

# Application for works in Drainage District

## Guidance notes

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

Before submitting an application you can contact us for pre-application advice on your proposal.

These guidance notes give you information to help you fill in your application for flood defence consent for works in a Drainage District. If you fill in your application form correctly first time, we can process it quicker. Please follow this guidance to help avoid delays in your application.

Each element of the proposed works that requires land drainage consent will need a separate application

If you are not sure about anything in these guidance notes please contact the person who sent it to you or phone us on 01302 337798 between 9am and 5pm, Monday to Friday.

## 1 Applicant details

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

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 flood defence consent we grant.

## 2 Agent details

You can choose someone other than the person named on any flood defence 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 fill in this section, we will send all correspondence to the agent. Leave it blank if it does not apply to you.

## 3 Location of the proposed works

Give details in this section so that we can easily identify where the proposed works will be carried out.

In most cases a location plan should be submitted (and listed under Section 6) 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.

## 4 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.

## 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 Supporting Documents

Please list the title and reference number of any relevant plans, drawings, reports, calculations or other supporting documents which are to be submitted with this application.

Dependent on the nature and scale of your proposals it may be necessary to include details of the position of any structures (bridges, pipes, ducts, ways of crossing the watercourse, culverts and screens, embankments, walls, outfalls and so on) which may influence local hydraulics and the treatment and volume of any discharge.

It is important that the information submitted under Section 5 and 6 contain sufficient details for us to consider your proposals and any potential impact on the drainage system.

## **7 Permanent or Temporary Works**

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 works within one application.

Temporary works could include, for example, scaffolding, cofferdams, 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 may need to send us a 'method statement' that includes measures you plan to take to minimise disruption and reduce any unwanted effects while the work is being carried out.

Please also indicate when you are proposing to carry out the work and how long you think it will take.

## **8 Do the proposed works involve or affect the following?**

Please delete 'Yes' or 'No' as appropriate.

If you answer, yes, to any of the questions, you will probably need extra 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.

## **9 Planning permission**

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

## **10 Maintaining the structure**

Please state who will be responsible for maintenance both during construction and after the work has finished and provide their contact details.

## **11 Effects on the environment**

As detailed on the Application Form we have a legal duty to protect and improve the environment, and we must consider the environmental effects of your proposal.

In order that we can do so you need to complete Section 11 with the likely effects of your proposal on the environment, any specific measures you plan to minimise or reduce any disruption or unwanted effects while the work is ongoing, and any other measures you plan to protect or enhance the environment.

If you have provided an environmental appraisal as part of a planning permission you must send it to us with your supporting documents.

Dependent on the nature and scale of your proposals you may need to carry out an environmental appraisal to assess all the likely effects of your work on the environment, including any direct and indirect effects the work has on sites and features of interest and species of particular value.

Information on protected sites, species and habitats can be found on the governments website MAGIC at [www.magic.defra.gov.uk](http://www.magic.defra.gov.uk), or the National Biodiversity Network website at [www.nbn.org.uk](http://www.nbn.org.uk). More local information can be obtained from your Local Record Centre website at [www.nbn.org.uk/Tools-Resources/Business-Resources/Local-Record-Centres/LRC-database.aspx](http://www.nbn.org.uk/Tools-Resources/Business-Resources/Local-Record-Centres/LRC-database.aspx)

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

## **12 Declaration**

By filling in 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 application without this section being completed.

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