



## Application for Ordinary Watercourse Consent

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

Before completing the application form you are recommended to contact us for advice on your proposal.

There is a charge of £50 per an application for Ordinary Watercourse Consent applications made under the *Land Drainage Act 1991*. Under this act you need consent if you wish to build a culvert or structure (such as a weir) to control the flow of water on any Ordinary Watercourse.

If you are not sure about anything in the application form, please don't hesitate to contact us.

### 1.0 Location of the Proposed Works

To accurately identify where the proposed works will be carried out. Please give details of:

- The location of the site; and post code if known.
- The name of the watercourse;
- The National Grid Reference (12 figures)

**Location:** .....

**Name of Watercourse (if known):** .....

**National Grid reference of the site (12 figures):** .....

**Easting:** ..... **Northing:** .....

**LLFA Office Use Only**

Date App received: \_\_\_\_\_

No. of structures: \_\_\_\_\_

Delegated officer: \_\_\_\_\_

Application Ref No: \_\_\_\_\_

Date Fee Received: \_\_\_\_\_

Fee Applicable: Yes / No

Date App complete: \_\_\_\_\_

## 2.0 Contact details

*To enable us to process your application as promptly as possible, we need to have a named individual who can be contacted to clarify any aspects of the application (it may be yourself or a representative acting on your behalf such as an agent, contractor, etc).*

**Title:** ..... **Second Name:** .....

**First Name(s):** .....

**Organisation:**

.....  
.....

**Postal Address:**

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

**Post Code:** .....

**Email:** .....

**Contact Telephone:** .....

**Mobile:** .....

### 3.0 Applicant

If you are applying 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

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.

**Company name:** .....

**Company registration number:** .....

**Company registration address:**  
.....  
.....  
.....  
.....

**Postcode:** .....

**Country:** .....

**Email address:** .....

**Telephone:** .....

**Mobile:** .....

**Fax:** .....

**Company Director (Full Name):** .....

**Official Position:** .....

### 3.2 Applying as Individual

You should fill in this section if you are not the contact named in Section 2 of this application, please provide your details below. The name you will give will be the name on any consent we grant.

**Title:** .....

**First Name:** .....

**Last Name:** .....

### 3.3 Applying as a Group

You should 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 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.

**Title:** .....

**First Name:** .....

**Last Name:** .....

**Position:** .....

**Name of group:**

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.....

### 3.4 Applying as a Public Body

You should 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 body.

Name of public body: .....

What type of public body are you: .....

### 3.5 Address

You should fill in this section only if the applicant's main UK business address is not the same as the address given in Section 2. There is no need to complete this section if it's the same. The address you will provide will be the address your consent will be registered to and will be shown on any Consent we grant.

**Address:**

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.....  
.....

**Post Code:** .....

**Country:** .....

**Contact Details:** .....

**Email address:** .....

**Telephone:** .....

**Mobile:** .....

**Fax:** .....



## 6.0 Detailed Proposals

*To consider your proposals we may need to receive plans and drawings, drawn by a competent engineer or surveyor and showing Ordnance Datum Newlyn (height above sea level). It should be noted that we are not designing the work for you. You have to ensure that you comply with all current requirements of Construction Design & Management Regulations. You will need to provide two copies of all relevant drawings. The drawings should be no larger than A0 size and they should include the following:*

### Location plans

*This must be at an appropriate scale and be based on an Ordnance Survey map. It must clearly show the general location of the site where the proposed work will be carried out and include general features and street names. It must also identify the watercourse or other bodies of water in the surrounding area.*

### Site Plan (general arrangement)

*You must provide a plan of the site showing:*

*The existing site, including any watercourses; your proposals; the position of any structures which may influence local river hydraulics, including bridges, pipes and ducts, ways of crossing the watercourse, culverts and screens, embankments, walls, outfalls and so on, including existing fish passes or structures intended to allow fish to pass upstream and downstream. The plan should be drawn to an appropriate scale which must be clearly stated.*

### Cross Sections

*Where works encroach into any watercourse, you should provide cross sections both upstream and downstream of the proposed works. Cross sections should be drawn as if looking downstream on the watercourse and should include details of existing and proposed features and water levels.*

### 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 surrounding land drains to be affected.*

### Calculations

*Where appropriate drainage and structural design calculations shall be submitted for the structure/s.*

### Photographs

*Where appropriate labelled photographs can be submitted to show the site / location to further clarify the works proposed.*

## 6.1 Reference Number of all Plans, Sections and Photographs Submitted

(a) Location Plan

.....  
Reference Number(s): .....

