**Officer use only:** HAMS Request Type AP09

# Ordinary Watercourse Consent

# Part 1: Application Validation Checklist

**You MUST complete this application validation checklist in full**

|  |  |  |
| --- | --- | --- |
| **Evidence Type** | **Submitted?** | **Document Reference** |
| The following evidence is required for all consent applications for compliance with [Policy OWC1 of the Ordinary Watercourse Regulation Document](https://www.lancashire.gov.uk/media/950248/ordinary-watercourse-regulation-policies-adopted-1-march-2024.pdf) (see the [Ordinary Watercourse Regulation Guidance](https://www.lancashire.gov.uk/media/950309/ordinary-watercourse-regulation-guidance.pdf) for specific requirements). | | |
| Part 2: Application Pro-forma (all sections complete) | Yes  No | ([*See page 2*](#_Part_2:_Application)) |
| Location Plan | Yes  No | Click or tap here to enter text. |
| Existing Site Plan | Yes  No | Click or tap here to enter text. |
| Proposed Site Plan | Yes  No | Click or tap here to enter text. |
| Detailed Drawings | Yes  No | Click or tap here to enter text. |
| Cross Sections | Yes  No | Click or tap here to enter text. |
| Longitudinal Sections | Yes  No | Click or tap here to enter text. |
| Construction Method Statement and Temporary Flow Management Plan | Yes  No | Click or tap here to enter text. |
| Inspection, Operation and Maintenance Plan | Yes  No | Click or tap here to enter text. |
| The following evidence may be required at validation, dependent on the location and type of works proposed (see the [Ordinary Watercourse Regulation Guidance](https://www.lancashire.gov.uk/media/950309/ordinary-watercourse-regulation-guidance.pdf) for specific requirements). If you are unsure, please contact us. | | |
| Hydraulic Assessment | Yes  No | Click or tap here to enter text. |
| Screen Risk Assessment | Yes  No | Click or tap here to enter text. |
| Scour Risk Assessment | Yes  No | Click or tap here to enter text. |
| Water Framework Directive Assessment | Yes  No | Click or tap here to enter text. |
| Preliminary Desk Study of Statutory Designated Sites | Yes  No | Click or tap here to enter text. |
| Habitat Regulations Assessment (shadow) OR Natural England Assent | Yes  No | Click or tap here to enter text. |
| Preliminary Protected Species Habitat Assessment | Yes  No | Click or tap here to enter text. |
| Protected Species Presence / Absence Survey | Yes  No | Click or tap here to enter text. |
| Protected Species Avoidance / Mitigation Proposals | Yes  No | Click or tap here to enter text. |
| Protected Species Licensing Requirements | Yes  No | Click or tap here to enter text. |

# Part 2: Application Pro-Forma

**You MUST NOT start any consentable works to an ordinary watercourse prior to obtaining written consent from Lancashire County Council.**

# Section 1: Applicant Information

## Applicant Details

|  |  |
| --- | --- |
| **Contact Name** | Click or tap here to enter text. |
| **Company Name** *(if applicable)* | Click or tap here to enter text. |
| **Company Registration Number**  *(if applicable)* | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text.  Postcode: Click or tap here to enter text. |
| **Contact Telephone** | Landline: Click or tap here to enter text.  Mobile: Click or tap here to enter text. |
| **Contact Email** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Are you an acting agent on behalf of the applicant?** | Yes - *please complete the 'Agent Details' section*  No - *please leave 'Agent Details' section blank* |

## Agent Details [complete only if applicable]

|  |  |
| --- | --- |
| **Contact Name** | Click or tap here to enter text. |
| **Company Name** | Click or tap here to enter text. |
| **Company Registration Number** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text.  Postcode: Click or tap here to enter text. |
| **Contact Telephone** | Landline: Click or tap here to enter text.  Mobile: Click or tap here to enter text. |
| **Contact Email** | Click or tap here to enter text. |

## Preferred Contact

|  |  |  |  |
| --- | --- | --- | --- |
| **Please specify who is the preferred contact** | Applicant  Agent | **Who should the invoice be sent to?** | Applicant  Agent  Other (please specify below)  Click or tap here to enter text. |

