

# Application for Ordinary Watercourse Land Drainage Consent Land Drainage Act 1991



## Introduction:

Before completing this form it is recommended that you contact us for advice on your proposal.

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

It should take you approximately 20 minutes to fill in this application form.

**If you are not sure about anything in this form, please contact us using the details at the end of this form.**

## Contents:

1. About you, the applicant
2. Your address
3. Contact Details
4. Interest in the Land
5. Location of Work
6. Description and Purpose of Work
7. Plans and Sections
8. Construction Details
9. Environment Agency Interests
10. Planning Approvals
11. Maintenance of Structure
12. Effects on the Environment
13. Additional Information
14. Fees
15. Checklist
16. Declaration

## 1. The Applicant

Are you applying as a company, an individual, a group of individuals (partnership) or a public body?

- Company** - Go to section 1.1
- Individual** - Go to section 1.2
- Group of individuals** - Go to section 1.3
- Public body** - Go to section 1.4

### 1.1 Applications from companies

To apply as a company, you must be a registered company formally registered with Companies House. Please see [Companies House](#) website for more information.

**Company name, as registered with Companies House:** \_\_\_\_\_

**Company registration number:** \_\_\_\_\_

Now go straight to section 2.

### 1.2 Applications from individuals

Give your full name.

**Title** (Mr, Mrs, Miss etc.): \_\_\_\_\_

**First name:** \_\_\_\_\_

**Last name:** \_\_\_\_\_

Now go straight to section 2.

### 1.3 Applications from groups of individuals

**What type of group are you?** (Please tick)

- Charity
- Group of individuals
- Club
- Partnership
- Other

**Name of your group:** \_\_\_\_\_

**Give details of your group's main representative:**

**Title** (Mr, Mrs, Miss etc.): \_\_\_\_\_

**First name:** \_\_\_\_\_

**Last name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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

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

### Contact details

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

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

Now go straight to section 2.

**1.4 Applications from public bodies**

*Name of the public body*

\_\_\_\_\_

*What type of public body are you?*

\_\_\_\_\_

**2. Your address**

If you are applying as an individual, group of individuals or public body, do not fill in 2.1 below. Go straight to 2.2.

**2.1 Office address registered with Companies House**

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

\_\_\_\_\_

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

**2.2 Your main UK address**

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

\_\_\_\_\_

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

**3. Contact details**

**Who we can contact about your application?**

This can be you or someone acting as a consultant or an agent for you during your application process.

**Title** (Mr, Mrs, Miss etc.): \_\_\_\_\_

**First name:** \_\_\_\_\_

**Last name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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

\_\_\_\_\_

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

**Contact details**

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

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

**4. Your Interest in the Land**

**What is your Interest in the Land?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Location of the Proposed Works**

**5.1 What is the Location of the Proposed Works?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5.2 Name of River or Watercourse (If known)**

\_\_\_\_\_

\_\_\_\_\_

**5.3 National Grid Reference of the Site (12 figures)**

\_\_\_\_\_

**6. Description and purpose of the proposed works**

**6.1 Please provide a description of the proposed works**

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**6.2 Number of Structures**

\_\_\_\_\_

\_\_\_\_\_



**14. Fees**

There is a charge of £50 for each structure or operation for applications made under the Land Drainage Act.

**15. Checklist**

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

- Completed form with any associated documents and calculations
- Applicable Fee
- Environmental/Ecological Reports
- Method Statement

**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)
- 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.

**16. Declaration**

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

<b>Signature:</b> <hr/>
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**Title** (Mr, Mrs, Miss etc.): \_\_\_\_\_

**First name:** \_\_\_\_\_

**Last name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Today's Date** (DD/MM/YYYY) \_\_\_\_\_

**Next steps**

Please return this form, together with any supporting documents, to us either

by email ([flooding@southampton.gov.uk](mailto:flooding@southampton.gov.uk))

or post to:

**Ordinary Watercourse Regulation,**  
 Flood Risk Management,  
 Southampton City Council,  
 Floor 1, One Guildhall Square,  
 Southampton,  
 SO14 7FP.

If you need help filling in this form, contact the person who sent it to you or contact us using the details below.

**General enquiries:** 023 8083 3000

**Email:** [flooding@southampton.gov.uk](mailto:flooding@southampton.gov.uk)

**Website:**

<http://www.southampton.gov.uk/environmental-issues/flood-risk-management/riparian-land-ownership/ordinary-watercourse-consent/>

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

**For Office Use Only**

**Date received:** .....

**Fee:** .....

**Application reference:** .....