

Introduction

Before completing this form we recommend you contact us for advice on your proposal.

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

It should take you about 20 minutes to fill in this form

If you are not sure about anything in this form, phone our customer helpline on 0300 111 8000 and we will arrange for one of our officers to contact you regarding your specific query.

Contents:

1. Applicant details
2. Agent details
3. Interest in the land
4. Location of work
5. Description and purpose of proposed work
6. Plans and sections
7. Construction details
8. Environment Agency interests
9. Planning approvals
10. Maintenance of structure
11. Effects on the environment
12. Water Framework Directive assessment
13. Fees and payment
14. Checklist
15. Declaration
16. What happens when I apply
17. Next steps

1 Applicant Details:

Name:		
Profession:		
Company:		
Address:		
Town:		
County:		
Postcode:		
Email address:		
Telephone No (home)	Telephone No (office)	Telephone No (mobile)

2 Agent details (if applicable):

Name:		
Profession:		
Company:		
Address:		
Town:		
County:		
Postcode:		
Email address:		
Telephone No (home)	Telephone No (office)	Telephone No (mobile)

3 Your interest in the land;

What is your interest in the land?

4 Location of the proposed works:

What is the location of the proposed works?	
Name of river or watercourse (if known)	
National grid reference of the site (12 figures, e.g. 392333; 323123)	
District / Borough Council administrative area where site is located	

5 Description and purpose of the proposed works:

Please provide a description of the proposed works and supply separate method statement detailing how works are to be constructed	
Number of structures requiring consent	

6 Plans and sections:

Please provide a description and reference number of all plans and sections you have provided (see the guidance notes)

7 Construction details:

Are the works permanent or temporary or both?	
Permanent (e.g. access culvert)	
Temporary (e.g. scaffolding)	
Both	
Date construction work will start?	

8 Environment Agency interests

Do the proposed works involve or affect the following?	Yes	No
Impounding (holding back a watercourse)		
Abstracting (removing) water		
Fish or fisheries		
Disposing of waste material		
Discharging of water		
If yes to any of the above questions, please contact the Environment Agency on 03708 506 506		

9 Other authority permissions

Fill in this section if you have been given planning permission for the proposed works, or if not, go to Section 10.

Planning authority	
Application number	
Approval date	

10 Maintaining the structure

Name and address of person or organisation responsible for maintaining the structure	
During Construction	
Upon Completion	

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 actions you will take to mitigate the effects.

12 Water Framework Directive (WFD)

	Yes	No
Is a Water Framework Directive Assessment required as part of your application		
If yes, has one been submitted?		

13 Fees and payment

The fee is £50 for each structure associated with the application and this payable regardless of whether consent is granted or withheld. If you are unclear as to what charge is applicable, contact us before sending this application.

This application should be submitted via our [LandDrainage - Order Online - Staffordshire County Council](#). Payment is made upon submission. After receiving your application, we will contact you to acknowledge receipt and provide you with a reference number for future correspondence.

14 Checklist

Please read through this list and tick the items you are sending with this application	
Completed Form	
Drawings/plans	
Additional supporting information	
Method Statement	

The Data Protection Act 2018

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, the Department for Environment, Food and Rural Affairs) on environmental issues;
- 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.

15 Declaration

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

I/We	
1 Apply for consent to carry out works as described in this application form and on the attached plans and supporting information	
2 Acknowledge that the County Council is able to recover costs in relation to the determination of this application.	
Name:	
Title (Mr, Mrs, Miss etc)	
Signed:	
On behalf of:	
Date:	

16 What Happens When I Apply

This section informs applicants of what to expect when an ordinary watercourse consent application is made to the County Council.

- We receive and register your application. We check all of the details supplied to make sure everything needed to process the application is included. You will receive an acknowledgement email with a reference number.
- Your application will be passed to a flood risk management officer. If there is any information missing we will not be able to start to process your application. We will notify you of what must be provided in order for your application to proceed.
- An inspection may be required to check the details provided, assess safety implications and determine whether special conditions will be required.
- Upon receipt of a validated application (application forms, plans, and payment) we have two months in which to grant or refuse consent.
- The response will either be approved with any necessary conditions or refused with reasons to support the decision. All approved consents are valid for 3 years from the date of approval. If works are not carried out within this time period then a new consent application will be required.

17 Next steps

Your completed application for Ordinary Watercourse Consent and any supporting documents should be submitted electronically via the [LandDrainage - Order Online - Staffordshire County Council](#) so that they can be dealt with promptly.

If you cannot add all of the supporting documents to the online order form (the limit is 8MB), these can be sent separately once the order and payment have been processed and you have an order number. Please send any outstanding documents to us at flood.team@staffordshire.gov.uk quoting the order number.

Please be aware that we have a statutory two month period to process Land Drainage Consent applications and that this time does not begin until the application, payment and all relevant documents have been received.

Further electronic copies of all forms and information packs can be obtained from the following address:

[Applying for consent for watercourse works | Staffordshire County Council](#)

The Flood Team will be notified of the Land Drainage Consent request, and will then register the application. Once an application has been registered, the applicant is provided with a reference number and at this point, advised who will handle the application to completion and a name and contact details provided.

Finally if you need help filling in this form, contact the person who sent it to you or contact our customer helpline on 0300 111 8000 and we will arrange for one of our officers to contact you regarding your specific query.