FLINTSHIRE COUNTY COUNCIL
PLANNING, ENVIRONMENT & ECONOMY.
FLOOD & COASTAL RISK MANAGEMENT
LAND DRAINAGE CONSENT APPLICATION

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 minutes to complete this form.

If you are not sure about anything in this form, please contact us on the e-mail address below :-

Email : FloodRiskManagement@Flintshire.gov.uk

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Section 1 Applicant Details:

Name:

_____

Contact Person:

_____

Postal Address including postcode:

_____

_____

_____

_____

Telephone Number(s):

_____

Email Address:

_____

Agent / Company Details (if applicable)

Name:

_____

Profession:

_____

Postal Address including postcode:

_____

_____

_____

Company Registration Number:

_____

Telephone Number(s):

_____

Email Address:

_____

Section 2 Your interest in the land:

2.1 What is your interest in the land?

_____

Section 3 Location of the proposed works:

3.1 Where is the location of the proposed works?

_____

3.2 Name of river or watercourse (if known)

_____

3.3 National grid reference of the site (12 figures)

_____

Section 4 Description and purpose of the proposed works:

4.1 Please provide a description of the proposed works.
(continue on a separate sheet if required)

4.2 Number of Structures: _____

Section 5 Plans and Sections:

5.1 Please provide a description and reference number of all plans and sections you have provided (see the Guidance Notes).

(continue on a separate sheet if required)

Section 6 Construction details:

6.1 Are the works permanent or temporary or both?

Permanent (e.g. access culvert)	☐
Temporary (e.g. scaffolding)	☑
Both	☐

If temporary how long (days etc):_____

6.2 Start and end date of construction work? (Specify below)

_____

Section 7 Additional Licences or Consents:

7.1 Do the proposed works involve or affect the following?

Natural Resources Wales (NRW) Interests

Abstracting (removing) water	☐
Fish or fisheries	☐
Disposing of waste material	☐
Discharging of water	☐
Main Rivers	☐
Water Quality	☐

If yes, please contact Natural Resources Wales on 0300 065 3000.

Flintshire County Council Interests

Public Highway / Verge	☐
Public Right of Way	☐

Section 8 Other authority permissions:

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

8.1 Planning authority:

_____

8.2 Application number:

_____

Date:_____

Section 9 Maintaining the structure:

9.1 Name of the person or organisation responsible for maintaining the structure

During Construction

Name: _____

Address: _____

Contact details: _____

Upon Completion

Name: _____

Address: _____

Contact details: _____

Section 10 Effects on the Environment:

10.1 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. (continue on a separate sheet if required)

Section 11 Fees:

The amount of the fee is £50 for each structure associated with the application. If you are unclear to what charge is applicable, contact **us** before you send us this application.

Section 12 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 ☐

Section 13 Declaration:

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

Signature

Title: _____

Name (Full): _____

Date: _____

Next Steps:

Please return this form together with any supporting documents to FloodRiskManagement@Flintshire.gov.uk or via post to:

Flintshire County Council
Planning & Environment
Flood & Coastal Risk Management
Ty Dewi Sant
Ewloe
Flintshire
CH5 3FF

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

Email: FloodRiskManagement@Flintshire.gov.uk

To make a Payment please telephone 01352 703440 quoting Payment Code PSD 111 9554

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

For Flintshire County Council use only: **Land Drainage Act 1991**			
Ordinary watercourse:	Yes ☐	No ☐	Date received: _____
Fee applicable:	Yes ☐	No ☐	File reference no:_____
Fee received:	Yes ☐	No ☐	

Additional Notes:

Privacy Notice

Your data will be processed by Flintshire County Council as part of our public task for the specific purposes of granting works on ordinary watercourses under Section 23 of the Land Drainage Act 1991. Flintshire County Council may share your data 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, Local Authorities, 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;

Retention Period

Where an application is **successful**, Flintshire County Council will retain the application form and accompanying details for 6 years. After 6 years, any personal details submitted as part of the application will be destroyed while the technical details of the application (e.g drawings of built structures) will be permanently retained.

Where an application is **unsuccessful**, Flintshire County Council will store the records for 6 years starting from the date of refusal. At the end of this period, personal details will be destroyed. The technical details of the application (e.g drawings of built structures) will be permanently retained.

Complaints Process

If you feel that Flintshire County Council has mishandled your personal data at any time you can make a complaint by emailing the Data Protection Officer at dataprotectionofficer@flintshire.gov.uk or via post and addressing it to:

Data Protection Officer, Information Governance,
Flintshire County Council,
Tŷ Dewi Sant,
St. Davids Park,
Ewloe,
CH5 3FF.

Alternatively, you can make a complaint to the Information Commissioner's Office by visiting their website or by calling their helpline on 0303 123 1113.