(b) Site Plan

.....  
Reference Number(s): .....

(c) Cross Section / Longitudinal Drawings

.....  
Reference Number(s): .....

(d) Detailed Drawings

.....  
Reference Number(s): .....

(e) Photographs

.....  
References Number(s): .....

## 7.0 Construction Details

You will require separate consents for the permanent and temporary works that do not form part of the permanent works. Temporary works might consist of, 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 limit 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.

Are the works Permanent or Temporary:

Permanent:

Temporary:

If temporary, approximately what is the estimated duration of the work?

.....  
.....

Date construction work will start: (dd/mm/yyyy)

.....  
.....

## 8.0 Planning approvals

Please complete this section if you have been given planning permission for the proposed works or if the works form part of a pre-existing planning application.

**Planning Authority:** .....

**Application Number:** .....

**Date Submitted:** (dd/mm/yyyy) .....

**Planning Permission Approved:**

Yes: (if yes approval date .....) )

No: awaiting decision

No: rejected

## 9.0 Additional licences or consents

Please consider if your plan will involve or could affect any of the following. If you answer 'yes' to any of the questions, you will probably need extra licenses or consents from the relevant authority before construction starts.

**Do the planned works involve or impact upon the following?**

	YES	NO	Authority to contact for consent
Impounding (Holding back a watercourse):	<input type="checkbox"/>	<input type="checkbox"/>	Natural Resources Wales
Abstracting (removing water):	<input type="checkbox"/>	<input type="checkbox"/>	Natural Resources Wales
Fish or fisheries:	<input type="checkbox"/>	<input type="checkbox"/>	Natural Resources Wales
Disposing of waste material:	<input type="checkbox"/>	<input type="checkbox"/>	Natural Resources Wales
Third Party Land:	<input type="checkbox"/>	<input type="checkbox"/>	Land owner
Public Highway / verge	<input type="checkbox"/>	<input type="checkbox"/>	Denbighshire County Council Highways
Public Right of Way:	<input type="checkbox"/>	<input type="checkbox"/>	Denbighshire County Council Highways

## 10.0 Maintenance

Please detail who will be responsible for the maintenance of the structure both during construction work and after the work has finished. Please include full addresses and suitable contact details.

### Construction

Name: .....

Address:

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Post Code: .....

Email: .....

Telephone: .....

Mobile: .....

Fax: .....

### Post Construction

Name: .....

Address:

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Post Code: .....

Email: .....

Telephone: .....

Mobile: .....

Fax: .....

## 11.0 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 measures 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 Natural Resources Wales (or CADW in the case of ancient monuments).

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

**Please provide brief details of the environmental impacts the planned works may have (including any proposals for amelioration, detailing any action you will take to compensate for the effects**

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## 12.0 Fee/s

The fee for Ordinary Watercourse Consent is £50 per structure. An acceptable form of payment is via cheque made payable to 'Denbighshire County Council'. Please do not send cash.

Ordinary Watercourse Consent fees are applicable to this application:

Number of proposed structures  
(Section 4.0)

X (multiplied by)

£50.00

Total Fee enclosed

£

Fee enclosed:

Yes:  No:

## 13.0 Checklist

Please read through this list and confirm the items you are sending with this application. If application is being sent electronically it is only necessary to provide one set of supporting documents.

- Completed form
- Copies of supporting drawings/documents/photographs
- Method Statement
- Environmental/Ecological Reports
- Applicable fee

## 14.0 Declaration

Please confirm that the information you have provided in the application, as far as you know, is true. Note: Denbighshire County Council, by granting Consent under the Land Drainage Act 1991 accepts no liability for any loss or damage which may arise out of design, construction, maintenance or use.

**Signature:**

.....

**Date:** .....

**Title:** ..... **Position:** .....

**First Name:** ..... **Last Name:** .....

### OFFICIAL USE ONLY

ORDINARY WATERCOURSE  
RECEIVED

FEE RECEIVED  
RECEIVED

FILE REFERENCE

YES NO


DATE

DATE FEE

## **Next steps**

When you have completed the application form please return this form together with any supporting documents and the applicable fee to us.

Denbighshire County Council  
PO Box 62  
Ruthin  
LL15 9AZ

Email:  
[alex.bebbington@denbighshire.gov.uk](mailto:alex.bebbington@denbighshire.gov.uk)