

**Application for Ordinary Watercourse Land Drainage Consent**

It is recommended you complete this form using the **Ordinary Watercourse Consent Guidance Notes**. The Lead Local Flood Authority (LLFA) has an eight week legislative period in which to assess your application which commences from receipt of correct supporting documentation and payment of the correct fee.

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| There is a charge of £50 for **each** structure or obstruction (temporary or permanent) for applications made under the Land Drainage Act. |

**Please complete this application form using the Ordinary Watercourse Consents Guidance Notes. Each section is addressed and clarification is provided on the information the County Council require.**

It is our preferred option to receive your completed ‘Application for Ordinary Watercourse Land Drainage Consent’ electronically via email so it can be dealt with promptly. Please return the completed application form and the supporting documents to:

**Flood.team@derbyshire.gov.uk**

We also accept postal applications by sending completed application forms and supporting documents to:

Derbyshire County Council

Flood Risk Management Team

County Hall

Matlock

Derbyshire

DE4 3AG

* 1. **Is the watercourse an Ordinary Watercourse?**

Please check if the watercourse is identified on the Environment Agency Main Rivers map, by following the link below.

<https://environment.maps.arcgis.com/apps/webappviewer/index.html?id=17cd53dfc524433980cc333726a56386>

[ ]  The watercourse is not on the map – it is an Ordinary Watercourse

[ ]  The watercourse is on the map – it is a Main River (please contact the Environment Agency)

* 1. **Do you require emergency consent?**

In some circumstances we understand that works are required to be undertaken as a matter of urgency, to reduce a heightened risk of flooding to property or infrastructure, in these cases Emergency Consent may be granted. If the works you are carrying out are an emergency please contact the Flood Risk Management team.

[ ]  Yes

[ ]  No

* 1. **Do you wish to culvert an open watercourse?**

Please read our culvert policy available online before completing your application.

[**www.derbyshire.gov.uk/environment/flooding/strategy**](http://www.derbyshire.gov.uk/environment/flooding/strategy)

* 1. **Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Click here to enter text. | Name | Click here to enter text. |
| Surname | Click here to enter text. |
| Address | Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Postcode | Click here to enter text. |
| Email | Click here to enter text. |
| Telephone | Click here to enter text. |

* 1. **Agent Details (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Click here to enter text. | Name | Click here to enter text. |
| Surname | Click here to enter text. |
| Address | Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Postcode | Click here to enter text. |
| Email | Click here to enter text. |
| Telephone  | Click here to enter text. |

* 1. **What is your interest in the land?**

[ ]  Owner

[ ]  Tenant

[ ]  Other (please specify) Click here to enter text.

* 1. **Description of the proposed works**

Please provide a brief description of the proposed works

Click here to enter text.

Click here to enter text.

Click here to enter text.

**Number of structures or obstructions** Click here to enter text.

* 1. **Location**
* **What is the location of the proposed works?**

(In addition please give the nearest road and postcode to the site location)

Click here to enter text.

Click here to enter text.

Click here to enter text.

|  |  |
| --- | --- |
| * **Name of watercourse**
 | Click here to enter text. |
| * **Easting and Northing**
 | Click here to enter text. |

* 1. **Supporting Documentation**

Please list all additional documentation which supports your application, including reference numbers (Method statement, Drawings etc…)

|  |  |
| --- | --- |
| **Reference number**  | **Title**  |
| Click here to enter text. | Click here to enter text. |
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* 1. **Type of Consent**

**Are the works permanent or temporary?**

[ ]  **Permanent** (Permanent new structure e.g. bridge, culvert, outfall, manhole)

[ ]  **Temporary** (e.g. scaffolding, sandbags, sedimats, straw bales)

***Please submit a separate application for each structure, whether it be for permanent or temporary works.***

* 1. **Construction Dates**

**When do you wish to undertake the works?**

Please be aware the legislative period for Land Drainage Consent is 8 weeks from receiving a full application.

Click here to enter a date.

**How long will the temporary works take?**

Click here to enter text.

