

Norfolk County Council Ordinary Watercourse Consent Application Form Guidance Notes

Introduction

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

If you are not sure about anything in these guidance notes, please contact us using the details given at the end of the application form.

Before completing this form you are recommended to contact us for advice on your proposal. Under the Land Drainage Act 1991, consent is required for any mill dam, weir, or like obstruction to flow, any culvert or any alterations to a culvert likely to affect flow.

These guidance notes give you information to help you fill in your application for Ordinary Watercourse Consent.

Please ensure you fill in the application form correctly otherwise this may delay the processing of the application.

There is a charge of £50.00 per application made under the Land Drainage Act 1991. This charge is non-refundable.

To save changes electronically to the form, open it up from the website and use 'save as' to save it to your computer before filling it in.

Please follow this guidance to help avoid delays in your application.

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1 Applicant and Agent details

This is the name of the individual, organisation or company applying for consent. This should be given along with the name, addresses and telephone number of a person who can be contacted to discuss the proposal(s).

You must give us your full UK address. The address you give here will be the address we register your consent to, and will be shown on the Ordinary Watercourse Consent we grant.

You can also nominate someone other than the person named on any ordinary watercourse consent (for example, a consultant or agent to act on your behalf). You need to give us your details or the relevant person's full name, address and contact details.

If you complete this section, all correspondence will be sent to the Agent as well as the applicant. Please leave blank if not applicable.

2 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 tenant). If any work will be carried out on land that you do not own, you will need permission from whoever owns the land.

3 Location of the proposed works

We need to be able to easily identify where the proposed works will be carried out. Please include a **'Site Location Plan'** as a minimum otherwise the application could be rejected. Please give as much detail as possible, this could also include the following, if appropriate:

- The location of the site
- The name of the watercourse
- The National Grid Reference (12 figures)

4 Description and purpose of the proposed works

It is important that you accurately describe the proposals in your application. Please tell us the purpose of the works and the number of structures you need consent for. For example an access may require 1x culvert and 2x headwalls (one either side) which is 3 structures.

5 Plans and sections

To consider your proposals we need to receive plans and drawings, that should ideally be undertaken by a competent engineer or surveyor and showing Ordnance Datum Newlyn (the height above sea level).

You need to provide us with 1 copy of all relevant drawings. These can be submitted in hard copy or electronically (in PDF format). The drawings must be no larger than A0 size, and they need to include the following.

Location Plan - This should be at an appropriate scale and be based on an Ordnance Survey map (where possible). It must clearly show the general location of the site and include general features. 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 watercourse
- The area you are proposing to carry out works in (outlined in red) and other areas in your control e.g. owned or rented by you (outlined in blue)
- 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; and 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

- We need longitudinal sections taken along the centre line of the watercourse. These must show the existing and proposed features including 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 land next to the river. The plan should also show any land drains to be affected.)

6 Construction details

You will need separate consents for any temporary works that do not form part of the permanent works.

Temporary works could include, for example, scaffolding, cofferdams (watertight enclosures) across a watercourse or temporary diversions of water while work is carried out. We will need to know how long you will require the temporary works for. We will also need to know when you are proposing to carry out the permanent works. When you are planning the work you need to make sure that you have allowed enough time for us to consider your application. We will consider your application and confirm within 8 weeks.

7 Environment Agency interests

Please indicate on the form if any of the statements are relevant.

If you answer 'yes' to any of the questions, you will probably need extra licenses or consents from the Environment Agency before you start work.

You should make sure that you have enough time to get all approvals you need before you start work. If you don't, this could delay the work.

8 Planning approvals

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

9 Maintaining the structure

We need to know who will be responsible for maintenance, both during construction work and after the work has finished.

Failure to provide this will result in a refusal and you will need to reapply.

Written confirmation must be provided from the person/organisation responsible for maintenance in both cases

10 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 advise you on this. If you don't, your application could be delayed.
- Your 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 minimise any disruption and reduce any unwanted effects while the work is ongoing.
- 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 you have produced an environmental appraisal, you must send it to us with all the other supporting documents we may 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 Special Scientific Interest (SSSIs)
- Designated Special Areas of Conservation (SACs);
- Special Protection Areas (SPAs);
- listed RAMSAR sites; and
- Scheduled Ancient Monuments (SAMs)

You would need to contact Natural England to get their views on your proposals prior to your application as we will need confirmation that you also have their permission to carry out works – as a general rule we will not issue a consent for works in one of the above areas unless you have their written permission which should be attached to the consent form.

Water Framework Directive (WFD) assessment

It is important that as part of the application process your proposals are assessed for compliance with the Water Framework Directive (WFD) objectives.

A proposal included in a consent application might cause a water body to deteriorate in status and/or prevent its ecological objectives from being met.

To achieve the goals of the WFD, we must ensure any new scheme or activity is assessed for WFD compliance. It's essential that you contact us to discuss any requirement to undertake a WFD assessment prior to submitting your application.

12 Declaration and Fees

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

- If you are sending the application electronically the email will act as your signature.
- If you are applying on behalf of a trust **you must** ensure that either
 - [a] all trustees sign the declaration or
 - [b] Those trustees who are duly acknowledged or nominated and evidenced in writing by all other trustees to do so on their behalf must sign the declaration.
- If you are applying as a limited company, its company secretary or a director must sign the declaration.
- If you are applying as an Limited Liability Partnership (LLP), a member with authority to act must sign the declaration

The fee for Ordinary Watercourse Consent, where charged, is £50 per application. Once the application has been submitted this is **non-refundable**.

It is in your interest to contact us before you send us this application for confirmation on the appropriate fee as this could delay the application.

12 Checklist

Tick the relevant documents in this section so that we know what you are sending

The Data Protection Act 1998

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

13 Next Steps

Please return this form together with any supporting documents to Norfolk County Council, Flood & Water Management, Floor 2 – Bay 19, County Hall, Martineau Lane, Norwich, Norfolk NR1 2SG or email it to water.management@norfolk.gov.uk with '**Ordinary Watercourse Consent Application**' as the subject title.

Please note: A Consent Application can be made in conjunction with an application for a Vehicle Crossing- these can be submitted to:

Norfolk County Council, County Hall, Martineau Lane, Norwich, Norfolk NR1 2SG.

(For enquiries: telephone number 0344 800 8020, website www.norfolk.gov.uk).

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

General enquiries: 0344 800 8020 (Mon-Fri, general office hours) asking for Flood and Water Management Team

or

Email: water.management@norfolk.gov.uk

For further information please see our web site, where you may be able to find further information

Website: www.norfolk.gov.uk

If you have a comment or a complaint about our service

You can use our online forms to make either a [compliment/comment](#) or a [complaint](#).
Alternatively, you can [download a pdf form](#).

If you require the application in an alternative format (for example, in large print, in Braille or on CD). Please let us know by ringing 0344 800 8020