



## Application for Ordinary Watercourse Consent with Guidance Notes

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 per structure 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 and applicable fee, to:

Rhondda Cynon Taf County Borough Council  
 Highways, Transportation & Strategic Projects  
**Land Reclamation & Engineering**  
 Sardis House  
 Sardis Road  
 Pontypridd  
 CF37 1DU

Email: [FRM@rctcbc.gov.uk](mailto:FRM@rctcbc.gov.uk)

**LLFA Office Use Only:**

Application Ref No: \_\_\_\_\_

Date App received: \_\_\_\_\_

Date Fee received: \_\_\_\_\_

No. of structures: \_\_\_\_\_

Fee Applicable: Yes / No

Delegated officer: \_\_\_\_\_

Date App complete: \_\_\_\_\_

## 1. Location of the Proposed Works

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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; and
- The National Grid Reference (12 figures)

Location: \_\_\_\_\_

Name of Watercourse (if known): \_\_\_\_\_

National Grid reference of the site (12 figures): \_\_\_\_\_

## 2. Contact – Name of person we can contact in respect of this application

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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).

Title: \_\_\_\_\_

Last

First Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**3. Applicant**

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We need to understand who is making the application, 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**

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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

Company name: \_\_\_\_\_

Company registration number: \_\_\_\_\_

Company registered address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Company Director (Full Name): \_\_\_\_\_

Official Position \_\_\_\_\_

### **3.2. Applying as an Individual**

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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.

Title \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_

### **3.3. Applying as a Group**

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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.

Title \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Name of group: \_\_\_\_\_  
Status of group: \_\_\_\_\_

### **3.4. Applying as a Public Body**

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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.

Name of Public body: \_\_\_\_\_  
What type of public body are you? \_\_\_\_\_  
\_\_\_\_\_

### 3.5. Address

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If the applicant's main UK business address is the same as the address given in Section 2, there is no need to complete this section. This address you give will be the address your Consent will be registered to and will be shown on any Consent we grant.

Address:

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Postcode:

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Country:

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Contact details:

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Telephone:

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Mobile:

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Email:

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Fax:

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### 4. Interest in the Land

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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.

What is your interest in the land?

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## 5. Description and purpose of the proposed works

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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. If consent is required for more than one structure please provide a unique reference number for each structure (if necessary continue on a separate sheet), including this reference on any drawings.

Please provide a description of the proposed Works:

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Total number of structures:

*Structure 1 ref*

*Structure 2 ref*

*Structure 3 ref*

*Structure 4 ref*

*Structure 5 ref*

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## 6. Detailed Proposals

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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 watercourses; 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, including 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**

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.

- **Calculations**

Where appropriate drainage and structural design calculations shall be submitted for each structure.

***6.1. Please provide a description and reference number of all plans and sections you have provided (see guidance notes above) – If required please continue on a separate sheet.***

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Location Plan

Reference number(s): \_\_\_\_\_

Site Plan	_____
Reference number(s):	_____
Cross sections	_____
Reference number(s):	_____
Longitudinal drawings	_____
Reference number(s):	_____
Detailed Drawings	_____
Reference number(s):	_____
Calculations	_____
Reference number(s)	_____
Detailed method statement	_____
Reference number(s):	_____

**7. Construction details**

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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.

**7.1. Are the works permanent or temporary?**

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Permanent:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Temporary:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

How long is the temporary period? \_\_\_\_\_



**7.2. Date Construction work will start**

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Date (dd/mm/yyyy): \_\_\_\_\_

**8. Additional licences or consents**

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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 relevant authority 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.

**8.1. Do the proposed works involve or affect the following?**

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	Yes	No	Relevant authority to obtain consent:
Impounding (holding back a watercourse):	<input type="checkbox"/>	<input type="checkbox"/>	Environment Agency
Abstracting (removing) water:	<input type="checkbox"/>	<input type="checkbox"/>	Environment Agency
Fish or fisheries:	<input type="checkbox"/>	<input type="checkbox"/>	Environment Agency / CCW
Disposing of waste material:	<input type="checkbox"/>	<input type="checkbox"/>	Environment Agency
Third Party Land:	<input type="checkbox"/>	<input type="checkbox"/>	Land Owner
Public Highway / verge:	<input type="checkbox"/>	<input type="checkbox"/>	RCTCBC
Public Right of Way:	<input type="checkbox"/>	<input type="checkbox"/>	RCTCBC

**Please note: If yes to any or all of above, you will probably need extra licenses or consents from the relevant authority before you start (see guidance notes).**

## Additional Supporting Information

### 9. Effects on the Environment

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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 measures 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 Countryside Council for Wales (or CADW in the case of ancient monuments).

You may wish to contact these organisations yourself to get their views on your proposal.

**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**

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**10. Other Authority Permissions**

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

**Fill in this Section if you have submitted a planning application for the proposed works. Otherwise go to 11.**

Planning Authority:

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Application Number:

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Date submitted (dd/mm/yyyy):

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Planning permission approved:

<input type="checkbox"/>	Yes	If yes, approval date	_____
<input type="checkbox"/>	No: awaiting decision		
<input type="checkbox"/>	No: rejected		

## 11. Maintaining the structure

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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.

### During construction:

Name:

Address:

Post Code:

Country:

Email:

Telephone:

Mobile:

Fax:

### Upon completion:

Name:

Address:

Post Code:

Country:

Email:

Telephone:

Mobile:

Fax:

## 12. Fees

The fee for Ordinary Watercourse Consent is £50 per structure. **An acceptable form of payment is via cheque made payable to ‘Rhondda Cynon Taf County Borough Council’.** **Please do not send cash.**

Ordinary Watercourse Consent fees are applicable to this application:

Number of structures: (Section 5)		x (multiplied by)	£50.00
Total Fee enclosed:			£
Fee Enclosed:	Yes: <input style="width: 50px; height: 20px;" type="checkbox"/>	No: <input style="width: 50px; height: 20px;" type="checkbox"/>	

## 13. Checklist

We have provided a list of items for you to check which items are relevant to your application and should be included.

It should be noted that if the application is being submitted electronically it is only necessary to provide one set of supporting drawings and documents.

Please read through this list and confirm the items you are sending with this application:

Completed form:	
Location Plan ( <i>section 6.1</i> ):	
Site Plan ( <i>section 6.1</i> ):	
Cross Sections ( <i>section 6.1</i> ):	
Long sections ( <i>section 6.1</i> ):	
Detailed drawings ( <i>section 6.1</i> ):	
Calculations ( <i>section 6.1</i> ):	
Method statements ( <i>section 6.1</i> ):	
Environmental/ Ecological Reports ( <i>section 9</i> ):	
Applicable fee ( <i>section 12</i> ):	

## 14. Declaration

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We need you to confirm that the information you have provided in the application, as far as you know, is true. *Note: Rhondda Cynon Taf County Borough Council, by granting Consent under the Land Drainage Act 1991 accepts no liability for any loss or damage which may arise out of design, construction, maintenance or use.*

Signature:

Title

First name:

Last name:

Position:

Today's date (dd/mm/yyyy):

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## 15. Data Protection Act 1998

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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 our 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

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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.

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