



**EYE ON  
CALDERDALE**

**Ordinary Watercourse  
Land Drainage Consent  
Application Form**



## SECTION 23 LAND DRAINAGE ACT 1991

Before completing this application form you are advised to contact us for further guidance on your proposals. Please read this application form and the accompanying guidance notes prior to completing the form. Please ensure the form is fully completed in order to avoid any unnecessary delays in processing your application. Please note there is a charge of £50.00 for each structure or operation for applications made under the Land Drainage Act. Please note the Council has up to two months from the date a valid application is made to issue a decision.

Please complete this form in **BLOCK CAPITALS** and **BLACK INK**. If you have any queries about this form please contact us at [flooding@calderdale.gov.uk](mailto:flooding@calderdale.gov.uk) or on 01422 288002.

If you are applying as an:

- Individual ..... **Go to section 1.1**

If you are applying as a:

- Group – From one of the following:
  - Group of Individuals
  - Club
  - Partnership
  - Voluntary Organisation..... **Go to section 1.2**

If you are applying as a:

- Registered Organisation – From one of the following:
  - Limited Company
  - Limited Liability Partnership
  - Limited Partnership
  - Registered Charity ..... **Go to section 1.3**

If you are applying as a:

- Public Body ..... **Go to section 1.4**

## SECTION 1 APPLICANT DETAILS

Please refer to guidance notes prior to completing this section.

### 1.1 Applying As An Individual

Title: First Name: Surname:

Address:

Landline Number: Mobile Number:

Fax Number: Email:

### 1.2 Applying As A Group

Type of Group: Group of Individuals Club Partnership Voluntary Organisation

Other (please specify) Group Name:

Address:

Landline Number: Mobile Number:

Fax Number: Email:

### 1.3 Applying As A Registered Organisation

Type of Organisation:      Limited Company      Limited Liability Partnership  
   Limited Partnership      Registered Charity

Name      Organisation Number:

Address:  
  
*(Give contact details of office address registered with Companies House or the Charity Commission)*

Landline Number:      Mobile Number:

Fax Number:      Email:

### 1.4 Applying As A Public Body

Name:      Type of Public Body:

Address:

Landline Number:      Mobile Number:

Fax Number:      Email:

## SECTION 2 CONTACT DETAILS

Details of person we can contact regarding this application.

Title:      First Name:      Surname:

Organisation Name:  
*(if different to name given in Q1)*

Address:

Landline Number:      Mobile Number:

Fax Number:      Email:

Position of main contact if applying on the behalf of an Organisation:

## SECTION 3 LOCATION OF PROPOSED WORKS

Address:

Name of Watercourse:  
*(if known)*

Description of Location:  
*(must be completed if  
postcode not known)*

Postcode:      Easting:      Northing:

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes      No

---

## SECTION 4 INTEREST IN LAND

What is the applicant's interest in the land?      Landowner      Tenant

Other *(please detail below)*

Please specify the contact details of the landowner if the applicant is not the landowner:

Organisation Name:  
*(if applicable)*

Title:                      First Name:                      Surname:

Address:

Contact Number:                      Postcode:

## SECTION 5 PRE-APPLICATION ADVICE

Has assistance or prior advice been sought from the local authority about this application?

Yes      No      If Yes please provide details below:

Date:                      Officer Name:

Details of Advice Received:

---

## SECTION 6 PLANNING PERMISSION

Do the proposed works form part of a planning application?

Yes      No      If Yes please provide details below:

Planning Authority:

Application Reference:

## SECTION 7 DESCRIPTION OF PROPOSED WORKS

What is the purpose of the proposed works?

Summary description of proposed works:

Details of alternative solutions considered if applicable:

---

**SECTION 8**  
**CONSTRUCTION DETAILS**

Number of permanent structures proposed: \_\_\_\_\_      Number of permanent works proposed: \_\_\_\_\_

Description of permanent works and structures: \_\_\_\_\_

Details and duration of temporary works: *(please state duration of all individual temporary works separately)*

Description: \_\_\_\_\_      Duration: \_\_\_\_\_

Description: \_\_\_\_\_      Duration: \_\_\_\_\_

Description: \_\_\_\_\_      Duration: \_\_\_\_\_

Description: \_\_\_\_\_      Duration: \_\_\_\_\_

Description: \_\_\_\_\_      Duration: \_\_\_\_\_

Description: \_\_\_\_\_      Duration: \_\_\_\_\_

Anticipated construction start date for all works: \_\_\_\_\_

---

**SECTION 9**  
**ENVIRONMENT AGENCY INTERESTS**

Do the proposed works involve or affect any of the following?

Impounding (holding back a watercourse)	Yes	No
Abstraction (removing water)	Yes	No
Fish or fisheries	Yes	No
Disposing of waste material	Yes	No
Water quality	Yes	No

If ticked yes to any of the questions, you are advised to contact the Environment Agency for further information and recommended to include/ forward a copy of their response as part of this application. If required, you are responsible for obtaining the appropriate consents and/or permissions from the Environment Agency.

