



**Leicestershire
County Council**

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. | |

| For Office Use Only | |
|--|--------------------------------------|
| Reference Number | Further Information Requested |
| | |
| No. of Structures Requiring Consent | Total Fee |
| | |
| Payment Received On | Approval Date Limit |
| | |

Please complete this application form using the Ordinary Watercourse Land Drainage Consent 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:

flooding@leics.gov.uk

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

Leicestershire County Council
Environment & Transport Department
Flood Risk Management (LLFA)
County Hall
Glenfield
Leicestershire
LE3 8RJ

1.1 Is the watercourse an Ordinary Watercourse?

Please check if the watercourse is identified on the Environment Agency Main Rivers Consultation map accessed from the Environment Agency What's In Your Backyard 'main rivers consultation' website.

<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 <https://www.gov.uk/guidance/flood-risk-activities-environmental-permits>)

1.2 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 LLFA.

- Yes
- No

1.3 Do you wish to culvert an open watercourse?

- Yes
- No

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

<https://www.leicestershire.gov.uk/environment-and-planning/flooding-and-drainage/flood-risk-management>

1.4 Have you applied for consent for this works before?

- Yes
- No

If yes please provide the consent reference

2.1 Applicant Details

| | | | |
|-----------|----------|---------|--|
| Title | | Name | |
| | | Surname | |
| Company | | | |
| Address | | | |
| | | | |
| | Postcode | | |
| Email | | | |
| Telephone | | | |

2.2 Agent Details (if applicable)

| | | | |
|-----------|----------|---------|--|
| Title | | Name | |
| | | Surname | |
| Company | | | |
| Address | | | |
| | | | |
| | Postcode | | |
| Email | | | |
| Telephone | | | |

2.3 What is your interest in the land?

- Owner
 Tenant
 Other (please specify)

2.4 Description of the proposed works

Please provide a brief description of the proposed works **(If applicable this must include evidence of how the proposals will ensure a sustainable flow path through and beyond the site)**

Number of structures or obstructions

2.5 Location

- **What is the location of the proposed works?**

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

- **Name of watercourse**

- **Easting and Northing**

2.6 Supporting Documentation

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

2.9 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

2.10 Planning Permission

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

| | |
|--------------------------|--|
| Local Planning Authority | |
| Application Number | |
| Approval Date | |

2.11 Maintenance

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

| | |
|---------------------------|--|
| During the works | |
| After completion of works | |

2.12 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? _____

If yes, how close approximately? _____

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

2.13 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.

For advice on method of payment, please liaise directly with the LLFA.

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.

2.14 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
- Hydraulic assessment
- Any ecological assessments undertaken (if required)
- Method statement (including measures to manage flood risk and pollution and any contingencies considered)

2.15 Declaration

General Data Protection Regulation (GDPR)

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 and Safety Executive, local authorities, the emergency services, and the Department for Environment, Food and Rural Affairs.
- 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).

We may pass the information on to our agents or representatives to do these things for us.

Declaration

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

| | | | |
|--------------|--|--------|--|
| Title | | Name | |
| Date | | Signed | |
| On behalf of | | | |

3.0 What Happens Now?

After receiving an application for consent the LLFA 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.

Leicestershire County Council
Environment & Transport Department
Flood Risk Management (LLFA)
County Hall, Glenfield, Leicestershire, LE3 8RJ
Phone: (0116) 305 0001
Email: flooding@leics.gov.uk