



Northumberland County Council

Lead Local Flood Authority

Application for Ordinary Watercourse Land Drainage Consent

Guidance Notes

Introduction

Northumberland County Council has responsibility for flood defence/land drainage consents for works on ordinary watercourses. The Environment Agency has responsibility for consents relating to main rivers.

It is essential that anyone who intends to carry out works **in, under or near a watercourse or flood defence** contacts the relevant authority to obtain any necessary consents **before** starting the work. This is to ensure that any works do not endanger life or property by increasing the risk of flooding or causing harm to the environment.

To apply for consent for works affecting an ordinary watercourse you must complete an *Application for Ordinary Watercourse Land Drainage Consent* form and preferably email this to Northumberland County Council along with all items on the checklist on section 11 of the form.

It is essential that the application form is completed accurately and for any accompanying information submitted as part of the application to be clear, such that the application can be properly determined. If any of the information is missing, or is unclear, determination of your application could be delayed.

If you are in any doubt as to whether you require consent, need any assistance with completing the form, or would like to clarify the fee payable, please contact Northumberland County Council, as follows:

| | |
|--|---|
| Northumberland County Council FCERM Team – Local Services County hall Morpeth Northumberland NE61 2EF | Telephone: 0345 600 6400 Email: fcerm@northumberland.gov.uk |
|--|---|

Completing the Form

1. and 2.

Please complete and include email addresses if possible

3. Location

The name of the watercourse as shown on the ordnance survey map should be given, along with the national grid reference of the works. The location plan should be as detailed as possible clearly show the site where the works are to be carried out, with the addition of photographs if necessary.

4. Description and purpose of proposed works

It is important to accurately describe the proposal(s)

Method Statement

Please include a separate method statement detailing how the works are to be carried out, the materials and machinery to be used and the means of access/egress to/from the site. This should include environmental mitigation measures.

Drawings

We require clear, scale drawings showing all new structures, repairs/modifications to existing structures and any temporary arrangements, such as scaffolding or sandbags. **In addition, we also require the following:**

- **Calculations** demonstrating the hydraulic capacity of any channel works, culverting or bridge works
- **Bridges and Culverts** – additional cross sections upstream and downstream of the proposed works and/or a longitudinal section along the centreline of the watercourse are required, sufficient for the average channel bed gradient to be determined
- **Dams and Weirs** – a plan showing the extent of the impoundment under normal and flood conditions is required, to assess the possible impact on riparian owners
- Details of any **planting or seeding** proposed within or adjacent to the watercourse within the floodplain

5. Construction details

Separate consents are required for permanent works and for any temporary works not forming part of the permanent works. If you are applying for both at the same time you need only complete one form, but state here. We still require two processing fees.

It is important that you confirm the duration for different activities, e.g. scaffolding, over-pumping

6. Emergency contact details

Please provide two 24 hour contact details

7. Details of person or organisation responsible for maintaining the structure on completion

This is normally the applicant. Please indicate if responsibility is to pass to others.

8. Environment Agency Interests

If you have answered Yes to any of the questions detailed on the application form, you are likely to need additional consents or approvals from the Environment Agency before work can start. If this is the case, please contact the Environment Agency on (03708 506 506)

9. Planning Approval

Some works may also require local authority planning approval in addition to our consent. Please provide details of any planning permissions that you have, or are applying for, that relate to the proposed works.

10. Details of environmental impact of works together with any proposals for compensatory enhancement

We have a duty to conserve and enhance the natural environment and must, therefore consider the environmental implications of the proposals.

We request an ecological survey or statement is undertaken to ensure the work will not have adverse impacts to the environment, including plants, habitats and protected species, such as otters, water voles, bats, great crested newts, crayfish, etc. This should include any mitigation measures or compensatory enhancement that you intend to take to protect such interests.

In addition, please state (if known) if the proposed works lie within a designated site, e.g. Site of Special Scientific Interest, Special Area of Conservation, Special Protection Area or a Site of Importance for Nature Conservation.

11. Checklist

Use this to check that you have included all of the information, supporting documentation and the appropriate fee(s) to enable your application to be checked and processed.

12. Declaration

By signing this declaration you are declaring that, to the best of your knowledge, the information you have provided is correct. If you are applying as a company which has trustees, all trustees must sign the declaration. If you are applying as a limited company, a company secretary or director must sign the declaration.

Application Charge

We are authorised under Section 23(2) of the Land Drainage Act 1991 to charge an application fee in relation to the consents required, to cover our costs for examining the application(s). **The fee is set at £50 per structure, and an additional fee of £50 where temporary works within the watercourse are required.** Value added tax is not applicable.

We have three ways to pay:

1. Pay by card online:

Follow the link - <https://www.northumberland.gov.uk/SelfService/Pay.aspx>

Scroll down to '**Other Forms**' there will be another link '**use this form to pay us**'. In the '**service being paid for:**' box, put '**Land Drainage Consent (Reference NCC/LDC/xxxx/xxx) - Flood & Coastal Erosion Risk Management Team (Technical Services)**'. Please provide a copy of the receipt.

2. Pay by cheque:

Made payable to "Northumberland County Council". Please supply a note addressed to 'Northumberland County Council FCERM (Technical Services) reference number (NCC/LDC/xxxx/xxxx)'.

3. Pay over the phone:

Please call our Cashiers team a call (01670 624816). Quote the reference number (NCC/LDC/xxxx/xxxx) for land drainage consent, Cost code 206300 Subjective code 320078, corresponding fee and the site name.

Determination

We have two months from the date we receive an application in which to grant or refuse consent. Consent will not be unreasonably withheld.

The granting of our consent should not be regarded as in any way approving the design and soundness of the proposed works, other than in relation to the impact on flows and the effects on the watercourse and its floodplain.

Right of Appeal

If you believe that consent has been unreasonably withheld, or conditions unreasonably imposed, then you have the right to appeal. Please contact us if you wish to discuss appealing.