**SECTION 10**  
**NATURAL ENGLAND INTERESTS**

Do the proposed works involve or affect any of the following?

Site of Special Scientific Interest	Yes	No
Ramsar designation	Yes	No
Special Protection Area (SPA)	Yes	No
Special Area of Conservation (SAC)	Yes	No

If ticked yes to any of the questions, you are advised to contact Natural England for further information and recommended to include/ forward a copy of their response as part of this application. If required, you are responsible for obtaining the appropriate consents and/or permissions from Natural England.

**SECTION 11**  
**ENGLISH HERITAGE INTERESTS**

Do the proposed works involve or affect any of the following?

Scheduled Monument designation	Yes	No
--------------------------------	-----	----

If ticked yes to the above, you are advised to contact English Heritage for further information and recommended to include/ forward a copy of their response as part of this application. If required, you are responsible for obtaining the appropriate consents and/or permissions from English Heritage.

## SECTION 12 OTHER INTERESTS

Do the proposed works involve or affect any of the following?

Discharge of effluent	Yes	No
Discharge of surface water	Yes	No
Construction or landscaping works adjacent to a watercourse	Yes	No
Increase of current flows in the watercourse	Yes	No

## SECTION 13 ENVIRONMENTAL IMPACT

Details of environmental impacts of works together with any proposals for compensatory enhancement:

## SECTION 14 FLOOD CONSIDERATIONS

Details of flood risk considerations along with proposals for mitigation of flood risk:

## SECTION 15 MAINTAINING THE STRUCTURE(S) DURING CONSTRUCTION

Please provide details for the person responsible for maintaining the structure/s during construction.

Title: First Name: Surname:

Organisation Name:  
*(if applicable)*

Address:

Landline Number:

Mobile Number:

Emergency Num:

Email:

Postcode:

## SECTION 16 CONTINUED MAINTAINANCE OF STRUCTURE(S)

Is the person responsible during construction, responsible for maintaining the structure(s) after construction?

Yes No

If No please provide details for the person responsible for maintaining the structure after construction

Title: First Name: Surname:

Organisation Name:  
*(if applicable)*

Address:

Landline Number:

Mobile Number:

Emergency Num:

Email:

Postcode:

### SECTION 17

#### PLANS, SECTIONS & OTHER DOCUMENTS

Please provide details for the following plans and sections: *(please refer to guidance notes for further information)*

Site location plan Reference:

Plan location of structures Reference:

Cross section of watercourse Reference:

Longitudinal section of watercourse Reference:

Construction detail drawings Reference:

Method Statement Reference:

Please provide details of any other documents submitted with this application:

Reference: Description:

Reference: Description:

Reference: Description:

Reference:

Description:

Reference:

Description:

### SECTION 18

#### AUTHORITY EMPLOYEE OR MEMBER

With respect to the Authority, I am:

- a. a member of staff
  - b. an elected member
  - c. related to a member of staff
  - d. related to an elected member.
- Do any of these statements apply to you? Yes No

If Yes, please provide details of the name, relationship and role

### SECTION 19

#### FEES

The fee required to accompany an application for an Ordinary Watercourse Land Drainage Consent is set at £50.00 per proposed structure/operation or temporary works event. Please contact us for further information. Upon the receipt and validation of your application a request will be sent for the appropriate fee. A cheque can be enclosed with your application if you have discussed the required fee for your proposals prior to making an application. Please note your application form cannot be processed until the correct payment has been received.

### SECTION 20

#### CHECKLIST

Please ensure the following are submitted as part of your application as applicable:

- Fully completed and signed application form.
- Site location plan.
- Plan location of structures.
- Cross section/longitudinal sections of watercourse.

- Construction detail drawings.
- Method Statement.
- Other associated drawings and calculations.
- Environmental Statement (as part of an Environmental Impact Assessment).
- Water Framework Directive Statement.
- Any other relevant information, drawings, ecological surveys, or photographs.
- Relevant Fee.

## SECTION 21 DATA PROTECTION

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 or 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 laws. 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.

## SECTION 22 ADDITIONAL INFORMATION

Please provide any additional information relevant to your application:

## SECTION 23 DECLARATION

Calderdale Metropolitan Borough Council, by granting Consent under the Land Drainage Act 1991 for these works, accepts no liability for any loss or damage which may arise out of their design, construction, maintenance or use. The applicant must ensure that all current relevant regulations are complied with.

By signing the declaration below or by typing your name in the signature box below (if submitting by email), you are declaring that as far as you know, the hitherto information provided including all supporting documents is true and accurate. Please refer to the guidance notes on whom should sign this declaration.

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.**

**I/we hereby apply for consent to carry out works as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other trustee signatures: *(if applicable)*

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



---

Title:

First Name:

Surname:

Signature:

Date:

Please return your completed application form and supporting documents to:

Flood Risk Management  
Calderdale Council  
Mulcture House  
Mulcture Hall Road  
Halifax  
HX1 1SP

**[flooding@calderdale.gov.uk](mailto:flooding@calderdale.gov.uk)**

