

Application for Ordinary Watercourse Consent

Please read through the guidance notes contained in the blue box and complete the application form carefully ensuring all boxes are completed fully. If you fill in the application form correctly first time, we can process it quicker.

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

There is a charge per structure for Ordinary Watercourse Consent applications made under the Land Drainage Act 1991 (as amended).

If you are not sure about anything contained in the application form, please contact us.

When you have a complete application form please return the form and associated documents to:

Electronically

FCRM@cardiff.gov.uk

Postal

**The City of Cardiff Council
Flood and Coastal Risk Management
Room 301,
County Hall,
Cardiff,
CF10 4UW**

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg.

Section 1 – Location

We need to know the exact location of your proposed works to include this data within our records.

Location description

Name of watercourse (if known)

Easting

Northing

Section 2 – Contact (Applicant / Agent)

If you have an agent acting on your behalf please provide their contact details below, all information will then be sent via your agent. The details of the applicant/landowner shall also be provided. The applicant/landowner is the riparian owner of the watercourse.

Applicant / landowner details

Contact Title

Contact Name

Company Name (if applying as company)

Address

Postcode

Email

Phone number

Agent details

Contact Title

Contact Name

Company Name (if applying as company)

Address

Postcode

Email

Phone number

Section 3 – Proposed Works

We need a detailed description of your works and a unique reference number to get an idea of what you are trying to achieve. This must include details of any potential ecological impact and proposed mitigation measures.

You may need to contact us to discuss any water framework directive issues you may raise.

We also need unique references for plans and calculations you submit.

Description of works

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Structure reference number

Do your proposed works require a Water Framework Directive Assessment?

Yes

No

If no, please indicate why you feel the proposed works would not comprise the future potential of the watercourse to achieve 'good' water framework status.

Works start date

**** Please note that applications under Section 23 of the Land Drainage Act 1991 (as amended) have a statutory two month determination period and we are unable to consider retrospective applications.***

Submitted details reference

Site Location plan

Cross-section plan

Longitudinal section plan

General Arrangement plan

Hydraulic calculations

Method statement

Water Framework Directive Assessment

Section 4 – Works Classification

We need to know if your proposed works are permanent or temporary. Permanent works would include things like culverts or bridges. Temporary works would include things like cofferdams or temporary diversions.

Are the proposed works permanent or temporary?

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If temporary, how long the temporary works duration?

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Section 5 - Construction

If you have already appointed a contractor to undertake your works. We need their details so we can monitor their work (if necessary). This also helps us trace any pollution incidents/ issues that may occur.

Contact Title

Contact Name

Company Name

Address

Postcode

Email

Phone number

Section 6 – Application Fee

The application fee is £50 per structure. Applications are not deemed complete and will not be processed until submitting of the correct application fee. If you are applying for multiple structures then you will need to complete one of these application forms for each structure.

Section 7 - Declaration

I the under signed confirm that the information provided in this application is factually correct. (Note: Cardiff Council, by granting Consent under the Land Drainage Act 1991 (as amended) and associated or referred to legislation, accepts no liability for any loss or damage which may arise out of design, construction, maintenance or use of any consented works. Cardiff Council reserves the right to provide information submitted within this consent to external agencies as required).

Signature*	
Title	
Name	
Position	
Date	

***Please ensure you have signed and completed the application form.**

Data protection

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 & Safety Executive, carry out research into the 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).

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