

Ordinary Watercourse Regulation  
**Consent Application**



Return application to:  
**Ordinary Watercourse Regulation**  
The Vale of Glamorgan Council  
Visible Services and Housing  
Alps Depot  
Wenvoe  
CF5 6AA  
Email: [visible@valeofglamorgan.gov.uk](mailto:visible@valeofglamorgan.gov.uk)  
Telephone: 01446 700111

**Introduction**

- Please read through the guidance notes and the application form carefully before you fill in the form.
- If you fill in the application form correctly first time, we can process it quicker.
- The guidance notes give you information to help you fill in your application for Ordinary Watercourse Consent.
- Before completing the application form you are recommended to contact us for advice on your proposal.
- Under the Land Drainage Act 1991, you need consent if you want to build a culvert or structure (such as a weir) to control the flow of water on any ordinary watercourse.
- There is a charge of £50 for Ordinary Watercourse Consent applications made under the Land Drainage Act 1991.
- Separate consents may be required for temporary and permanent works associated with the same structure.
- If you are not sure about anything in the guidance notes or application form, please contact us using the details below.
- When you have completed the application form please return it by recorded delivery, together with all relevant supporting documents, to the address above.
- Alternatively, email your application to the address above, including 'Ordinary Watercourse Consent' in the subject line.
- If your application and supporting documents exceeds 10MB please post the data on CD to the above address.

**1. Location of the proposed works**

LOCATION

NAME OF WATERCOURSE (IF KNOWN)

NATIONAL GRID REFERENCE (12 FIGURES)

**2. Primary contact**

TITLE

FIRST NAME

LAST NAME

ADDRESS

POST CODE

TELEPHONE

MOBILE

EMAIL

FAX

**3. Applicant details**TYPE OF APPLICATION  
(TICK ONE ONLY) Company  
(go to 3.1) Individual  
(go to 3.2) Group  
(go to 3.3) Public body  
(go to 3.4)**3.1 Applying as a Company**

COMPANY NAME	COMPANY REGISTRATION NUMBER
--------------	-----------------------------

COMPANY REGISTERED ADDRESS	
----------------------------	--

POST CODE	COUNTRY
-----------	---------

EMAIL	TELEPHONE
-------	-----------

COMPANY DIRECTOR (FULL NAME)	OFFICIAL POSITION	Go to 3.5
------------------------------	-------------------	-----------

**3.2 Applying as an Individual**

TITLE	FIRST NAME	LAST NAME	Go to 3.5
-------	------------	-----------	-----------

**3.3 Applying as a Group**

TITLE	FIRST NAME	LAST NAME
-------	------------	-----------

POSITION			
----------	--	--	--

NAME OF GROUP	STATUS OF GROUP	Go to 3.5
---------------	-----------------	-----------

**3.4 Applying as a Public Body**

NAME OF PUBLIC BODY	
---------------------	--

TYPE OF PUBLIC BODY	Go to 3.5
---------------------	-----------

**3.5 Address and contact details**

ADDRESS		
---------	--	--

POST CODE	COUNTRY	EMAIL
-----------	---------	-------

TELEPHONE	MOBILE	FAX
-----------	--------	-----

**4. Interest in the land**

WHAT IS YOUR INTEREST IN THE LAND?

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

PURPOSE AND DESCRIPTION OF THE PROPOSED WORKS

NUMBER OF STRUCTURES

**6. Plans and sections**

Indicate the plans and sections included for consideration with the application (tick all appropriate).

<input type="checkbox"/> Location Plan	REFERENCE NUMBER(S)
<input type="checkbox"/> Site Plan	REFERENCE NUMBER(S)
<input type="checkbox"/> Cross Sections	REFERENCE NUMBER(S)
<input type="checkbox"/> Longitudinal Drawings	REFERENCE NUMBER(S)
<input type="checkbox"/> Detailed Drawings	REFERENCE NUMBER(S)
<input type="checkbox"/> Detailed Method Statement	REFERENCE NUMBER(S)

**7. Construction details**

NATURE OF WORKS (TICK ONE ONLY)		
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Both
DATE CONSTRUCTION WILL COMMENCE	DURATION OF TEMPORARY WORK	

## 8. Additional licences or consents

Do the proposed works involve or affect the following (tick all appropriate)?

	<b>Activity</b>	<b>Relevant authority</b>
<input type="checkbox"/>	Impounding (holding back a watercourse)	Environment Agency
<input type="checkbox"/>	Abstracting (removing) water	Environment Agency
<input type="checkbox"/>	Fish or fisheries	Environment Agency
<input type="checkbox"/>	Disposing of waste material	Environment Agency
<input type="checkbox"/>	Third party land	Land owner
<input type="checkbox"/>	Public highway / verge	Vale of Glamorgan Council
<input type="checkbox"/>	Public right of way	Vale of Glamorgan Council

**Please note, if you have indicated yes to any of the above you will probably require additional licences or consents prior to work commencing.**

## 9. Effects on the environment

DESCRIPTION OF ENVIRONMENTAL EFFECTS, IMPROVEMENTS AND COMPENSATION

### 10. Other Authority permissions

Fill in this section only if you have submitted a planning application. Otherwise go to section 11.

PLANNING AUTHORITY		APPLICATION NUMBER		
DATE SUBMITTED	STATUS (TICK ONE ONLY)	<input type="checkbox"/> Approved	<input type="checkbox"/> Pending	<input type="checkbox"/> Rejected
APPROVAL DATE (IF APPLICABLE)				
ARE THE WORKS ASSOCIATED WITH THE SUDS APPROVAL BOARD (SAB)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### 11. Maintaining the structure

Name of person or organisation responsible for maintenance during construction

NAME / ORGANISATION

ADDRESS

POST CODE

TELEPHONE

EMAIL

Name of person or organisation responsible for maintenance upon completion

NAME / ORGANISATION

ADDRESS

POST CODE

TELEPHONE

EMAIL

### 12. Fees

Ordinary Watercourse Consent fees are applicable to this application.

FEE ENCLOSED	<input type="checkbox"/> Yes	<input type="checkbox"/> No	TOTAL FEE (£)
--------------	------------------------------	-----------------------------	---------------

### 13. Checklist

#### SUBMITTED ITEMS

- |  |   |
|--|---|
| <input type="checkbox"/> Completed form                                  | <input type="checkbox"/> Environmental / ecological reports |
| <input type="checkbox"/> Three copies of supporting drawings / documents | <input type="checkbox"/> Method statement                   |
| <input type="checkbox"/> Applicable fee                                  |   |

### 14. Declaration

By signing this document I am declaring that as far as I know, the information provided in this application, including the map and all supporting documents is true.

SIGNATURE		DATE
TITLE	FIRST NAME	LAST NAME
POSITION		

### 15. 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 & Safety Executive);
- Carry out research into the 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).

### 16. Next steps

Please return the application form together with any supporting documents to our offices at the address shown on the first page. If you are happy with our service, please tell us. It helps us identify good practice and encourages our staff. If you are not happy with our service, please tell us how we can improve.

Vale of Glamorgan Council Office Use Only				
APPLICATION REFERENCE				LEAD OFFICER
DATE APP RECEIVED	NO. STRUCTURES	FEE APPLICABLE	DATE FEE RECEIVED	DATE DETERMINED