

Guidance Notes for London Borough of Barnet Ordinary Watercourse Consent Application Form

Introduction

These guidance notes are to help you fill in your application for Ordinary Watercourse Land Drainage Consent.

Please read through these guidance notes and the application form carefully before you fill the form in. If you are unsure about anything in the guidance notes, please contact us using the details at the bottom of this document.

Before completing the form, it is recommended that you contact us for advice on your proposal. Under the [Land Drainage Act 1991](#), you need consent if you wish to build a structure or culvert to control the flow of water on any ordinary watercourse.

There is a non-refundable fee of £50 per proposed structure or temporary works event.

Contents

1. Applicant Details.....	Page 2
2. Location of the Proposed Works.....	Page 3
3. Description and Purpose of Proposed Work.....	Page 3
4. Effects on the Environment / Environment Agency.....	Page 3
5. Maintaining the Structure.....	Page 4
6. Supporting Documentation.....	Page 4
7. Fees.....	Page 7
8. Declaration.....	Page 8
9. Next Steps.....	Page 8
10. Further Information.....	Page 8
11. Data Protection.....	Page 8

1. **Applicant Details**

1.1 **The Applicant**

All applicants must fill in all of section 1 of the application form. You need to tell us who we should contact about your application for Land Drainage consent.

If you wish to nominate someone other than the person named on any Land Drainage consent (e.g.: a consultant or agent), please also fill in section 2 of the application form. You need to give us the nominated person's full name, address and contact details.

Please provide details of the land owner if they are different from the applicant by completing section 3 of the application form. You will need to provide the person's full name, address, contact details and profession.

You must give us a full UK address. The address you provide will be the address your Land Drainage Consent will be registered to and will be shown on any Land Drainage Consent we grant. Failure to provide a UK address will result in your application being rejected.

1.2 **Application from groups of individuals**

If you wish to apply as a charity, group of individuals, club or partnership, please complete section 1 of the application form. The name you give will be the name any Land Drainage Consent that we grant.

If you are a limited liability partnership, please provide the full name.

Please also provide the full name, position, full address and contact details of your group's main representative in section 2 of the application form.

1.3 **Application from Agents / Companies**

If you are applying for a Land Drainage Consent as an agent or a company, please fill in section 2 of the application form. To apply as a company, you must be a registered company formally registered with Companies House.

You will need to give us your company name, as registered with Companies House, your company registration number, the full name of the company director and their official position. Any Land Drainage Consent you receive will be in the company name registered with Companies House.

2. Location of the Proposed Works

We need to easily identify where the proposed works will be carried out.

Please complete section 4 of the application forms and provide full details of the:

- Location of the site
- Name of the river or watercourse (if known)
- National Grid Reference (i.e.: co-ordinates)

3. Description and Purpose of the Proposed Works

It is important that you accurately describe the proposals for the application being made. Please describe the works required and the number of structures (e.g. headwall, pipe, access chamber, etc.) or changes (e.g.: realignment, infill, reprofiling).

You should also clearly state the justification (purpose) for the works and what alternative solution you have considered before deciding on the proposed works. E.g.: could the watercourse be realigned rather than culverted?

You may 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, temporary dams/diversion of surface water whilst work is carried out.

All the above information should be provided in section 5 of the application form.

4. Effects on the Environment / Environment Agency Interests

We have a legal duty to protect and improve the environment, so we must consider the environmental effects of your proposal. You may need to carry out an environmental appraisal to assess the effects of your work. It is recommended that you contact us before you send us your application so that we can give you advice on this. If you do not wish to obtain advice from us, your application may be delayed. Our contact details are at the bottom of this document.

Section 10 of the application form 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.

In Section 6 of the application form, please include any specific measures you plan to keep disruption to a minimum and reduce any unwanted effects whilst the work is being carried out. You should also include any opportunities for you to improve the environmental value of the site. This may include creating water

features, planting vegetation that would normally grow on the site or creating sustainable places for wildlife to live.

If you answer “Yes” to any of section 10 of the application form, you must contact the Environment Agency and include their response with your application. Failure to do so will result in your application be rejected.

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 submit your application.

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

- Sites of Special Scientific Interest (SSSIs)
- Designated Special Areas of Conservation (SACs);
- Special Protection Areas (SPAs);
- Listed RAMSAR sites; and
- Scheduled Ancient Monuments (SAMs)

Under the Habitats Regulations, we must consult Natural England or Countryside Council for Wales. You may want to contact these organisations yourself to get their views on your proposal.

5. Maintaining the Structure

We need to know:

- How the structures will be maintained
- How often the maintenance will be carried out
- Who will be responsible for maintenance both during construction and after the work has finished. **Consent cannot be issued unless we have these details.**

A maintenance statement can be included on the application form for very simple structures, but a separate schedule should be included where multiple structures are proposed.

6. Supporting Documentation

To consider your proposals, we need to receive plans and drawings which clearly show the existing watercourse and proposed works. The ground levels need to be stated and the usual reference is height above sea level – commonly referred to Above Ordnance Datum (or A.O.D.). These are best drawn by a competent engineer or surveyor but as long as supplied drawings contain

sufficient information for us to understand, the proposed works in the context of the existing situation that should be adequate.