# Section 2: Ordinary Watercourse Details

## Details about the ordinary watercourse

|  |  |  |
| --- | --- | --- |
| **Name of ordinary watercourse**  *(if named / known)* | Click or tap here to enter text. | |
| **Ordinary watercourse grid reference**  *(exact location of the proposed structure)* | Eastings (6 figures):  Click or tap here to enter text. | Northings (6 figures):  Click or tap here to enter text. |
| **Nearest address** | Click or tap here to enter text.  Postcode: Click or tap here to enter text. | |
| **Is your ordinary watercourse associated with a development which requires or has planning permission?** | No  Yes - list all relevant planning application references:  Click or tap here to enter text. | |
| **Do you have the rights to access the land, either through direct ownership or through legal agreement?** | Yes  No | |
| **Has any work to the ordinary watercourse started?** | Yes - Please tell us the date work began:  Click or tap to enter a date. | |
| No - Please select the date work is proposed to start:  Click or tap to enter a date. | |

## Location and Existing Site Plans

|  |  |  |
| --- | --- | --- |
| **Have you provided a location plan in accordance with the evidence required below?** | | Yes  No |
| **Evidence required:** | A location plan that is set at an appropriate scale (preferably either 1:1250 or 1:2500) and based on a recent Ordnance Survey map.  Your location plan must show as a minimum:   * A north point, * At least two named roads, and * The general location of where the proposed works will be carried out on the ordinary watercourse, identified by a red edge. | |

|  |  |  |
| --- | --- | --- |
| **Have you provided an existing site plan in accordance with the evidence required below?** | | Yes  No |
| **Evidence required:** | An existing site plan that is set at an appropriate scale (preferably either 1:750 or 1:1250) and based on a recent Ordnance Survey map.  Your existing site plan must show as a minimum:   * A north point, * The existing topography of the site, with contours at 1m intervals as a minimum, * The route and alignment of the watercourse as existing, * All existing water features which may influence local river hydraulics, such as dams, weirs, bridges, pipes and ducts, watercourse crossings, culverts, screens, outfalls, embankments, walls and fish passages etc., and * Appropriate labels, dimensions and design levels, including invert levels, bed levels and water levels, as appropriate. | |

# Section 3: Proposed works to the ordinary watercourse

## Details about the proposed works

|  |  |
| --- | --- |
| **Is your consent application for:** | Permanent works only  Temporary works only  Both permanent and temporary works |
| **If applicable, state how many days the proposed temporary works will last:** | Click or tap here to enter text. |
| **Please provide a description of the proposed works:** | Click or tap here to enter text. |
| **Please explain the reason(s) for undertaking the proposed works:** | Click or tap here to enter text. |

## Proposed Modifications to the Ordinary Watercourse

|  |  |  |
| --- | --- | --- |
| **Do your proposals avoid crossing, diverting and/or culverting an ordinary watercourse?** | | Yes  No |
| **Evidence Required:**  If NO, then please provide clear evidence and justification why you structural modification cannot be avoided. | Click or tap here to enter text. | |

|  |  |  |
| --- | --- | --- |
| **Modification Hierarchy Level** | **Description** | **Is this proposed?** |
| **Level 1** | An existing culverted ordinary watercourse is reopened (daylighted) | Yes  No  N/A |
| **Level 2** | Installation of a clear span bridge over an open ordinary watercourse | Yes  No |
| **Level 3** | Installation of another type of bridge, or diversion of an open ordinary watercourse and habitat amenity approved, or installation of or alteration to an existing crossing | Yes  No |
| **Level 4** | Installation of a gravity culvert | Yes  No |
| **Level 5** | Installation of a siphon/sag culvert | Yes  No |

|  |
| --- |
| **Evidence Required:** Please provide justification and evidence to demonstrate compliance with Policy OWC2: Modification Hierarchy Policy. |
| Click or tap here to enter text. |

## Structures which require consent

|  |  |  |
| --- | --- | --- |
| **Please state the total number of each type of structure in / around the ordinary watercourse:** | | |
| **Structure:** | **Temporary** | **Permanent** |
| Dry Working Area |  |  |
| Bank Protection Works (in metres) |  |  |
| Bridge |  |  |
| Culvert |  |  |
| Headwall |  |  |
| Manhole |  |  |
| Pipe Cross (below the channel bed) |  |  |
| Pipe Crossing (within the channel) |  |  |
| Surface Water Outfall |  |  |
| Screen |  |  |
| Weir/ Dam or impoundment |  |  |
| Other (please specify here:      ) |  |  |
| **Total:** |  |  |