* 1. **Environment Agency Interests**

|  |  |  |
| --- | --- | --- |
| **Do the proposed works affect the following?**  | **Yes** | **No** |
| Impounding (holding back) a watercourse |[ ] [ ]
| Abstracting (removing) water |[ ] [ ]
| Fish or fisheries |[ ] [ ]
| Disposing of waste material |[ ] [ ]
| Water Quality |[ ] [ ]

If you respond yes to any of the above please contact the Environment Agency on **03708 506 506 or** **enquiries@environment-agency.gov.uk**

* 1. **Planning**

If planning permission is applicable or is being pursued please fill out the box below:

|  |  |
| --- | --- |
| Local Planning Authority | Click here to enter text. |
| Application Number | Click here to enter text. |
| Approval Date  | Click here to enter a date. |

* 1. **Maintenance**

Where applicable please state the name and address of who is responsible for maintaining the structure/works:

|  |  |
| --- | --- |
| During the works | Click here to enter text. |
| After completion of works | Click here to enter text. |

* 1. **Effects on the Environment**

If the site is near to a statutory designated site we will request you seek the advice of a competent ecologist and undertake an ecology report in order to detail the effect the works to be carried out will have on the water, and wider, environment.

Is the site close to any SSSI, SACs, SPA’s, RAMSAR, etc?

[ ]  Yes

[ ]  No

If yes, how close approximately? Click here to enter text.

To your knowledge are there any protected species within a close proximity to the site of the works?

[ ]  Yes

[ ]  No

If yes, please explain? Click here to enter text.

* 1. **Fees**

There is a legislative fee of £50 for each structure or obstruction within the waterbody, be it permanent or temporary, for applications made under the Land Drainage Act.

**Applicants are reminded that payments should not be sent until an officer has confirmed that the full suite of information required has been submitted and confirmed the applicable charge.**

Payments can be made in several ways:

* Card payments can be made by telephoning (01629) 538729 making reference to the fact you wish to pay for a Land Drainage Consent application and quoting your unique reference number. Please contact the team for your unique reference number before attempting to pay in this way.
* Cheque payments can be sent through the post and must be made payable to Derbyshire County Council. Cheques must be sent to the lead officer in the Flood Risk Management team dealing with your application.
* Online Payments can be made through the Derbyshire County Council website by following the link -[*https://www.civicaepay.co.uk/derbyshire/webpay\_public/webpay/default.aspx*](https://www.civicaepay.co.uk/derbyshire/webpay_public/webpay/default.aspx) or searching for on-line payments. Choose the Land Drainage Consent option and follow the instructions accordingly.

**Please do not make a payment without consulting a member of the FRM Team. The application will be given a unique reference number which should be quoted on all correspondence. Please refrain from sending any payments until the fee has been confirmed by a member of the team.**

Once a payment has been accepted if you require a receipt we can arrange for this to be sent to you either electronically or through the post.

* 1. **Checklist**

Please tick off the items you are sending with this application

[ ]  Completed and signed application form

[ ]  Drawings of the permanent works

[ ]  Drawings of any temporary structures

[ ]  A location plan of the site

[ ]  A plan showing the locations of the temporary/permanent structures

[ ]  Method statement

[ ]  Hydraulic assessment

[ ]  Any ecological assessments undertaken

* 1. **Declaration**

**The Data Protection Act 2018**

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

The information provided will only be processed for the purpose of meeting our statutory and legal responsibilities, delivering services, developing and improving services, measuring our performance and providing information and training in relation to Flood Risk Management.

We may also process or release the information to:

* Consult the public, public organisations and other organisations (for example, the Health and Safety Executive, Local Authorities, Environment Agency and Natural England in accordance with our statutory duties.
* Carry out research into 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 with our service and improve it where necessary.
* Respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

For further information on how your personal data will be processed by Derbyshire County Council please review the [Economy, Transport and Environment Privacy Notices](https://www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/economy-transport-and-environment/economy-transport-and-environment-privacy-notice.aspx).

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Click here to enter text. | Name | Click here to enter text. |
| Date | Click here to enter a date. | Signed |  |
| On behalf of | Click here to enter text. |

By signing below you are declaring that, as far as you know, the information given in this application, including the map and any supporting documents, is true.

1. **What Happens Now?**

After receiving an application for consent a member of the Flood Risk Management team will contact you. You will be given a unique reference number and should quote this on all correspondence. We will then confirm the final fee and confirm details of payment. Please refrain from sending any payments until the fee has been confirmed by a member of the team. The eight week legislative period commences on receipt of a complete application and payment of the correct fee. We aim to progress your application as swiftly as possible depending on the current available resource levels.

**Derbyshire County Council**

Flood Risk Management Team

County Hall, Matlock, Derbyshire, DE4 3AG

Call Derbyshire: (01629) 533190

Email: flood.team@derbyshire.gov.uk