You may require temporary obstructions (dams, access structures, etc.) to allow you to carry out the permanent works. **Temporary obstructions in the watercourse including dams, pipes etc. must also be shown in your proposals.** Their location, construction method and approximate dimensions must be supplied. The outfall location of any over-pumping must clearly be indicated.

We expect culvert design to follow good practice and suggest you refer to [Ciria's Culvert Design and Operation Guide \(Report C689\)](#) and the supplementary technical note (Report 720). These reports also cover the design of trash/security screens.

NOTE: If the proposed works are within the highway boundary, you will need to get in touch with LBB to apply for a road opening licence to carry out the proposed works. Please contact highwayscorrespondence@barnet.gov.uk for further information.

The supporting documentation (in addition to the application form) should include the following:

6.1 Location plan(s)

This must be at an appropriate scale (e.g. 1:50,000) 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 in relation to the nearest town or village.

A more detailed location plan at a suitable scale (e.g. 1:1000) that includes general features and street names (where possible) is advisable. It should identify the watercourse or other bodies of water in the surrounding area.

6.2 Site plan (general arrangement)

You must provide a plan of the site showing:

- The existing site layout, including all watercourses;
- The position of any structures which may influence local river hydraulics, including bridges, pipes and ducts, ways of crossing the watercourse, culverts and screens, embankments, walls, outfalls and so on; and
- Existing fish passes, or structures intended to allow fish to pass upstream and downstream;
- Details of all the proposed permanent (and/or temporary) work.

The plan should be drawn to an appropriate scale, which must be clearly stated.

6.3 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 A.O.D. levels. It is essential that relative invert levels - a measurement of the lowest points of a ditch or pipe - are supplied.

6.4 Longitudinal sections

Longitudinal sections (side views) 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.

6.5 Detailed drawings (if not included on the above drawings)

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

- The structure itself (headwall/outfall, access chamber, screen, etc.)
- 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. We need a plan 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.

6.6 Method Statement

For all work, we need to know how you are proposing to carry out the work. You need to send us a “method statement” that includes details of the construction and specific measures you plan to take to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out.

It is very important for us to understand how water flow will be managed during the works e.g. will temporary dams (and overpumping) be required – if so, at what point in the process will they be installed/removed, where will these temporary dams be located, how will they be constructed, etc.?

The Method Statement should clearly indicate:

- Any preparatory/enabling works (e.g. installation of temporary dams/overpumping),
- the installation (and/or removal) process - step-by-step - to be taken in undertaking the proposed works,
- the completion or work with the removal of any temporary structures.

6.7 Maintenance Schedule

We need to know:

- How will the structure(s) will be maintained? – can it be maintained easily by hand/simple equipment or is specialised equipment required?
- When and how often they will be maintained? – can this be yearly (which month?) or is a more frequent check advisable such as quarterly or after significant rainfall events?
- Who will be responsible for maintenance both during construction and after the work has finished? – it is important that the landowner or management company understands their responsibility to keep any structure well maintained and clear of blockages.

NOTE: If the proposed work is to be offered for adoption by the Highway Authority, a maintenance schedule should still be submitted to cover the post construction period prior to adoption.

NOTE: We would prefer all documents to be submitted electronically.

7. Fees

The non-refundable fee required to accompany an application for an Ordinary Watercourse Land Drainage Consent is set at **£50 per proposed structure or temporary works event** (i.e. £50 x number of structures as entered in the box above). If you want to pay by card via telephone, please call Kayleigh Jones on 020 8359 4412. You can pay If you wish to pay by cheque, please make the cheque payable to **London Borough of Barnet** and return the cheque to:

Flood and Water Management
6th Floor - Highways
2 Bristol Avenue
Colindale
NW9 4EW

8. Declaration

By signing section 14 of the application, you are declaring that, as far as you know, the information you have provided, including the map 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.

9. Next Steps

Please complete all sections of the application form. Once completed, please submit the application and supporting documents to fwm@barnet.gov.uk

Alternatively, please send a paper copy of the application form and supporting documents to:

Flood and Water Management
6th Floor - Highways
2 Bristol Avenue
Colindale
NW9 4EW

10. Further Information

For further information, please contact us as shown below:

General enquiries: 0208 359 2000
Email: fwm@barnet.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)

11. Data Protection

Barnet Council will collect and use the information you give us to undertake our functions as a local authority and deliver services to you. It is our responsibility to ensure that your information is kept safe. Where necessary and legally allowed, we will share your information with trusted external organisations, commissioned partners and contracted service providers in order to deliver services and support to you.

The information we collect may be used to better understand your use of our services and assist us in improving our services. This is to ensure we are using public funds in the best possible way. Under our duty to protect public money we may use the information you have provided for the prevention and detection of crime.

For further details of how we use your information and to understand your rights please visit www.barnet.gov.uk/privacy or email data.protection@barnet.gov.uk to request a full copy of our privacy notice.