quantity on the months you abstracted water and '0' when you did not

If you used more than one meter you need to enter your abstracted quantities as volumes, not meter readings.

A decimal point should only be used to indicate a fraction of a whole unit. For example, 0.5 will be taken to mean half a gallon.

#### 10. Total volume of water abstracted

This is the total volume of water abstracted in the return period.

#### 11. Reporting without a meter

Complete this section if you are not required to use a water meter to measure your abstracted quantities. For example, you may have used pump rate capacity multiplied by hours pumped.

#### 13. Declaration

You must sign the declaration before sending your return to us, even if it is a 'nil' return.



### 1. Who is the contact for this return?

Write in CAPITAL LETTERS

First name

Last name

Telephone

Email

### 2. Did you abstract water?

☐ Yes

☐ No (nil return)

If no, go to section 13

### 3. Unit of measurement

☐ Cubic metres

☐ Litres

☐ Megalitres

☐ Gallons

### 4. Did you use a meter?

☐ Yes

☐ No

If no, go to section 8

### 5. Meter details

How many meters were used?

Manufacturer

Serial number

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Some meters are marked with  $\times 10$ . If yours is, send us the actual number on the display. You do not need to multiply it by 10.

☐ My meter has a  $\times 10$  display

### 6. Start meter reading

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Reading

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### 7. End meter reading

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Reading

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### 8. How are you reporting your return?

☐ Meter readings

☐ Abstraction volumes



## 9. Meter readings or abstraction volumes

30 November 2017

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31 December 2017

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31 January 2018

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28 February 2018

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31 March 2018

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30 April 2018

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31 May 2018

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30 June 2018

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31 July 2018

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31 August 2018

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30 September 2018

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31 October 2018

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## 10. Total volume of water abstracted

Amount abstracted

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## 11. Reporting without a meter

What are the abstraction volumes based on, for example, pump capacity by hours run?

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## 12. Further information

If you need to explain an entry or give more information send this on a separate sheet. Write your return reference and licence number on each sheet.

☐ I am sending further information

## 13. Declaration

I certify that the information in this return is correct to the best of my knowledge and belief.

Signed

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## Contact us

If you need help filling out the form contact the National Customer Contact Centre on **03708 506 506**.

To claim commercial in confidence for this return contact the Waste and Industry Regulatory Services on **national-operator-returns@environment-agency.gov.uk**, or **03708 506 506**.

Lines are open Monday to Friday, 8am to 6pm (GMT).

## The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can deal with your abstraction return, make sure you keep to the conditions of the licence, permit or registration, and process renewals.

We may also process or release the information to:

- offer you documents or services relating to environmental matters
- consult the public, public organisations and other organisations (for example, the Health & Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues
- carry out research and development work on environmental issues, or allow others to do so
- manage and assess present and likely future demand for water, or allow others to do so
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken and take any action that is needed
- assess whether customers are satisfied with our service and improve our service
- respond to requests for Information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.