

Ordinary Watercourse Consent

Application Form

Before completing this form we recommend you read our [Guidance Note](#) and/or contact us for advice on your proposal.

Contact Us

LLFA@wirral.gov.uk

0151 606 2333

- Please ensure you read through the guidance notes carefully **before** you fill in this application form, which should take you about 20 minutes to complete.
- Please complete this form in **BLOCK CAPITALS**
- The **correct fee** must accompany this form for us to process your application

1. Applicant Details	2. Agent Details (if applicable)
Name:	Name:
Postal Address:	Profession:
	Postal Address:
Postcode:	Postcode:
Main Contact Number:	Main Contact Number:
Email:	Email:

3. Location of Proposed Works	
Location address (if applicable):	What is your interest in the land?
Name of watercourse (if known):	
National Grid Reference of site (12 figures):	

4. Description and Purpose of Proposed Works

Please provide a description of the proposed works and your purpose(s) for the works:

Number of structures:

5. Plans & Sections

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

6. Construction and Maintenance Details

Are the works: Permanent? <input checked="" type="checkbox"/> Temporary? <input type="checkbox"/> Both? <input type="checkbox"/>	Date works will start (dd/mm/yyyy): <div style="border: 1px solid black; width: 100%; height: 25px; display: flex; justify-content: space-between; align-items: center;"> / / </div> Expected date works will finish (dd/mm/yyyy): <div style="border: 1px solid black; width: 100%; height: 25px; display: flex; justify-content: space-between; align-items: center;"> / / </div>
--	--

	Person/Organisation responsible for maintenance	Contact details <i>(if different to those already supplied in Section 1)</i>
During Construction:		
Upon Completion:		

7. Other Authority Permissions *(Complete this section if you have been given or have applied for other necessary permissions for the proposed works. Otherwise go to Section 8)*

Please provide details of other necessary permissions (e.g. planning permission) for the proposed works.

	✓	Provide details:
Planning Permission	<input type="checkbox"/>	<i>Planning Application Number:</i> <i>Planning Approval Date (dd/mm/yyyy):</i>
Highway Authority Permission/Permit	<input type="checkbox"/>	<i>Permit Reference Number:</i> <i>Date of Issue (dd/mm/yyyy):</i> <i>Expiry Date (dd/mm/yyyy):</i>
Environmental Permit for Flood Risk Activities	<input type="checkbox"/>	<i>Permit Reference Number:</i> <i>Date of Issue (dd/mm/yyyy):</i> <i>Expiry Date (dd/mm/yyyy):</i>
Wildlife License	<input type="checkbox"/>	<i>License Number:</i> <i>Date of Issue (dd/mm/yyyy):</i> <i>Expiry Date (dd/mm/yyyy):</i>
Other (state)	<input type="checkbox"/>	

8. Environmental Risk Assessment (including Ecological Survey)

Please undertake an Environmental Risk Assessment. This is required for ALL applications. Without this we will not be able to process your application.

Have you undertaken an Environmental Risk Assessment? Yes No

Please indicate the risks to the environment your assessment has identified:

Risk	✓	Summary
Impacting on water quality (Water Framework Directive compliance)		
Creating or worsening flood risk or impeding drainage		
Disturbing or undermining the stability of a bank		
Damaging structural integrity or performance		
Disturbing or damaging a protected habitat and/or protected species		
Near a historic or listed buildings or archaeological sites		

Please summarise the mitigation measures you will take to minimise the risks to the environment your assessment has identified

Risk Identified	Mitigation Measure

9. Fee

The fee is £50 for each structure associated with this application. If you are unclear to what charge is applicable, [contact us](#) before you sending us this application

What is the fee associated with this application? £

10. Checklist

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

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Location Plan(s)
<input type="checkbox"/>	Site Plan(s)
<input type="checkbox"/>	Cross Section Drawing(s)
<input type="checkbox"/>	Longitudinal Section Drawing(s)
<input type="checkbox"/>	Detailed Drawing(s)
<input type="checkbox"/>	Method Statement
<input type="checkbox"/>	Details of Other Permissions
<input type="checkbox"/>	Environmental Risk Assessment (including Ecological Survey)
<input type="checkbox"/>	Additional supporting information
<input type="checkbox"/>	Correct Fee

11. 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, the Department for Environment, Food and Rural Affairs) on environmental issues;
- 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;
- 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.

12. Declaration

By signing this form you are declaring that, as far as you know, the information given in this application, including any supporting documentation is true.

Signature:**Print Name:****Date (dd/mm/yyyy):****13. Next Steps**

Please return this form together with any supporting documents to:

For Paper Submissions

FAO Highway Management
Wirral Council
Regeneration & Environment
Cheshire Lines Building
Canning Street
Birkenhead
CH41 1ND

For electronic submissions

LLFA@wirral.gov.uk