## Proposed Plans, Drawings and Statements

|  |  |  |
| --- | --- | --- |
| **Have you provided a proposed site plan in accordance with the evidence required below?** | | Yes  No |
| **Evidence Required:** | A proposed site plan that is set at an appropriate scale (preferably the same scale used for your existing site plan) and based on a recent Ordnance Survey map.  Your proposed site plan must show as a minimum:   * A north point, * The existing topography of the site, with contours at 1m intervals as a minimum, * Details of changes to existing site levels, * The route and alignment of the watercourse as proposed, * All existing and proposed water features which may influence local river hydraulics, such as dams, weirs, bridges, pipes and ducts, watercourse crossings, culverts, screens, outfalls, embankments, walls and fish passages etc., and * Appropriate labels, dimensions and design levels, including invert levels, bed levels and water levels, as appropriate. | |
| **Have you provided detailed drawings in accordance with the evidence required below?** | | Yes  No |
| **Evidence Required:** | Detailed drawings of each proposed structure, showing as a minimum:   * General details of each proposed structure, * Details of all construction materials to be used, * The location of any existing or proposed service pipes or cables which may affect the future maintenance of the structure and/or watercourse, * For dams or weirs, the extent of the water to be impounded (held back) under normal and flood conditions, and * Appropriate labels, dimensions and design levels, including invert levels, bed levels and water levels, as appropriate. | |

|  |  |  |
| --- | --- | --- |
| **Have you provided cross sections in accordance with the evidence required below?** | | Yes  No |
| **Evidence Required:** | Cross sections of the watercourse both upstream and downstream of the proposed work area.  Cross sections should be drawn as if looking downstream on the watercourse and should include details of all existing and proposed features, construction materials, dimensions and design levels, including invert levels, bed levels and water levels, as appropriate. | |

|  |  |  |
| --- | --- | --- |
| **Have you provided longitudinal sections in accordance with the evidence required below?** | | Yes  No |
| **Evidence Required:** | Longitudinal sections taken along the centre line of the watercourse, extending both upstream and downstream of the proposed work area.  Longitudinal sections should include details of all existing and proposed features, construction materials, dimensions and design levels, including invert levels, bed levels and water levels, as appropriate. | |

|  |  |  |
| --- | --- | --- |
| **Have you provided a Construction Method Statement and Temporary Flow Management Plan that details how the works are proposed to be carried out from start to finish?** | | Yes  No |
| **Evidence Required:** | An appropriate construction method statement and temporary flow management plan which considers, for example:   * How you will ensure the flow of the ordinary watercourse will continue unimpeded throughout the duration of the proposed works, * What materials will be used and what their origin is, * How waste materials be stored, disposed of and/or reused, and * How the bed and banks of the ordinary watercourse will be reinstated on completion of the works. | |

# Section 4: Installation of a Culvert or Screen

## Culverts

|  |  |  |
| --- | --- | --- |
| **Are you proposing to install any type of culvert in the ordinary watercourse?** | | Yes  No |
| **Please confirm that the proposed culvert(s) is no smaller than 450mm diameter or 500mm wide x 450mm high box** | | Yes  No  N/A |
| **Is the proposed size of the culvert(s) based on a hydraulic assessment of the contributing catchment?** | | Yes  No  N/A |
| **Evidence Required:**  Please state where this information is evidenced in your application: | Click or tap here to enter text. | |

## Screens

|  |  |
| --- | --- |
| **Are you proposing to install any type of screen on a structure in the ordinary watercourse?** | Yes  No |
| **Please specify the type(s) of screen proposed:** | *Select all that apply*  Trash screen  Security screen  N/A |
| **Have you undertaken a Screen Risk Assessment to evidence the necessity of all proposed screen(s) and included this with your application?** | Yes  No  N/A |

# Section 5: Risk Assessments

## Assessment of Flood Risk

|  |  |  |
| --- | --- | --- |
| **Has your proposed structure(s) been designed to the 1% annual exceedance probability (AEP) flood event?** | | Yes  No |
| **If NO, please specify what annual exceedance probability (AEP) flood event your structure(s) has been designed to** | | Click or tap here to enter text.% |
| **Evidence Required:**  If applicable, please explain why the 1% annual exceedance probability (AEP) flood event has NOT been used.  Please explain why the proposed alternative annual exceedance probability flood event is justified. | Click or tap here to enter text. | |

|  |  |
| --- | --- |
| **State the climate change allowance used in your structure design** | Click or tap here to enter text.% |
| **I confirm that any residual flood risk has been considered and can be safely managed through overland flow routes and floodplain storage which minimises the risk of flooding in the event of a blockage or exceedance event** | I confirm |

