

# Ordinary Watercourse Consent

What we need to know when you apply



## Introduction

When you apply online for ordinary watercourse consent, you will be asked a series of questions. The answers will help us to understand where your works are, what you propose to do, how, why, and any impact on local flood risk.

Under the legislation ([Section 23 of the Land Drainage Act 1991](#)) we have two months in which to determine any application, from the date the application is submitted and payment is received. Please ensure all relevant information is included with your application to allow us sufficient time to consider your proposal and request clarification if required. Failure to do so will result in your application being refused.

If you need further support, or you have a complex application, we offer a [pre-application advice service](#).

Visit our website for full details on how to apply for [ordinary watercourse land drainage consent](#).

## Completing the Online Form

### Your Details

Applications can be made by individuals, companies or charities (please add the charity name under the 'company name' field if applicable). The consent will be issued in the name provided so please ensure any company or charity name is as formally registered.

### Agent Details

Correspondence and the final determination will be sent to your elected representative. Leave this blank if you are representing yourself.

### Proposed Works

Please provide the following:

- Your **interest in the land**: You might be the landowner, a development company or have another reason for requesting consent. We will issue the consent in your name but applicant will be responsible for securing landowner's permission to implement any approved scheme.
- A **site address** and **description of the location of the works** within the site. If it is a remote location with no postal address you may want to say 'land opposite', 'land adjacent to' or land at grid reference XX'.
- If the application is complex, each proposed structure/alteration should be numbered on a masterplan, with corresponding construction details provided. This helps us quickly identify what is proposed and where. You can then refer to the plan on your application form. For simpler sites a brief description of where on the site the works are taking place is sufficient.
- **Grid references** should be as close to the actual works as possible and be in a six digit Northing and Easting format if possible. For large and



complex sites, it would be helpful to provide grid references for each area of work (when numbering each proposal on a masterplan refer to them by this with the appropriate grid reference).

- It may be helpful to include a what3words reference and proximity to any landmark(s) to assist in identification.
- **Name of the watercourse**, if known.
- A **description of the works** that you want to undertake and the **number of structures** you are proposing to add or amend.
- Multiple structures in the same scheme can be determined under one application reference. Please refer to the fee structure document on the website for details of consentable structures.
- It is important to note that ordinary watercourse consent is separate from any planning consents and the details we need are not the same. We are only concerned with works and structures specifically altering the watercourse(s). If the consentable works are part of a wider planning application, please only provide the relevant details and not all planning documents.
- The **district or borough** that the site falls within.

## Plans and Sections

Please provide the following construction details:

- Specify whether the works are temporary or permanent.
- If the works are temporary, it is important to let us know how long they are anticipated to be in place for. Examples of temporary works include over-pumping to enable dry access for routine maintenance, temporary culverting for access etc. If granted, the consent will stipulate a timescale for completion (this can be extended in certain circumstances with written consent from us).
- The **proposed start date for construction**. This can be an approximate timescale; when we issue a consent, we will ask for you to tell us that works are due to commence seven days prior to the start date.
- If known, **details of any contractor** who will be implementing your scheme on site.

## Supporting Information

Upload documents to support your application and provide a list of evidence being submitted.

To enable our assessment and expedite determination, you should submit the following:

- **Plans and Drawings:**
  - A **layout plan** showing the overall site and proposed works (with consentable structures numbered).

- A **plan showing all watercourses** on site and in the immediate vicinity, including:
  - Flow direction arrows.
  - Known structures (e.g. existing culverts with pipe sizes / invert levels).
- **Long sections** of the proposed works.
- **Cross sections** of proposed structures, including:
  - Invert levels.
  - Hard and soft bed levels.
- **Technical Details:**
  - **Construction drawings** for all proposed structures, including:
    - Pipe diameters and invert levels
    - Construction materials.
  - **Invert levels and size** of any nearby upstream and downstream culverts
    - Proposed culvert invert levels should be at, or just below true/hard bed level.
- **Assessments and Methodology:**
  - **Safety grille assessment**, if applicable.
  - **Culvert capacity assessment**, if applicable.
  - **Method statements** detailing:
    - Any over-pumping requirements.
    - Any temporary consentable activities.

We have a legal duty to **protect the environment**; please provide details of any negative environmental impacts and how these will be mitigated against. Examples of actions may include working at certain times of year to minimise disturbance to wildlife, de-culverting elsewhere onsite to provide compensatory capacity and environmental benefit, pollution control measures and making good on completion.

## Declaration

The application form will automatically **calculate your fee**, dependent on the number of structures to be consented (at £50.00 per structure). Please refer to the fee structure document on the website to calculate the number of consentable structures.

After completing the declaration, **payment** must be made online to complete the application.