

South Gloucestershire Council Ordinary Watercourse Consent Guidance Form 2024

Introduction:

Please read through these guidance notes and the application form carefully before you fill the form in.

If you are not sure about anything in these guidance notes, phone us on 01454 868000 between 9am and 4pm, Monday to Friday.

These guidance notes give you information to help you complete your application for Ordinary Watercourse Consent. If you fill in your application form correctly first time, we can process it quicker.

Before completing this form you are recommended to contact us for advice on your proposal. Under the Land Drainage Act 1991, consent is required for any mill dam, weir, or like obstruction to flow.

There is a charge of £50 for each structure or operation for applications made under the Land Drainage Act 1991.

Please follow this guidance to help avoid delays in your application.

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1. Applicant details

This is the name of the individual, organisation or company applying for consent. This should be given along with the name, addresses and telephone number of a person who can be contacted to discuss the proposal(s).

You must give us your full UK address. The address you give here will be the address we register your flood defence consent to and will be shown on any Ordinary Watercourse Consent we grant.

2. Agent details

You can nominate someone other than the person named on any ordinary watercourse consent (for example, a consultant or agent to act on your behalf). You need to give us your or the relevant person's full name, address and contact details.

If you complete this section, all correspondence will be sent to the Agent. Leave blank if not applicable.

3. 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 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 river/watercourse;
- The national Grid Reference (12 figures); and
- A site location plan

5. Description and purpose of the proposed works.

It is important that you accurately describe the proposals in your application. 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, that should ideally be undertaken by a competent engineer or surveyor and showing Ordnance Datum Newlyn (the height above sea level).

You need to provide us with a copy of all relevant drawings. These can be submitted in hard copy or electronically (in pdf format). The drawings must be no larger than A0 size, and they need to include the following.

- **Location Plan**

This should be at an appropriate scale and be based on an Ordnance Survey map. It must clearly show the general location of the site and include general features. 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 sections**

We need longitudinal sections taken along the centre line of the watercourse. These must show the existing and proposed features including 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 land next to the river. The plan should also show any land drains to be affected.)

7. Construction details

You may need separate consents for the permanent works and any temporary works that do not form part of the permanent works. In some cases it may be possible to apply for both the Permanent Works and Temporary within one application.

Temporary works could include, for example, scaffolding, 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 you plan to take to minimise disruption and reduce any unwanted effects while the work is being carried out. Please refer to Pollution Prevention Guidelines (PPG 5) as part of your work

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. Environment Agency interests

Please tick the appropriate boxes.

If you answer, yes, to any of the questions, you will probably need extra licenses or consents from the Environment Agency before you start work.

You should make sure that you have enough time to get all approvals you need before you start work. If you don't, this could delay the work.

9. Planning approvals

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

10. Maintenance and Ownership

We need to know who will be responsible for maintenance both during construction work and after the work has finished. As well as who will own the structure upon completion.

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 advise you on this. If you don't, your application could be delayed.

Your 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 minimise any disruption and reduce any unwanted effects while the work is ongoing.

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 Flood Defence Consent does not have a direct or indirect negative effect on any site specified in the regulations, including:

- sites of special scientific interest (SSSIs)
- designated special areas of conservation (SACs);
- special protection areas (SPAs);
- Listed RAMSAR sites; and
- scheduled ancient monuments (SAMs)

Under the Habitats Regulations, we must consult Natural England.

You may want to contact that organisation yourself to get their views on your proposal.

12. Fees

The fee is £50 for each structure associated with the application.

For example:

1 culvert and 2 headwalls = 3 structures

Therefore, the application fee will be £150.

Please note South Gloucestershire Council's standards are that all newly proposed culverts are to have a headwall at either end to meet our requirements.

On receiving an application, the LLFA will undertake an initial review of the submitted details and will confirm to the applicants the payable fee.



12.1 Payment

Payment of the application fee can be done online through the Council's 'Pay for it' webpage. However, before you complete an online payment you will need an OWC reference number. This reference number will be provided to applicants once the LLFA has completed its initial review of an application.

Payment of the fee can also be done by sending a cheque payable to "South Gloucestershire Council" to the following address:

South Gloucestershire Council
Department for Environment and Community Services
PO Box 1954
StreetCare
Bristol
BS37 0DD

Alternatively, payment of the fee can be completed through a BACS transfer.

If an invoice is required for the application fee, the LLFA can request for one to be raised to the Council's Business Support Team.

13. Checklist

Tick the relevant documents in this section so that we know what you are sending

The Data Protection Act 1998

This section sets out our rights and responsibilities under the Data Protection Act 1998.

14. Declaration

By signing this section you are declaring that, as far as you know, the information you have provided, including the map and any supporting documents, is true. We will not accept an unsigned application.

- If you are applying as a company which has trustees, all trustees must sign the declaration.
- If you are applying as a limited company, a company secretary or a director must sign the declaration.

Next steps

Please return the form 'SGC Ordinary Watercourse Consent Application Form' together with any

supporting documents to us preferably by email in digital format to the following email address:

Email: LeadLocalFloodAuthority@southglos.gov.uk

Completed forms can also be returned in hard copy by post to the following address:

South Gloucestershire Council
Department for Environment and Community Services
PO Box 1954
StreetCare
Bristol
BS37 0DD

If you need help filling in this form, contact the person who sent it to you or contact us as shown below.

General enquiries: 01454 868000 (Mon-Fri, 9am-4pm)

Email: LeadLocalFloodAuthority@southglos.gov.uk

Website: www.southglos.gov.uk

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you have any communication needs such as needing information in a different language or alternative format (for example, in large print, in Braille or on CD).