## Assessment of Scour Risk

|  |  |
| --- | --- |
| **Have you undertaken a Scour Risk Assessment to consider the risk of scour to the bed and banks of the ordinary watercourse and included this with your application?** | Yes  No  N/A |
| **I confirm that the proposals will not increase the risk of scour to the bed and banks of the ordinary watercourse demonstrated through a Scour Risk Assessment** | I confirm |

# Section 6: Ecology and Water Environment

## Fish and Mammal Passage

|  |  |  |
| --- | --- | --- |
| **Have you identified any barriers to fish and/or mammal passage through the proposed structure(s)?** | | Yes  No |
| **If YES, please list the type(s) of fish and/or mammal passage proposed to mitigate identified barriers to passage** | Click or tap here to enter text. | |
| **Evidence Required:**  Please detail how you have considered and mitigated against barriers to fish and/or mammal passage in the design of your structure(s). | Click or tap here to enter text. | |

## Water Quality and Ecological Status

|  |  |
| --- | --- |
| **Has a Water Framework Directive Assessment been provided with your application?** | Yes  No  N/A |
| **I confirm that the proposals will preserve and where possible improve the water quality and ecological status of the ordinary watercourse** | I confirm |

## Habitat Regulations Assessment

|  |  |
| --- | --- |
| **Is a Habitat Regulations Assessment required for the proposed works?** | Yes  No  Not sure |
| **If YES, has a Habitat Regulations Assessment already been undertaken in connection with a planning application or planning permission for the same site?** | Yes  No |

# Section 7: Inspection, Operation and Maintenance

|  |  |
| --- | --- |
| **Have you provided an inspection regime for the lifetime of each proposed structure?** | Yes  No |
| **Have you provided an Operation and Maintenance Plan for the lifetime of each proposed structure?** | Yes  No |

# Section 8: Declaration and Submission

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I (the undersigned) confirm that the information and evidence submitted with this consent application is accurate and correct as of the day the application is submitted. | | | |
|  | I (the undersigned) understand this application will not be processed until all required evidence has been received, together with the correct fee, and confirmed as validated by Lancashire County Council. I understand my consent application will be determined within 2 months of the date correct payment is received by the county council. | | | |
|  | I (the undersigned) understand that details, including personal information, contained within this application will be shared with other Lancashire County Council teams, flood risk management authorities and statutory consultees for the purpose of determination of this consent application under Section 23 of the Land Drainage Act 1991 (as amended). | | | |
|  | I (the undersigned) understand that Lancashire County Council may be obliged to disclose information in or relating to this consent application following a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004. | | | |
| **Data Protection:**  In completing this form, you understand that Lancashire County Council, as the Lead Local Flood Authority, has a requirement to process your personal data. This includes sharing it with other Lancashire County Council teams, flood risk management authorities and statutory consultees for the purposes of undertaking our duties under Section 23 of the Land Drainage Act 1991 (as amended).  Lancashire County Council will only ever process your personal data where it has a clear lawful basis for doing so in full compliance with data protection legislation - UK GDPR and The Data Protection Act (2018).  We will ensure the security and confidentiality of your personal data at all times.  For full details of how Lancashire County Council handles your personal data please see our privacy notice here: <https://www.lancashire.gov.uk/council/transparency/access-to-information/privacy-notice/> | | | | |
| **Signature:** | | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |
| **Print Name:** | | Click or tap here to enter text. |

|  |
| --- |
| **Submission and next steps** |
| You must submit this Ordinary Watercourse Consent Application Validation Checklist and Pro-forma to [**enquiries@lancashire.gov.uk**](mailto:enquiries@lancashire.gov.uk) or by post to the address below, along with all required evidence.  **Postal Address:**  Lancashire County Council  FAO: Flood Risk Management Team (Lead Local Flood Authority)  Highways and Transport  PO Box 100, County Hall, Preston, PR1 0LD  Once your consent application is validated, you will receive an invoice specifying the application fee payable.  Once correct payment of the application fee has been received, your consent application will be determined within two months of this date. |