



Northumberland County Council

Lead Local Flood Authority

Application for Ordinary Watercourse Land Drainage Consent

IMPORTANT NOTE:

We ask you to read this form and the guidance notes before you fill it in. Please ensure the form is fully completed, as incomplete forms will be returned. If you have any queries, please send them via email to fcerm@northumberland.gov.uk.

In the aim of sustainability it is preferable that this form is completed and submitted electronically via the email address provided above.

1. APPLICANT DETAILS**Name:****Contact person:****Postal address:****Contact phone number:****Email:****2. AGENT DETAILS****Name:****Contact person:****Postal address:****Contact phone number:****Email:****3. LOCATION****Name of watercourse (if known):****Location of Works:**

National grid reference of the site:

NOTE: You must provide a clear location plan with the site marked on

4. DESCRIPTION AND PURPOSE OF THE PROPOSED WORKS

Brief description of the works:

Are any works to be carried out in the watercourse

Yes/No

Method Statement: You must enclose a separate method statement detailing how the works are to be carried out, materials and machinery to be used and the means of access and egress to/from the site

Drawings: We require clear, scale drawings showing all new structures, repairs and modifications to existing structures and any temporary works arrangements, such as scaffolding and sandbags

5. CONSTRUCTION DETAILS

State if the works are:

(tick)

a) **Temporary** (e.g. scaffolding, sandbags, etc.)

b) **Permanent** (permanent new structure, e.g. bridge, culvert, outfall)

c) **Both** (e.g. new bridge and associated temporary works)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

If you are unsure whether your works are permanent or temporary please contact us before you submit your application

Anticipated start date:

Duration of (temporary?) works:

6. EMERGENCY CONTACT DETAILS FOR CONTRACTORS CARRYING OUT WORKS

Name:

Company:

Office telephone number:

Two out-of office 24 hour contact numbers:

7. DETAILS OF PERSON OR ORGANISATION RESPONSIBLE FOR MAINTAINING THE STRUCTURE ON COMPLETION

Name/Company:

Address:

Telephone number:

8. ENVIRONMENT AGENCY INTERESTS			
Do the proposed works involve or effect:			
Discharge of trade effluent	Yes/No	Abstraction of water	Yes/No
Discharge of surface water	Yes/No	Conservation or fisheries	Yes/No
Impoundment of a watercourse	Yes/No	Disposal of waste material	Yes/No
<i>If you have answered Yes to any of the questions, please contact the Environment Agency, on 03708 506 506</i>			

9. DETAILS OF PLANNING APPROVAL (IF RELEVANT)	
Planning Authority:	
Application number:	Approval date:

10. BRIEF DETAILS OF ENVIRONMENTAL IMPACT OF WORKS TOGETHER WITH ANY PROPOSALS FOR COMPENSATORY ENHANCEMENT

11. CHECKLIST	
Before sending your application to us please ensure that you have enclosed the following:	
1. Fully completed and signed application form	<input type="checkbox"/>
2. Appropriate fee (£50 per structure) <i>Please see guidance notes for details or contact us for advice if you are unsure</i>	<input type="checkbox"/>
3. Location plan	<input type="checkbox"/>
4. Method statement	<input type="checkbox"/>
5. Scale drawing showing permanent new structures	<input type="checkbox"/>
6. Scale drawing showing temporary works, e.g. scaffolding	<input type="checkbox"/>
7. Any other relevant information, e.g. drawings, ecological survey	<input type="checkbox"/>

12. DECLARATION

I / We:

1. Apply for consent to carry out works as described in this application form and shown on the attached plan(s)
2. Provide proof of payment for £..... to cover the cost of this application

Payment Methods:

- i. **Card payment** - Please contact our team on 01670 624092. Please state that the payment is for a Land Drainage Consent and please have in hand the following information: the reference number (NCC/LDC/xxxx/xxxx), Cost code 206300 Subjective code 320078, corresponding fee and the site name. Ask for a receipt of payment, a copy of which should be attached to the application when submitting.
 - ii. **Cheque** - Cheques should be made payable to Northumberland County Council and posted to the address provided at the bottom of the page. Please also include a note referencing what the payment is for (e.g. payment for a land drainage consent for the culverting of the Church Burn at Morpeth).
3. Attach one copy of of all documents (where possible submissions should be submitted by email, hard copies can be sent in the post if necessary.)

Name:

Signed:

On behalf of:

Date:

IT IS PREFERABLE IF COMPLETED FORMS AND SUPPORTING DOCUMENTATION ARE EMAILED TO:

fcerm@northumberland.gov.uk

ALTERNATIVELY A HARD COPY CAN BE POSTED TO:

Northumberland County Council
FCERM Team
County Hall
Morpeth
Northumberland
NE61 2EF

This is Your Personal Data

Flood & Coastal Risk Management

How we handle your information

Information for the public

Everyone working for the Flood & Coastal Erosion Risk Management team has a legal duty to keep and process information about you in accordance with the law.

This document explains why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We use information about land and property owners to enable us to carry out specific functions for which we are responsible and to provide you with a service.

These records may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- basic details about you, for example, name, address, email and telephone contact details
- contact we have had with you, for example, appointments & letters of correspondence,
- notes and reports about your relevant circumstances
- details and records about the service you have received,
- relevant information from other people that we have been in contact with in relation to the service that you have received
- details of any flood history relevant to your property
- records of flood risk assets in your ownership.

What is the information used for?

Your records are used to help ensure that we provide you with the service that you need and assist us in better understanding the flood and coastal risks to you and others.

It is important that your records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice or support you need.

How long for?

In order to provide you with this service, we rely on the legal basis of the Land Drainage Act 1991. Your details will be kept indefinitely. Processing is kept to a minimum and will only be processed in accordance with the law.

Other agencies are also responsible for flood and coastal risk management, we may need to share details about you to enable us to work together for your benefit.

Information will only be shared with third parties if they have genuine and lawful need for it.

Occasions when your information needs to be disclosed (shared) include:

- where the health and safety of others is at risk,
- when the law requires us to pass on information under special circumstances.

Anyone who receives information from us has a legal duty to keep it confidential

Partner organisations

These could include:

- The Environment Agency and Northumbrian Water Group with whom we partner in providing flood and coastal risk management services

- Other Risk Management Organisations or Government departments who are involved in your care
- Other regulatory bodies involved in enabling flood and coastal risk services.

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Flood and Coastal Risk Management records along with all other personal records.

If you wish to see a copy of your records you should submit a Subject Access Request which is available on our website or by contacting the Information Governance Office directly. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Please contact:

Data Protection Officer: informationgovernance@northumberland.gov.uk

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

tel: 0303 123 1113 (local rate) or 01625 545 745
if you prefer to use a national rate number

Email: casework@ico.org.uk