

## Application for Ordinary Watercourse

### Land Drainage Consent

Land Drainage Act (1991)

**Please read the guidance notes and application form carefully before completing it.**

You are recommended to contact us for advice on your proposal before completing and submitting your application. Email – [floods@suffolk.gov.uk](mailto:floods@suffolk.gov.uk) Phone – 0345 606 6067

It is essential that the application is completed accurately and for any accompanying information submitted to be clear. If any information is missing, we will not process your application until all required information is submitted.

**Please contact us to discuss your proposal and confirm the correct fee.**

General enquiries:

email:

**1.0 Applicant** - (This is the client if you applying on behalf on an applicant)

**Details Name:**

Contact person:

Address:

Tel:

Mobile:

Post Code:

Email:

Are you the Land Owner: (*tick*) Yes [ ] No [ ]

If no, please provide land owner details, and a copy of their written consent to carry out proposed works.

#### 1.1 Applicant's Interest in the Land

**2.0 Agent Details** (This is the contractor/consultant working on behalf of the applicant)

Name:

Contact person:

Address:

Tel:

Mobile:

Post Code:

Email:

**3.0 Location of Proposed Works**

Location of works (property or street/site name & postcode):

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Name of watercourse (if known):

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District/Borough:

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Parish/Town:

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Grid Reference (6 figure eastings, northings):

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**4.0 Description & Purpose of Proposed Works** (including method statements)

Number of structures:

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Is any construction work being carried out within the watercourse? (*tick*) Yes [ ] No [ ]

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**5.0 Plans, Sections & Pictures** (title or reference number(s) of ALL plans & sections submitted)

**6.0 Construction Details**

The works are: Permanent [ ] Temporary [ ] (*tick*)

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Anticipated construction start date (DD/MM/YYYY):

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Duration of works:

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## 7.0 Impacts and Effects on the Natural Environment

In assessing your application, we are required to consider any effect that the proposals may have on the built, historic or natural environment including biodiversity (including Land Drainage Act and Natural Environment and Rural Communities Act). It is therefore necessary for you to provide definitive assessments / statements as part of your application.

Do the proposed works (including their construction and maintenance) involve or affect any of the following:

<p>1. Impounding (holding back a watercourse), abstracting water, fish or fisheries, disposing of waste material, discharging water. Yes [ ] No [ ]</p> <p>2. a) Hedgerows, or trees including cutting back or coppicing etc Yes [ ] No [ ]</p> <p>Number of trees and/or metres of hedgerow to be removed?:.....</p> <p>b) Other wildlife habitats such as water bodies/wetlands, grassland, woodland, scrub. Yes [ ] No [ ]</p> <p>c) Any known sites or objects of historic or archaeological interest. Yes [ ] No [ ]</p>
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If you have answered YES to question 1 above then please contact the Environment Agency for advice on 03708 506 506 or [enquiries@environment-agency.co.uk](mailto:enquiries@environment-agency.co.uk)

If you have answered YES to any questions under question 2 above then you must include an Ecological Impact Assessment<sup>1</sup> with proposed mitigation measures as part of this application. If all are answered NO, then include your evidence that supports your answer. You should include photos and maps giving locations. Please provide summary below in section 7.1.

If your proposals affect any Public Right of Way you must gain consent from the Local Highway Authority – Suffolk Highways <http://www.suffolkpublicrightsofway.org.uk/contact-us/>

If your proposals will affect any sites or objects of known historic or archaeological interest, please contact our Archaeological Service for initial advice: <https://www.suffolk.gov.uk/archaeology>

<sup>1</sup> An Ecological Impact Assessment should be completed by a Suitably Qualified Ecologist or equivalent. Suffolk County Council can provide this service. If you need more information please contact [Ecology@suffolk.gov.uk](mailto:Ecology@suffolk.gov.uk).

### 7.1 Evidence to demonstrate no effect on the natural environment

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**8.0 Permissions or Approvals**

Do the proposed works (including their construction and maintenance) require or have been given planning approval, highway authority approval, approval relating to the Hedgerow Regulations or approval from another body or party? (*tick*) Yes [ ] No [ ]. If YES, please give full details including approval body / party, reference nos. and date.

Planning / Approval body:	Application / Reference number:	Application Status / Approval date:

**9.0 Are there any outstanding conditions from the LPA relating to surface water or drainage?** (*tick*) Yes [ ] No [ ]. If YES, please provide details.

**10.0 Are the works associated with a Drainage Approval(s)?** (*tick*) Yes No  
If YES, please provide details.

**11.0 Emergency contact details for contractors/individuals carrying out works**

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

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

Office Tel. No: \_\_\_\_\_

Out of Office 24-hour Contact No.: \_\_\_\_\_

## 12.0 Details of person or organisation responsible for maintaining the structure(s) on completion

Name:

Contact person:

Address:

Tel:

Mobile:

Post Code:

Email:

## 13.0 CHECKLIST (*Items in **bold** are required in order to process your application*)

<u>Tick as completed</u>	<u>Checklist Criteria</u>
	<b>Fully completed application and signed declaration</b>
	<b>Location Plan</b>
	<b>Site Photos</b>
	<b>Method Statement</b>
	<b>Ecological Impact Assessment or complete section 7.1 if necessary</b>
	<b>Scale drawing showing permanent new structure</b>
	Scale drawing showing temporary arrangements, i.e. scaffolding
	Any other relevant information, drawings, calculations or photographs
	Land owners written consent where centre line rule applies, or applicant not the owner of the watercourse.

## 14.0 Fee

The current Land Drainage Consent fee is **£50 per structure**. The County Council reserves the right to amend this fee at any time pursuant to legislation. Cheques should be made payable to “**Suffolk County Council**” and on the reverse please write **Land Drainage Application**.

### 15.0 THE DECLARATION

I/We:

1. Apply for consent to carry out works as described in this application form and on the attached plan(s).
2. Payment for £..... to the cover the cost of this application.

Payment method

- I enclose a cheque (payable to “Suffolk County Council”)
- I wish to be issued an invoice to allow payment Online / By phone / By BACS

(\*Note until payment is received the consent application will not be considered)  
 (\*\* Please supply your company name and address for an invoice to be raised)  
 (\*\*\*)Payment of fee is non-refundable)  
 (\*\*\*\*Payment is per structure)

3. Enclose a copy of suitable plans sufficient to show clearly the location of the proposed works together with a copy of any plans and sections showing details of the proposed works to a scale appropriate to the nature of the works and any relevant calculations.
4. Will issue on completion of works, three digital images (bmp, tif, gif) for SCC records and asset register.

Name:.....

Signed:.....

On behalf of:.....

Date:.....

Please return this form to:

Suffolk County Council - Flood & Water Management  
 Endeavour House  
 8 Russell Road  
 Ipswich,  
 IP1 2BX

Email: [floods@suffolk.gov.uk](mailto:floods@suffolk.gov.uk)

Declaration - If you return this form via email, your email address will act as evidence of date and signature.

**\* Applicants should note that the consent will be issued to the landowner and not to any agent or consultant acting on their behalf.**