



## GUIDANCE ON COMPLETING THE APPLICATION FORM

THE BOARD STRONGLY RECOMMEND YOU CONTACT THE BOARD FOR ADVICE ON THE PROPOSALS BEFORE COMPLETING THIS FORM AS ERRORS AND OMISSIONS MAY SIGNIFICANTLY DELAY THE APPLICATION BEING DETERMINED.

### **SECTION 1 & 2 – APPLICANTS AND AGENTS DETAILS**

Applications from individuals should include the full name of the applicant. The name provided will be the name specified on any Land Drainage Consent granted.

To apply as a company, it must be a registered company formally registered with Companies House. The name provided will be the name specified on any Land Drainage Consent granted. The company name, as registered with Companies House, company registration number, and the full name of the company director, and their official position should be provided.

Applications from groups of individuals or public bodies should include the full name of the group or organisation. The name provided will be the name specified on any Land Drainage Consent granted.

If you are acting as an agent or on behalf of another individual, a company, group of individuals or a public body, please provide appropriate contact details in Section 2.

### **SECTION 3 - LOCATION AND DESCRIPTION OF PROPOSED WORKS**

Please state what interest the applicant has in the land where the works will be carried out (e.g. landowner, tenant etc.). If the applicant is not the owner of the land subject of this application the landowner's permission should be obtained prior to any works commencing.

It is important that the proposals are accurately described and the number of individual structures that require consent is specified.

A site location plan which clearly identifies the location of the proposed works is required. It is recommended the site is clearly marked showing any other nearby land within the applicant's ownership.

To consider the proposals the Board need to receive plans and drawings, drawn by a competent engineer or surveyor and showing Ordnance Datum Newlyn (the height above sea level).

The following drawings, drawn to an appropriate scale, will be required:

#### **Location Plan – For all applications**

This must be at an appropriate scale. 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 and other bodies of water in the surrounding area.

#### **'Existing' Site Plan – For all applications**

This plan should show the site, including all watercourses and existing features within the site such as trees, fences, buildings, structures etc.

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 should be clearly marked. Existing fish passes or structures intended to allow fish to pass upstream and downstream should also be included.

#### **'Proposed' Site Plan – For all applications**

This plan should show the site and clearly identify any new works or structures that are proposed within any watercourse.

Additionally any works over, under or within 9 metres of a Board maintained open watercourse or culvert must be clearly marked.

All items must be clearly identified with all relevant heights, lengths, widths and diameters clearly marked as required.

For structures or planting close to watercourses it is important that the distance between the top edge of the watercourse bank, or outside edge of the culvert, is clearly indicated.

#### **Cross Section Drawings – For all applications**

Where works encroach into any watercourse, cross sections both upstream and downstream of the proposed works should be provided. Cross sections should be drawn as if looking downstream on the watercourse and should include details of existing and proposed features and water levels.

Where structures are proposed alongside Board maintained watercourses the distance of separation between bank top and the edge of the structure should be clearly shown.

#### **Longitudinal sections – For in channel structures**

Longitudinal sections, extending both upstream and downstream of the proposed works and taken along the centre line of the watercourse are needed. These must show the existing and proposed features including water levels, bed levels and structures.

### **SECTION 4 - CONSTRUCTION DETAILS**

Separate consents may be required 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, a “method statement” must be provided to support the consent application. This should include details of the specific measures proposed to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out.

It is important to specify approximately when the works are proposed to start and how long they are expected to take. When works are being planned it is important that enough time is allowed for your application to be determined and consent issued.

### **SECTION 5 – OTHER APPROVALS**

Please provide details of any planning permissions either granted or under consideration that relate to these proposals.

### **SECTION 6 – ENVIRONMENT AGENCY INTERESTS**

Please tick the appropriate boxes. If any of the above are affected you may need to apply for additional licences 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.

### **SECTION 7 – FUTURE RESPONSIBILITY**

The individual or organisation responsible for maintenance both during construction work and after the works have finished must be specified. It is important to note that the consent will transfer to future owners if ownership changes in the future.

In certain instances the Board may require a Deed of Indemnity to be deposited with Land Registry to establish future responsibilities. If this is needed the applicant will be required to meet any costs incurred by the Board.

### **SECTION 8 - ENVIRONMENTAL CONSIDERATIONS**

The Board have a legal duty to protect and improve the environment, so the environmental effects of proposed works must be considered when determining the consent application.

Please contact the Board before making a consent application or undertaking an environmental appraisal so that advice can be given. If this is not done any application made to the Board could be delayed.

An environmental appraisal to assess the effects upon the environment may be required, especially if bank disturbance is anticipated.

It should be noted that the timing of an environmental survey is vital to ensure valid results. For example, as water voles are very inactive during winter months a survey may inaccurately determine the absence of such species.

The environmental appraisal should identify all likely effects on the environment. The direct and indirect effects on sites and features of interest and species of particular value should be considered.

Specific measures proposed to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out should be included.

Any opportunities for the environmental value of the site to be improved should also be included. This may include creating berms or other water features that preserve storage within catchments. In appropriate locations it may also be possible to plant trees and shrubs that would normally grow at the site (native species) or to create other sustainable places for wildlife to live.

### **Nature Conservation Sites**

If the application site falls within, is next to or is linked to a nature conservation site, it is important to contact the Board as soon as possible to discuss the proposals before any consent application is made.

### **European Habitats Regulations**

Under the European Habitats Regulations, the Board must ensure proposed works do 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, the Board must consult Natural England if any site designated under the European Habitats Regulations could be affected by the proposed works. If this is likely the Board strongly recommend the advice of Natural England and the Board's Environmental Officer is sought well in advance of any consent application being made to the Board.

## **SECTION 9 - DECLARATION**

A fee of £50 per structure is charged for any temporary or permanent obstructions to flows such as culverts or dams.

This section must be fully completed and signed. If you are applying as a limited company, a company secretary or a director must sign the declaration. If you are applying as a company which has trustees, all trustees must sign the declaration.

## **FURTHER INFORMATION**

The following documents can be obtained from the Board's offices or via the Board's website via [www.wmc-idbs.org.uk/LMDB/](http://www.wmc-idbs.org.uk/LMDB/)

- Byelaws
- Planning and Byelaw Policy
- Advice Note AN01: Buildings, Structures, Planting and Fencing
- Advice Note AN02: Culverts and Bridges
- Advice Note AN03: Environmental Considerations
- Advice Note AN04: Stability of Garden Fences close to Board maintained watercourses
- Advice Note AN05: Service Crossings
- Advice Note AN06: Surface Water