

Appendix 1 - Guidance Notes

Your interest in the land

We need to know what interest you have in the land, where the works will be carried out, whether you are the landowner or tenant. If any work will be carried out on land that you do not own you will need permission from whoever owns the land

Location of Proposed works

We need to be able to identify where the proposed works will be carried out. Please give details of:-

- The location
- The name of the watercourse
- The National Grid Reference (12 figures)

Description and purpose of the proposed works

It is important that you accurately describe the proposals for the application being made. Please tell us the purpose of the works and the number of structures you need consent for.

Plans & Sections

To consider your proposals we need to receive plans and drawings, drawn by a competent engineer or surveyor and showing Ordnance Datum Newlyn (the height above sea level).

Location Plan

This must be at an appropriate scale and be based on an Ordnance Survey map. It must clearly show the general location of the site where the proposed work will be carried out and include general features and street names. It must also identify the watercourse or other bodies of water in the surrounding area.

Site Plan

You must provide a plan of the site showing:-

- The existing site, including any watercourses
- Your proposals
- The position of any structures which may influence local river hydraulics, including bridges, culverts and screens, embankments, walls, outfalls etc and existing fish passes or structures intended to allow fish to pass upstream and downstream.
- The plan should be drawn to an appropriate scale which must be clearly stated.

Cross Sections

Where works encroach into any watercourse you should provide cross sections both upstream and downstream of the proposed works. Cross sections should be drawn as if looking downstream on the watercourse and should include details of existing and proposed features and water levels.

Longitudinal sections

Longitudinal sections taken along the centre line of the watercourse are needed. These must show the existing and proposed features including water levels, bed levels and structures. They should extend both upstream and downstream of the proposed work.

Detailed drawings

These are to show details of the existing and proposed features such as the following:

- The materials to be used for any structures
- The location of any proposed service pipes or cables which may affect the future maintenance of the watercourse.
- Details of any tree, shrub, hedgerow, pond or wetland area that may be affected by the proposed works.
- Details of any planting or seeding.
- Dams and weirs . (A plan is needed showing the extent of the water impounded (held back) under normal and flood conditions so that we can assess the possible effect on land next to the river. The plan must also show any land drains to be affected.

Construction details

You need separate consents for the permanent works and any temporary works that do not form part of the permanent works. Temporary works could include for example, cofferdams (watertight enclosures) across a watercourse, or temporary diversions of water while work is being carried out.

We need to know when you are proposing to carry out the work and how long you think it will take. When you are planning the work you need to make sure that you have allowed enough time for us to consider your application.

Planning approvals

Please provide details of any planning permissions you may have or are applying for that relates to this proposal.

Maintaining the structure

We need to know who will be responsible for maintenance both during construction work and after the work has finished.

Effects on the Environment

You may need to carry out an environmental appraisal to assess the effects of your work. You should contact us before you send in your application so that we can give you advice on this. If you don't your application could be delayed.

The environmental appraisal should identify all likely effects on the environment. You should consider the direct and indirect effects the work has on sites and features of interest and species of particular value.

Include any specific measures you plan to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out.

Set out any opportunities for you to improve the environmental value of the site. This may include creating water features, planting trees and shrubs that would normally grow at the site, providing bird nesting boxes or creating sustainable places for wildlife to live.

If as part of a planning permission we have asked for an environmental appraisal, you must send it to us with all the other supporting documents we need.

If your site falls within, is next to or is linked to a nature conservation site, contact us as soon as possible to discuss your proposals before you send us your application.

Under the European Habitats Regulations, we must make sure that Flood Defence Consent does not have any direct or indirect negative effect on any site specified in the regulations including:

- Sites of Special Scientific Interest (SSSI's)
- Designated Special Areas of Conservation (SAC's)
- Special Protection Areas (SPA's)
- Listed RAMSAR sites; and
- Scheduled Ancient Monuments (SAM's)
- Under the Habitats Regulations we must consult with Natural England, or the Countryside Council for Wales (or English Heritage or CADW in the case of ancient monuments).

You may wish to contact these organisations yourself to get views on their proposals

Fees

The fee for Land Drainage or Ordinary Watercourse Consent is £50 (VAT exempt) The fee is payable in respect of each separate structure, channel, pond or other element forming the project.

Fees are non returnable in the event an application is refused.

The fee payable is to cover the cost of examining and approving the proposals.

The Council may also make separate charges in respect of its costs in carrying out a technical assessment of the proposals.

Where extensive works are proposed, the Council may also make separate charges for site inspections whilst the works are in progress and on completion.

Applicants are advised to confirm what additional fees/if any may be payable with the Council's Engineer before submitting an application.

Declaration.

By signing this section you are declaring that, as far as you know, the information you have provided, including any maps and any supporting documents, is true. We will not accept any application that is not signed.

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 a director must sign the declaration.

Next steps

Please return the application form Application for Ordinary Watercourse or Land Drainage Consent and any supporting documents to:-

Wiltshire Council
The Drainage Team
Highways Depot
Bath Road
Chippenham
Wiltshire SN14

If you require any help in filling in this form contact:

Tel: 0300 456 0100

Email: drainage@wiltshire.gov.uk