**Hertfordshire County Council**



**Application Form for Ordinary Watercourse Land Drainage Consent**

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| **Introduction**  Before completing this form it is recommended to contact Hertfordshire County Council for adequate advice on the proposal.  Please read through the guidance notes and the application form carefully before filling the form in.  It should take about 20 minutes to fill in this form.  **If you have any questions, please contact the HCC by using the details at the bottom of this form.** | **Contents**   1. **Applicant details** 2. **Contact details** 3. **Interest in the land** 4. **Location of works** 5. **Description and purpose of proposed work** 6. **Plans and sections** 7. **Construction details** 8. **Environment Agency & Natural England interests** 9. **Planning approvals** 10. **Maintenance of structure** 11. **Effects on the environment** 12. **Applicable fee** 13. **Checklist** 14. **Declaration** |

Please return this form together with any applicable fee and supporting documents to us either electronically or in hard copy to:

**Ordinary Watercourse Consent - Environmental Resource Planning**

**Post Point CHN 215**

**Hertfordshire County Council  
County Hall, Pegs Lane**

**HERTFORD**

**SG13 8DN**

Email: [FRMConsultations@hertfordshire.gov.uk](mailto:FRMConsultations@hertfordshire.gov.uk)

If you need help filling in this form please contact the SuDS and Watercourses team:

Phone: 01992 556348

Email: [FRMConsultations@hertfordshire.gov.uk](mailto:FRMConsultations@hertfordshire.gov.uk)

**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)**

**1 The Applicant – applying as a**

**1.1 Company**

**1.2 Individual**

**1.3 Group of individuals**

**1.4 Public body**

**Please fill the corresponding block that it is applicable**

**1.1 Application from a company**To apply as a company, the company must be formally registered with Companies House. Please see [Companies House](http://www.companieshouse.gov.uk/) website for more information.

**Company name (as registered with Companies House)**

Click here to enter text

Company registration number Click here to enter text

**Company Office address registered with Companies House**

Property number and street name

TOWN

POSTCODE

**Phone** Click here to enter text  **Mobile** Click here to enter text

**Email** Click here to enter text

**Main UK business address**

Property number and street name

TOWN

POSTCODE

**Phone** Click here to enter text  **Mobile** Click here to enter text

**Email** Click here to enter text

**1.2** **Application from an individual**

**Title** Mr, Mrs, Miss, etc

**First name** Click here to enter text

**Last name** Click here to enter text

**Main address**

Property number and street name

TOWN

POSTCODE

**Phone** Click here to enter text  **Mobile** Click here to enter text

**Email** Click here to enter text

**1.3** **Application from public bodies**

**Name of the public body** Click here to enter text

**Type of public body** Click here to enter text

**Main address**

Property number and street name

TOWN

POSTCODE

**Phone** Click here to enter text  **Mobile** Click here to enter text

**Email** Click here to enter text

**1.4 Application from a group of individuals**

**What type of group are you?**

Charity

Group of individuals

Club

Partnership

Other

**Name of the group** Click here to enter text

**Details of the group’s main representative**

**Title** Mr, Mrs, Miss, etc

**First name** Click here to enter text

**Last name** Click here to enter text

**Position in group** Click here to enter text

**Main address**

Property number and street name

TOWN

POSTCODE

**Phone** Click here to enter text  **Mobile** Click here to enter text

**Email** Click here to enter text

**2 Contact details**

This can be directly the applicant or someone acting as a consultant or an agent on its behalf during the application process.

**Details of who can be contacted about the application**

**Title** Mr, Mrs, Miss, etc

**First name** Click here to enter text

**Last name** Click here to enter text

**Position** Click here to enter text

**Address**

Property number and street name

TOWN

POSTCODE

**Phone** Click here to enter text  **Mobile** Click here to enter text

**Email** Click here to enter text

**3 Interest in the Land**

**What is the applicant’s interest in the land?**

Click here to enter text

**4 Location of the Proposed Works**

**4.1 The location or address of the proposed works?**Please enclose location plan

Click here to enter text

**4.2 Name of ordinary watercourse (if known)**

Click here to enter text

**4.3 National grid reference of the site (12 figures) and/or coordinates**

Click here to enter text

**5 Description and purpose of the proposed works**

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

Click here to enter text

**5.2 Number and name of the structures**

Click here to enter text

**6 Plans and Sections**

**Please provide a list (reference and description) for all the maps, plans and sections submitted**

Click here to enter text

**7 Construction Details**

**7.1 Are the works Permanent or Temporary?**

Separate consents are required for the permanent works or any temporary works.

Permanent  Temporary

**If Temporary, for how Long?** Click here to enter text

**7.2 Date work is proposed to start**

DD/MM/YYYY

**8 Environment Agency and Natural England interests**

**8.1 Do the proposed works involve or affect the following?**

Impounding (holding back a watercourse)

Abstracting (removing) Water

Fish or fisheries

Disposing of Waste Material

Water Quality

If yes, please contact the Environment Agency on 03708 506 506

**8.2 Do the proposed works involve or affect protected species?**

Includes species protected under the Wildlife and Countryside Act 1981, Protection of badgers Act 1992 and Conservation of habitats and Species Regulations 2010.

Yes  No

If yes, please contact Natural England on 0845 600 3078

**9 Planning Approvals**

**Do the works have planning approval?**  Yes  No

If yes:

Planning Authority Click here to enter text

Planning application/permission Number Click here to enter text

Planning approval date DD/MM/YYYY

**10 Maintaining the Structure**

**Name of the person or organisation responsible for maintaining the structure**

**During construction** Click here to enter text

**Upon completion** Click here to enter text

**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**.**

Click here to enter text

**12 Applicable Fee**

To find out our Land Drainage Consent fees, please contact the Hertfordshire County Council before submitting the application.

**I enclose a fee of £ \_\_\_\_\_\_\_\_\_\_ for this application.**

**13 Checklist**

**Included with this application:**

Please read through this list and tick the items sent with this application.

Completed application form

Applicable fee

Location map of proposed works including the exact coordinates/grid reference

Method statement

Timetable for the works including temporary works (date of starting and completion of the works, and dates regarding other actions that may be considered relevant to be set in the timetable).

Appropriate documentation with the agreement of landowner for the proposed the works (when applicable)

Full scale drawings and detailed engineering drawings including long and cross sections of works

Environmental/ Ecological report (when applicable)

Maintenance plan (when applicable)

Flood risk assessment (when applicable)

**14 Declaration**

By signing below the applicant is declaring that, as far as he knows, the information given in this application, including any supporting documents, is true.

**Signature**

**Date** DD/MM/YYYY

**Title** Mr, Mrs, Miss, etc

**First name** Click here to enter text

**Last name** Click here to enter text

**Position** Click here to enter text

**For information on the Data Protection Act and what you should do next please read the following.**

**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;
* 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.