

Please read through these guidance notes and the application form carefully before you fill the form in.

Before completing this form you are recommended to contact us for advice on your proposal. Under the Land Drainage Act 1991, you need consent if you want to build a culvert or structure (such as a weir) to control the flow of water on any ordinary watercourse.

This section must be completed fully by all applicants; the consent will be issued to the name provided in this section. Please take care to provide all of the required information to allow for quick communication during the application process. Failure to provide sufficient information may result in the application being refused and returned to the applicant.

If an agent is acting on behalf of an individual or organisation then this section should be completed. Please take care to provide all of the required information or the application may be refused and returned to the applicant. The agent will be used as the first point of contact during the application process and the consent will be issued to the agent under the name of the applicant.

We need to know what interest you have in the land where the works will be carried out (for example, are you the land owner or tenant). If any work will be carried out on land that you do not own, you will need permission from whoever owns the land, this consent does not grant you authorisation to enter the land. Information on the land owner can be obtained through the Land Registry website.

We need to be able to easily identify where the proposed works will be carried out. Please provide details of:

- The location of the site;
- The name of the watercourse if known;
- The National Grid Reference (12 Figures).

Failure to provide an accurate location may result in a delay to your application or the application being refused and returned to the applicant.

Longitudinal sections taken along the centre line of the watercourse will be required. They must show both existing and proposed features including any water levels, bed levels and structures. They should extend a suitable distance upstream and downstream of the proposed works.

These are to show details of the existing and proposed features such as the following:

- The materials to be used for any structures;
- The location of any proposed service pipes or cables which may affect the future maintenance of the watercourse;
- Details of any tree, shrub, hedgerow, pond or wetland area that may be affected by the proposed works;
- Details of planting and seeding;
- Dams & weirs (Including a plan showing the extent of impounded water under normal and flood conditions, the plans must also show any land drains to be affected.)

You will require a separate consent for the permanent works and any temporary works that do not form part of the permanent works. Temporary works could include, for example, cofferdams or sandbagging across a watercourse or temporary diversions of water while the work is undertaken.

For any temporary work we will require a complete “Method Statement” that includes details of the specific measures you plan to take to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out.

We will also require information on when you are proposing to commence the work and the estimated duration of the works. It is important that you allow us enough time to consider your proposals and grant consent when you are planning your work.

Please tick the appropriate boxes.

If you answer “yes” to any of the questions you will need to contact the Environment Agency for the appropriate licences before you can start your work.

It is important you allow yourself enough time to get all of the approvals required before you start work; your work may be delayed as a result of a late application.

Please provide details of any planning permissions you may have or are applying for that relates to this application.

We need to know who will be responsible for maintenance both during the construction work and after the works have been completed.

We have a legal duty to protect and improve the environment, so we must consider the environmental impact of your proposal; you may need to undertake an environmental appraisal to assess the effects of your work. You should contact us before you send your application so that we can give you advice on this. If you don't your application may be delayed or refused.

The environmental appraisal should identify all likely effects on the environment. You

This section sets out our rights and responsibilities under the Data Protection Act 1998.

By signing this section you are declaring that, as far as you know, the information you have provided, including the map and supporting documents, is true.

- If you are applying as a company which has trustees, all trustees must sign the declaration;
- If you are applying as a limited company, a secretary or director must sign the declaration.

Please return the application form for “Ordinary Watercourse Land Drainage Consent” and any supporting documents to:

If you need help filling in the application form, contact the person who sent it to you or contact us as shown below.

Wayne Jervis – 01495 355360