



City and County of Swansea

Lead Local Flood Authority Application Form with Guidance notes for Ordinary Watercourse Consent

Introduction:

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

- If you fill in the application form correctly first time, we can process it quicker.
- The guidance notes give you information to help you fill in your application for Ordinary Watercourse Consent.
- Before completing the application 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.
- There is a charge of £50 for Ordinary Watercourse Consent applications made under the Land Drainage Act 1991

If you are not sure about anything in the guidance notes or application form, please contact us.

When you have completed the application form please return it by recorded delivery, or electronically together with all relevant supporting documents, to:

*Drainage and Coastal Management Section
c/o City and County of Swansea
Civic Centre
Oystermouth Road
Swansea
SA1 3SN*



City and County of Swansea

Ordinary Watercourse Consent Application Form

1. Location of the Proposed Works.

Location: _____

Name of River or Watercourse (if known): _____

National Grid reference of the site (12 figures): _____

2. Contact

Name of person we can contact in respect of this application

Title:

First Name:

Last name:

Address

Post Code

email:

Contact telephone no:

mobile:

LLFA Office Use Only:

Application Reference number:

Date Application received: *dd/mm/yyyy*|.....|.....

No. of Structures:

Fee applicable: yes/no Date Fee received|.....|.....

Details of the Applicant

3. Applicant

Are you making the application as a:

- Company go to 3.1
- Individual go to 3.2
- Group go to 3.3
- Public body go to 3.4

3.1 Applying as a Company

Company name

.....
.....

Company registration number

.....
.....

Company registered address

.....
.....
.....

Postcode.....

Country.....

Email.....

Telephone.....

Mobile.....

Fax.....

Company Director (Full Name)

.....
.....

Official Position

.....
.....

3.2 Applying as an Individual

If you are not the contact named in Section 2 of this application please provide your details below

Title

.....
.....

First name

.....
.....

Last name

.....
.....

Go to 3.5

3. Applicant

We need to understand who is making the application so, If you are applying as:

- a company, go straight to 3.1
- an individual, go straight to 3.2
- a group go straight to 3.3
- a public body go straight to 3.4

3.1 Applying as a company

You should fill in this section if you would like to apply for Consent as a Company. You must be a registered company formally registered with Companies House. Any Consent you get will be in the company name registered with Companies House.

Please ensure that the details you provide are those which are registered with Companies House

3.2 Applying as an Individual

You should fill in this section if you are applying for Consent as an individual. If you are the named person in Section 2 (the main contact for the application) you do not need to fill in this section or 3.5 . If you are not the named individual you need to complete this section. The name you give will be the name on any Consent we grant.

3.3 Applying as a Group

If the group’s main representative is not the named contact in Section 2 of this application please provide their details below:

Title.....
First name.....
Last name.....
Position.....
Name of group
.....
Status of group.....
Go to 3.5

3.4 Applying as a Public Body

Name of public body
.....
.....
What type of public body are you?
.....
.....
Go to 3.5

3.5 Address

If the applicant’s main UK business address is different from the address in Section 2 please provide details below:

Address.....
.....
.....
Postcode.....
Country.....
Contact details
Telephone.....
Mobile.....
Email.....
Fax.....

4. Interest in the Land

What is your interest in the land.....
.....
.....
.....
.....

3.3 Applying as a Group

Fill in this section if you would like to apply as a charity, group of individuals, club or partnership. If the group’s main representative is named in Section 2. You will still need to complete the name of the group and its status (i.e. is the group a charity, a club etc)Please ensure that the name of the group is provided as this is the name which will appear on the Consent we grant

3.4 Applying as a Public Body

Fill in this section if you would like to apply for consent as a public body such as an NHS Trust. Please indicate the type of public body.

3.5 Address

If the applicant’s main UK business address is the same as the address given in Section 2, there is no need to complete this section. This address you give will be the address your Consent will be registered to and will be shown on any Consent we grant.

4. Your interest in the land

We need to know what interest you have in the land where the works will be carried out (for example whether you are the landowner or a tenant) If any work will be carried out on land that you do not own, you will need permission from whoever owns the land.

Longitudinal drawings Yes
Reference number(s)
.....

Detailed Drawings Yes
Reference number(s)
.....

Detailed method statement Yes
Reference number
.....

7. Construction details

7.1 Are the works permanent or temporary?

Permanent Yes

Temporary Yes
How long is the temporary period?
.....

7.2 Date Construction work will start

Date dd/mm/yyyy

8. Additional licenses or consents

8.1 Do the proposed works involve or affect the following:

Impounding (holding back a watercourse)
Yes / No

Abstracting (removing) water
Yes / No

Fish or fisheries
Yes / No

Disposing of waste material
Yes / No

If yes to any or all of these, you will probably need extra licenses or consents from the Environment Agency before you start. (see guidance notes)

• **Longitudinal Sections**

Longitudinal sections taken along the centre line of the watercourse are needed. These must show the existing and proposed features including the water levels, bed levels and structures. They should extend both upstream and downstream of the proposed work

• **Detailed Drawings**

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 any planting or seeding;
Dams and weirs (we need a plan showing the extent of the water impounded (held back) under normal and flood conditions so that we can assess the possible effect on the land next to the river. The plans must also show any land drains to be affected.

