

## **Ordinary Watercourse Consent Application Form Guidance**

This guidance note accompanies the Ordinary Watercourse Consent Online Application Form. If you have any questions please contact us on the following details:

Email: [FloodAndWater@Cambridgeshire.gov.uk](mailto:FloodAndWater@Cambridgeshire.gov.uk)

Or write to: **Flood and Water Team, Box No. SH1315, Growth and Economy, Shire Hall, Castle Hill, Cambridge, CB3 0AP.**

### **Before you start your application:**

Please [contact us](#) for advice on what to submit; the correct fee; timescales for determination; and to find out if you need to speak with members of other organisations in order to fully complete your application. Please consider the environmental implications of all options for the works to determine the least environmentally damaging solution.

#### **1. Service Requirements**

Please select the required service(s). On the next page, if any additional work and/or specific work requests have been agreed with an officer, please enter those details within the 'Specific work requests' box in this section

#### **2. Location of the Proposed Work**

Please complete all applicable fields. We need to be able to easily identify where the proposed works will be carried out. Please give details of:

- The location of the site as the postal address. Please use the form to choose the address from the postcode look up.
- The National Grid Reference, this will be a 12 digit number of the form: e.g. E384150 N221400.
- The name of the watercourse which can often be obtained from an OS map. Some watercourses are unnamed, in which case unnamed will be acceptable.
- The description of the location to assist in identifying the specific location of the proposed works. For example "land to the side of...", "watercourse to the front of..." etc.
- Description of the proposed works. Please supply a summary description of the works you propose within the ordinary watercourse. The minimum details that must be included are:
  - Length of the proposed works e.g. pipe.
  - Height, width or diameter of the proposed works e.g. pipe, box or bank works.
  - Reason(s) for the works.
- Land interest. Please state if the applicant is the land owner, tenant, or other. If other, please supply details. *If any works are proposed on land that you do not own, you will need permission from the relevant landowner in addition to Land Drainage Consent.*
- Construction details. You will 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 carried out. As we need to know how you plan on carrying out this work, you will need to upload a method statement as an additional document (see 'point e' below for information)

We need to know how you propose to carry out the work, therefore, you will need to upload a

“method statement” as an additional document. This shall include details of the specific measures you plan to take to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out. The method statement should include an emergency flood plan identifying whether the works are within a flood warning/alert area and the steps that would be taken to ensure that all associated risks are mitigated. The authority will need to know when you propose to carry out the work and how long it is likely to take. When you are planning the work, you need to make sure that you have allowed enough time for us to consider your application.

Under certain circumstances (e.g. proposed works in high flood risk areas) the authority will need hydraulic calculations to be provided that demonstrate that the proposed works will not increase flood risk. The Case Officer dealing with your application will advise further if required.

Plans, sections and additional documents uploads. In order to consider your proposals we need to receive plans and drawings, drawn by a competent engineer or surveyor that show Ordnance Datum Newlyn (the height above sea level). All drawings should include dimensions where relevant (e.g. pipe diameter/length, ditch depth). Please provide your plans and sections in an electronic pdf format and attach them to the same email as your application. The drawings need to include the following:

a) **Location Map/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 works 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.

b) **Site Plan (general arrangement)**

You must provide a plan of the site showing:

- The existing site, including any watercourse(s);
- Your proposals;
- 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;
- Any 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.

c) **Cross Sections**

If the proposed works encroach into the watercourse, cross sections both upstream and downstream of the proposed works should be provided. These should be drawn as if looking downstream on the watercourse and should include details of existing and proposed features and water levels.

When proposed, over-sized pipes or box culverts should be used wherever possible to maximise the cross-section and conveyance capacity. Allowance should be made in the hydraulic design for freeboard and an embedment of D/4 for diameters up to 1.05m (where D is the diameter for circular culverts or height for non-circular openings) and D/6 for >1.05m culverts. The minimum recommended culvert size will vary according to the size of the watercourse but **culverts smaller than 450 mm in diameter pipe or equivalent are particularly prone to blockage and their use should be avoided.**

The shape of the culvert and the materials used for construction should be chosen to satisfy site-specific requirements in terms of channel hydraulics, strength and durability, and should be appropriate to the local environment.

Multiple culverts should be avoided wherever possible as such arrangements are prone to blockage by accumulation of waterborne debris at the inlet. It is recognised, however, that site conditions may prevent a single-pipe or box-culvert option being practical, in which case a single-span bridge design is recommended. Where multiple culverts are unavoidable, a minimum number of culverts should be used and cutwaters should be provided between pipes at the culvert inlet.

The use of differently shaped pipes or different cross-sectional details within a culvert length should be avoided unless adequate hydraulic transitions are incorporated into the design. Such transitions are also essential where works to extend an existing culvert are proposed.

#### d) **Longitudinal Sections**

If the proposed works encroach into the watercourse, longitudinal sections taken along the centre line of the watercourse are required. These must show the existing and proposed features including (but not limited to) existing levels, proposed levels, water levels, bed invert levels and structures e.g. headwalls, manhole inspection chambers etc. They should extend both upstream and downstream of the proposed work.

The length of any proposed culvert(s) must be indicated and should be as short as possible. Culverts must be designed so they do not cause a restriction to flood flow. They must not increase the risk of flooding or prevent maintenance of the adjacent open watercourse. All culverts should be designed and constructed to accommodate flood flows in the watercourse. The design should ensure that the required hydraulic capacity is available above riverbed level at all times.

Manhole inspection chambers must be provided as per [CIRIA Culvert Design and Operation Guide C689 \(April 2010\)](#) which suggests that manholes should be provided at a maximum spacing of about 50 times the culvert diameter (or height for non-circular culverts) to provide access for inspection, cleansing and jetting. A maximum chamber spacing of 30m is suggested for culverts to be cleaned by rodding or winching.

#### e) **Additional Documents**

Any relevant additional documentation to support your application. For example method statements, detailed drawings etc.

Method Statements to include details of the construction of:

- Any Temporary Works e.g. damming, over-pumping etc.
- All Permanent Works e.g. headwalls, culverts, bank works etc.
- The method statement should include an emergency flood plan identifying whether the works are within a flood warning/alert area and the steps that would be taken to ensure that all associated risks are mitigated.

Detailed Drawings. These shall 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. 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.
- Any land drains to be affected.

### 3. Environmental Appraisal and Planning Consent

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. **You should [contact us](#) before you send us your application so that we can give you advice on this subject.**

When required, an 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 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 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 if your proposals are likely to impact on any of the above referenced allocations. You may want to contact these organisations yourself to get their views on your proposal.

If applicable, please provide details of any local authority planning permission(s) you may have or are applying for that relates to this proposal;

- Which local planning authority.
- Their application reference.
- Date of their approval.

### 4. Maintenance of the Structure

We need to know who will be responsible for maintenance both during construction work and after the work has finished. If the relevant structure is to be maintained by Cambridgeshire County Council or a third party, we require written confirmation of this from that authority or person.

### 5. Applicant Details

Please enter the details of the applicant.

If the primary contact for this application is not the applicant then please enter the Agent contact details under the applicant details. This may be an agent or someone working on the applicant's behalf.

## What happens next?

- After you have submitted a completed application form **with all required documents and the correct fee**, we will acknowledge receipt of your application. We will also request any additional information if required.
- We will determine your application within two calendar months of receipt of your completed submission and the correct fee.