



Ordinary Watercourse Consents - Guidance Notes for Applicants

1. Details of Applicant

Who we can contact about your application

In order for us to process your application as promptly as possible we need to have a named person who can be contacted to clarify any aspects of your application. (it may be yourself or a representative acting on your behalf eg solicitor, contractor, etc)

We also need to understand who is making the application so, If you are applying as:

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 1 (the main contact for the application) you do not need to fill in section 2. The name you give will be the name on any Consent we grant.

As a Group

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 still 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

As a Company

You must be a registered company formally registered with Companies House. If the Company's main representative is named in Section 2, you will still need to complete the name of the Company in Section 1. 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

As a Public Body

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 public body. If the public body's main representative is named in Section 2, you will still need to complete the name of the public body in Section 1.

2. Agent Details

See Section 1 above and fill in if applicable.

3. Applicants 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.

4. Location of the Proposed Works

We need to be able to easily identify where the proposed works will be carried out. Please give details of:

The location of the site;
The name of the watercourse;
The Town or Locality; and
The National Grid Reference (12 figures)

5. Description and purpose of 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.

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 A1 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;
- 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 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 land drains to be affected.

7. Construction details

You need separate consents for the permanent works and any temporary works that do not form part of the permanent works. Temporary works could include, 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 reduce 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.

8. Additional licenses or consents

You need to consider if your plan will involve or could affect any of the listed.

If you answer 'yes' to any of the questions, you will probably need extra licenses or consents from the Natural Resources Wales before you start. You should make sure that you have enough time to get all the approvals you need before you start work. If you don't this could delay the work.

9. Other Authority Permissions

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

10. Maintaining the Structure

We need to know who will be responsible for the maintenance of the structure both during construction work and after the work has finished. The details must include addresses and suitable contact details e.g. telephone/email addresses etc.

11. 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 measure 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 the 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

13. Declaration

We need you to confirm that the information you have provided in the application, as far as you know, is true

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 with 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.)