

**South Gloucestershire Council  
Ordinary Watercourse Consent Application Form  
2023**

**Introduction:**

Before completing this form we recommend you contact us for advice on your proposal.

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

It should take you about 20 mins to fill in this form

If you are not sure about anything in this form, phone us on 01454 868000

**Contents:**

1. Applicant details
2. Agent details
3. Interest in the land
4. Location of work
5. Description and purpose of proposed work
6. Plans and sections
7. Construction details
8. Environment Agency interests
9. Planning approvals
10. Maintenance and Ownership
11. Effects on the environment
12. Fees
13. Checklist
14. Declaration

**1 Applicant Details**

Name:

Contact person:

Postal address:

Post code

Telephone number(s)

Email Address:

**2 Agent details (if applicable)**

Name

Profession

Postal address

Contact

Telephone number

Email address

Postcode

**3 Your interest in the land**

**3.1 What is your interest in the land?**

#### 4 Location of the proposed works

4.1 What is the location of the proposed works?

4.2 Name of river of watercourse (If known)

4.3 National grid reference of the site (12 figures)

#### 5 Description and purpose of the proposed works

5.1 Please provide a description of the proposed works

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 the guidance notes)

#### 7 Construction details

7.1 Are the works permanent or temporary or both?

- Permanent (e.g access culvert)   
Temporary (e.g scaffolding)   
Both

7.2 Date construction work will start?

Date (DD/MM/YYYY)

Please note that we will only review applications which are being proposed to be constructed within 6 months of approval.

#### 8 Environment Agency interests

8.1 Do the proposed works involve or affect the following?

- Impounding (holding back a watercourse)   
Abstracting (removing) water   
Fish or fisheries   
Disposing of waste material   
Discharging of water

If yes, please contact the Environment Agency on 03708 506 506

#### 9 Other authority permissions

Fill in this section if you have been given planning permission for the proposed works. Otherwise go to Section 11.

9.1 Planning authority

9.2 Application number

9.3 Approval date

Date (DD/MM/YYYY)

## 10 Maintenance and Ownership

### 10.1 Name of person or organisation responsible for maintaining the structure as well as ownership upon completion

During Construction

Upon Completion

## 11 Effects on the environment

11.1 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.

## 12 Fees

The amount of 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.

Payment of the fee can be done by either 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

Or, by Credit/Debit Card over the phone to the Technical Support Team. If you want to pay over the phone please contact [LeadLocalFloodAuthority@southglos.gov.uk](mailto:LeadLocalFloodAuthority@southglos.gov.uk) to arrange a call back.

## 13 Checklist

**Please read through this list and tick the items you are sending with this application.**

- Completed Form**
- Fee (If applicable)**
- Copies of drawings/plans**
- Additional supporting information**
- Method Statement**

Please note until all of the above has been provided we will not officially validate the application as it will not be classed as a full application. The 8 week time frame which we will review the application within will also not begin until all documents which are listed above have been provided and a full application has been submitted.

## The 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 and Safety Executive, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- 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; 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).

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

## 14 Declaration

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

Signature

Title (Mr, Mrs, Miss and so on)

Name

Today's date (DD/MM/YYYY)

## Next steps

Please return this form together with any supporting documents to either the following email address; [LeadLocalFloodAuthority@southglos.gov.uk](mailto:LeadLocalFloodAuthority@southglos.gov.uk)

Or 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

Enquiries:

[LeadLocalFloodAuthority@southglos.gov.uk](mailto:LeadLocalFloodAuthority@southglos.gov.uk)

Website: [www.southglos.gov.uk](http://www.southglos.gov.uk)

**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)**

### For LLFA Use Only

Ordinary Watercourse: Yes No

Fee Applicable: Yes No

Fee received No  Yes  Date received (DD/MM/YYYY):

LDA 1991

File/office reference: