



Application for Ordinary Watercourse Land Drainage Consent

Introduction

Before completing this form you are recommended to contact us for advice on your proposal.

Please 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, contact us using the details at the bottom of this form.

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I. The Applicant

Are you applying as a company, an individual, a group of individuals (partnership) or a public body?

Company [Go to section 1.1](#)

Individual [Go to section 1.2](#)

Group of individuals [Go to section 1.3](#)

Public body [Go to section 1.4](#)

I.1 Applications from companies

To apply as a company, you must be a registered company formally registered with Companies House. Please see [Companies House](#) website for more information.

Company name, as registered with Companies House	
Company registration number	
Company Director	
Directors Position	
Address registered with Companies House or main UK Office	
Postcode	
Please give details of your company's main representative, contact or agent	
Name	
Phone	
Mobile	
Email	
Business address if different from registered address	
Postcode	



I.2 Applications from individuals	
Title (Mr, Mrs, Miss etc)	
First name	
Last name	
Address	
Postcode	
Telephone	
Mobile	
Email	
Give details of your representative, contact or agent	
Name	
Phone	
Mobile	
Email	
Address if different from registered address	
Postcode	



1.3 Applications from groups of individuals			
What type of group are you?			
Group Name			
Group type, tick as appropriate			
Charity		Club	
Group of individuals		Partnership	
Other (description)			
Group Representatives Name			
Group Representatives Position			
Group Address			
Postcode			
Give details of your group's main representative contact or agent for works			
Title (Mr, Mrs, Miss etc)			
First name			
Last name			
Position			
Address			
Postcode			
Phone			
Mobile			
Email			



I.4 Applications from public bodies	
Name of public body	
Type of public body	
Address	
Give details of your body's main representative contact or agent	
Title (Mr, Mrs, Miss etc)	
First name	
Last name	
Position	
Address	
Postcode	
Phone	
Mobile	
Email	



2. What is your Interest in the Land?

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3. Location of the Proposed Works

What is the Location of the Proposed Works?

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Name of River of Watercourse (If known)

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National Grid Reference of the Site (12 figures)

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4. Description and purpose of the proposed works

Please provide a description of the proposed works

Number of Structures



5. Plans and Sections

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

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6. Construction Details

Are the works permanent	
Are the works temporary, if so for how long	
Date Construction Work will start	



7. Environment Agency Interests	
Do the proposed works involve or affect the following?	
Impounding (holding back a watercourse)	
Abstracting (removing) Water	
Fish or fisheries	
Disposing of Waste Material	
Water Quality	
If yes, please contact the Environment Agency on 03708 506 506	

8. Planning Approvals		
Fill in this Section if you have been given planning permission for the proposed works. Otherwise go to Section 10.		
Planning Authority		
Application Number		
Approval Date		
Works associated with the SUDS Approval Drainage Board (SABS)	Yes	No

9. Maintaining the Structure	
Name of Person or Organisation responsible for maintaining the structure	
During Construction	
Upon Completion	



10. 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 action you will take to compensate for the effects.

11. Fees

Cotswold District Council charge £50 for an application for Consent on Ordinary Watercourses

Cheques should be made payable to West Oxfordshire District Council

12. Checklist

Please read through this list and tick the items you are sending with this application.

Completed Form with any associated documents and calculations	
Applicable fee	
Environmental/Ecological reports	
Method statement	



The 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 and Safety Executive, local authorities, the emergency services, Welsh Government)
- 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.

13. Declaration

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

Signature	
Title (Mr, Mrs, Miss etc)	
First name	
Last name	
Position	
Today's date	

Please return this form together with any supporting documents and the application fee (if paying by cheque) to:

Environment and Commercial Services

West Oxfordshire District Council

Woodgreen

New Yatt Road

Witney

OX28 1NB