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
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:  

No. of Structures:  
Fee applicable: yes/no        Date Fee received  

### 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**

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

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...........................................
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**Company registered address**

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........................................................................
........................................................................
Postcode ........................................
Country ........................................
Email ...........................................
Telephone ....................................
Mobile ........................................
Fax ............................................
**Company Director (Full Name)**

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

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### 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**

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...........................................
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**First name**

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...........................................
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**Last name**

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...........................................
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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……………..
................................................................
................................................................
................................................................

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.
5. Description and purpose of the proposed works

5.1 Please provide a description of the proposed works

It is important that you accurately describe the proposals for the application being made. Please tell us the purpose of the works and the number of structures you need consent for.

5.2 Number of structures

6. Plans and Sections

6.1 Please provide a description and reference number of all plans and sections you have provided (see guidance notes)

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Yes/No</th>
<th>Reference number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Plan</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Reference number(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Plan</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Reference number(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross sections</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Reference number(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 Plans and Sections

To consider your proposals we 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 three copies of all relevant drawings. The drawings must be no larger than A0 size and they need to 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 watercourse; 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 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)
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 ☐
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
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.consents@swansea.gov.uk