For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website – https://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx

FLINTSHIRE COUNTY COUNCIL
PLANNING & ENVIRONMENT
FLOOD & COASTAL RISK MANAGEMENT
LAND DRAINAGE CONSENT APPLICATION

GUIDANCE NOTES

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

Before completing the application you are recommended to contact us for advice on your proposal.

There is a charge of £50 for each structure or operation for applications made under the Land Drainage Act 1991. Under this Act you will need consent if you wish to build a culvert or structure (such as a weir) to control the flow of water on any Ordinary Watercourse.

If you are not sure about anything in the application form, please don't hesitate to contact us by e-mail :-

Email: FloodRiskManagement@Flintshire.gov.uk

Section 1 – Applicant Details

To enable us to process your application as promptly as possible, we need to have a named individual who can be contacted to clarify any aspects of the application (it may be yourself or a representative acting on your behalf such as an agent, contractor, etc.). If you are applying as a Company you must be registered with Companies House in which you should provide your registration number.

Section 2 – Interest in the Land

What interest do you have in the land (for example whether you are the landowner or a tenant). If any work will be carried out on land that you do not own, you will need permission from whoever owns the land.

Section 3 – Location of Work

To accurately identify where the proposed works will be carried out. Please give details of:

- The location of the site; and post code if known.
- The name of the watercourse, if known.
- The National Grid Reference (12 figures).

Section 4 – Description and purpose of Proposed Work

It is important that you accurately describe the proposals for the application being made:

- Please chose or specify the type of the works that you intend to carry out.

- Please choose or specify the type of structure of the works that you intend to work on or build. If you are culverting a watercourse, please read the 'Flintshire County Council's policy regarding Culverts'.

Section 5 – Plans and Sections

To consider your proposals we need to receive plans and drawings, drawn by a competent engineer or surveyor and showing Ordnance Datum Newlyn (height above sea level). It should be noted that we are not designing the work for you. You have to ensure that you comply with all current requirements of the Construction Design & Management Regulations. You will need to provide two copies of all relevant drawings (one, if sent electronically). The drawings must be no larger than A0 size and they should include the following:

Location Plans

This must be at an appropriate scale and be based on an Ordnance Survey map. 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 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, including 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 section 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

Longitudinal sections taken along the centre line of the watercourse are needed. These must show the existing and proposed features including the 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 the land next to the river. The plans must also show any surrounding land drains to be affected.

Calculations

Where appropriate drainage and structural design calculations shall be submitted for the structure/s.

Section 6 – Construction Details

You will require separate consents for the permanent and temporary works that do not form part of the permanent works. Temporary works might consist of, for example, cofferdams (watertight enclosures) across a watercourse, or temporary diversions of water while work is carried out.

For both permanent and temporary works 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 of the specific measures you plan to take to keep disruption to a minimum and limit any unwanted effects while the work is being carried out. 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.

Section 7 – Additional Licences or Consents

Please tick the appropriate boxes. If you answer "yes" to any of the questions, you will probably need extra licenses or consents from Natural Resources Wales /Flintshire County Council before you commence work.

Section 8 – Planning Approvals

Please complete this Section if you have been given planning permission for the proposed works or if the works form part of a pre-existing planning application.

Section 9 – Maintenance of Structure

Please detail who will be responsible for the maintenance of the structure both during construction work and after the work has finished. Please include full addresses and suitable contact details.

Section 10 – 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 give you advice on this. If you don't your application could be delayed.

The 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 keep disruption to a minimum and reduce any unwanted effects while the work is being carried out.

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 the Land Drainage Consent does not have a direct or indirect negative effect on any site specified in the regulations including:

- Site of Specific Scientific Interest (SSSIs)
- Designated Special Areas of Conversation (SACs)
- Special Protection Areas (SPAs)
- Listed RAMSAR sites
- Scheduled Ancient Monuments (SAMs)

Under the Habitat Regulations, we must consult the Countryside Council for Wales (or CADW in the case of ancient monuments). You may wish to contact these organisations yourself to get their views on your proposal.

Section 11 – Fees

The fee for Land Drainage Consent is £50 per structure.

Acceptable forms of payment are:

- Cheque made payable to 'Flintshire County Council'.
- Debit / Credit card payments can be made by contacting 01352 703440 and quoting Payment Code PSD 111 9554 and OWR reference number of application.
- Cash **(Please do not send cash).**

Section 12 – Checklist

Please read through this list and confirm the items you are sending with this application. If the application is being sent electronically it is only necessary to provide one set of supporting documents.

Section 13 – Declaration

Please confirm that the information you have provided in the application, as far as you know, is true. Note: Flintshire County Council, by granting Consent under the Land Drainage Act 1991 accepts no liability for any loss or damage which may arise out of design, construction, maintenance or use.

We will not accept any application that is not signed.