7 Construction details

You need separate consents for the permanent works and any temporary works that do not form part of the permanent works. Temporary works could include, for example, cofferdams (watertight enclosures) across a watercourse, or temporary diversions of water while work is carried out. For any temporary work we need to know how you are proposing to carry out the work. So you need to send us a '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 need to know when you are proposing to carry out the work and how long you think it will take. When you are planning the work you need to make sure that you have allowed enough time for us to consider your application.

8. Additional licenses or consents

You need to consider if your plan will involve or could affect any of the listed. If you answer 'yes' to any of the questions, you will probably need extra licenses or consents from the Environment Agency before you start. You should make sure that you have enough time to get all the approvals you need before you start work. If you don't this could delay the work.

Additional Supporting Information

9. Effects on the Environment

9.1 Please provide brief details of the effect the work will have on the environment together with any proposals for improvements you will make or action you will take to compensate for the effects

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

10. Other Authority Permissions

Fill in this Section if you have submitted a planning application for the proposed works. Otherwise go to 11.

10.1 Planning Authority

.....
.....
.....

10.2 Application Number

.....
.....

10.3 Date submitted dd/mm/yyyy

10.4 Planning permission approved

- Yes: approval date dd/mm/yyyy
- No: - awaiting decision
- No: – rejected

10.5 Are the works associated with the SuDS Approval Board (SAB)?

Yes No

9. Effects on the Environment

We have a legal duty to protect and improve the environment, so we must consider the environmental effects of your proposal.

You may need to carry out an environmental appraisal to assess the effects of your work. You should contact us before you send us your application so that we can give you advice on this. If you don't your application could be delayed.

The environmental appraisal should identify and consider all likely effects on the environment You should consider the direct and indirect effects the work has on sites and features of interest and species of particular value.

Include any specific measure you plan to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out.

Set out any opportunities for you to improve the environmental value of the site. This may include creating water features, planting trees and shrubs that would normally grow at the site, providing bird nesting boxes or creating sustainable places for wildlife to live.

If, as part of a planning permission we have asked for an environmental appraisal, you must send it to us with all the other supporting documents we need.

If your site falls within, is next to or is linked to a nature conservation site, contact us as soon as possible to discuss your proposals before you send us your application.

Under the European Habitats Regulations, we must make sure that Ordinary Watercourse Consent does not have a direct or indirect negative effect on any site specified in the regulations, including:

- Sites of Specific Scientific Interest (SSSIs);
- Designated Special Areas of Conservation (SACs);
- Special Protection Areas (SPAs);
- Listed RAMSAR sites; and
- Scheduled Ancient Monuments

Under the Habitat Regulations , we must consult the Countryside Council for Wales (or CADW in the case of ancient monuments.

You may wish to contact these organisations yourself to get their views on your proposal

10. Other Authority Permissions

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

11. Maintaining the Structure

11.1 Name of person or Organisation responsible for maintaining the structure:

During construction.....
.....
.....
Upon Completion.....
.....
.....

12 Fees

Ordinary Watercourse Consent fees are applicable to this application.

Fee Enclosed: Yes/No
Value: £_____

13. Checklist

Please read through this list and confirm the items you are sending with this application:

- Completed form:
- Three copies of supporting drawings/documents:
- Applicable fee
- Environmental/Ecological Reports
- Method Statement

14. Declaration

By signing this document I am declaring that as far as I know, the information provided in this application, including the map and all supporting documents is true.

Signature:
.....

Title.....
First name.....
Last name.....
Position.....
.....

Today's date dd/mm/yyyy

11. Maintaining the Structure

We need to know who will be responsible for the maintenance of the structure both during construction work and after the work has finished. The details must include addresses and suitable contact details e.g. telephone/email addresses etc.

12. Fees

The fee for Ordinary Watercourse Consent is £50 please contact us before you send us this application. Cheques made payable to the **City and County of Swansea**.

13. Checklist

We have provided a list of items for you to check which items are relevant to your application and should be included.

It should be noted that if the application is being submitted electronically it is only necessary to provide 1(one) set of supporting drawings and documents

14 Declaration

We need you to confirm that the information you have provided in the application, as far as you know, is true

15. Data Protection Act 1998

We will process the information you provide so that we can deal with your enquiry

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;
- Carry out research into the environmental issues and develop solutions to problems;
- Provide information from the public register to anyone who asks;
- 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 without service and improve it where necessary; and
- Respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows.)

16 Next steps

Please return the application form together with any supporting documents to our offices.(details on the front cover)

If you are happy with our service, please tell us. It helps us identify good practice and encourages our staff. If you are not happy with our service, please tell us how we can improve.

General enquiries

Tel No: 01792 636000
Please ask for Drainage and Coastal Management Section

Email:
drainage.consent@swansea.gov.uk

