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LAND DRAINAGE ACT 1991 & 1994

**Application for Ordinary Watercourse Flood Defence Consent**

**IMPORTANT NOTE:**

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

A fully and accurately completed form will greatly assist us in processing your application quickly.

If you have any queries please contact us before submitting your application.

Please complete in block letters using BLACK INK.

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**1. Details of Applicant**

Name: \_\_\_\_\_ Contact (if different): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime Tel.No: \_\_\_\_\_ Mob No: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Agent Details (e.g. Consultant Land Agent – if applicable)**

Name: \_\_\_\_\_ Contact (if different): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime Tel.No: \_\_\_\_\_ Mob No: \_\_\_\_\_

Email: \_\_\_\_\_

**3. Applicant's interest in the land**

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**4. Location**

Location of proposed works: \_\_\_\_\_

Name of Watercourse (if known): \_\_\_\_\_

Parish / Town: \_\_\_\_\_

Ordinance Survey Grid Ref: \_\_\_\_\_

**5. Description & purpose of proposed works**

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Number of Structures: \_\_\_\_\_

**6. Description & reference number of all plans & sections submitted**

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**7. Construction Details**

State whether works are to be permanent or temporary: \_\_\_\_\_

If temporary, state duration required: \_\_\_\_\_

For all works, state anticipated construction start date: \_\_\_\_\_

**8. Environment Agency Interests**

In addition to the works listed in Section 7, do the proposed works involve any of the following?  
(please tick appropriate boxes)

	YES	NO
Discharge of effluent?		
Discharge of surface water?		
An impounding of a watercourse?		
Abstraction of water from a watercourse?		
Construction or landscaping works (temporary or permanent) adjacent to a watercourse?		
Will this system discharge to Highways Drainage System?		
Will this system discharge to water company sewer system?		
Will these works increase the flow to systems owned by highway or water companies?		
Do these works involve or affect any of the following? <ul style="list-style-type: none"> <li>• Impounding (holding back a watercourse)</li> <li>• Abstracting (removing) water</li> <li>• Fish or Fisheries</li> <li>• Disposing of Waste Material</li> <li>• Water Quality</li> </ul>		
Are the works associated with Sustainable Urban Drainage (SUDS)?		

If yes, please contact the Environment Agency on 03708 506 506 or [enquiries\\_westmids@environment-agency.gov.uk](mailto:enquiries_westmids@environment-agency.gov.uk).

**9. Planning Approvals**

If Planning Approval has been granted please state:

Planning Authority: .....

Application No: .....

Approval Date: .....

Conditions: .....

**10. Maintaining the structure**

Name, address & contact details of person or organisation responsible for maintaining the structure on completion.

Name: \_\_\_\_\_ Contact (if different): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Daytime Tel.No: \_\_\_\_\_ Mob No: \_\_\_\_\_

Email: \_\_\_\_\_

**11. Effects on the environment**

*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.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. Flood risk considerations**

*Please provide brief details of flood risk considerations together with your proposals for mitigation of flood risk.*

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**13. Checklist**

Please read through this checklist and tick the items you are sending with this application.

- Completed Form
- Copy of site /area plans
- Copy of detail plan with sections
- Method Statement
- Environmental / Ecological Reports
- Application fee - £50.00 per structure

**14. The Data Protection Act 1998**

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 and Safety Executive, local authorities, the emergency services, Welsh Government);
- 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;
- 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).

We may pass the information on to our agents or representatives to do these things for us.

**15. Declaration**

By signing below you are declaring that:

- You have enclosed suitable plans sufficient to show clearly the location of the proposed works together with plans and sections showing details of the proposed works to a scale appropriate to the nature of the works and any relevant calculations.
- You apply for Land Drainage Consent to carry out works as described in this application form and supporting documents and as far as you know, the information you have provided, including the map and any supporting documents is true.
- You make an online payment at [www.herefordshire.gov.uk/floodpayment](http://www.herefordshire.gov.uk/floodpayment) or enclose a cheque for £50.00 to cover the cost of this application (cheques should be made payable to 'Herefordshire Council').
- You will not commence any works without the prior written Flood Defence Consent from Herefordshire Council.

Signature:

Name: .....

Organisation / Position: .....

Today's Date (DD/MM/YYYY): .....

**Next Steps**

Please return this application form together with any supporting documents to us at:

Directorate Services Team  
Herefordshire Council  
Plough Lane  
Hereford  
HR4 OLE

General Enquiries: 01432 261800  
Email: [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk)  
Website: [www.herefordshire.co.uk/floods](http://www.herefordshire.co.uk/floods)