

## **COMPLETING THE APPLICATION FORM GUIDANCE**

PLEASE CONTACT THE BOARD FOR ADVICE ON THE PROPOSALS BEFORE COMPLETING THIS FORM AS ERRORS AND OMISSIONS MAY SIGNIFICANTLY DELAY THE APPLICATION BEING DETERMINED.

**RETAIN THIS GUIDANCE FOR YOUR RECORD (do not send it with your application)**

### **SECTION 1 & 2 – APPLICANT AND AGENT DETAILS**

Applications from individuals should include the full name of the applicant. The name provided will be the name specified on any Land Drainage Consent granted.

To apply as a company, it must be a registered company formally registered with Companies House. The name provided will be the name specified on any Land Drainage Consent granted. The company name, as registered with Companies House, company registration number, and the full name of the company director, and their official position should be provided.

Applications from groups of individuals or public bodies should include the full name of the group or organisation. The name provided will be the name specified on any Land Drainage Consent granted.

If you are acting as an agent or on behalf of another individual, a company, group of individuals or a public body, please provide appropriate contact details in Section 2.

### **SECTION 3 – LOCATION AND DESCRIPTION OF PROPOSED WORKS**

Please state what interest the applicant has in the land where the works will be carried out (e.g. landowner, tenant etc.). If the applicant is not the owner of the land subject of this application the landowner's permission should be obtained prior to any works commencing.

It is important that the proposals are accurately described and the number of individual structures that require consent is specified.

A site location plan which clearly identifies the location of the proposed works is required. It is recommended the site is clearly marked showing any other nearby land within the applicant's ownership.

To consider the proposals the Board need to receive plans and drawings, drawn by a competent engineer or surveyor and showing Ordnance Datum Heights (the height above sea level).

The following drawings, drawn to an appropriate scale, will be required:

#### **Location Plan – For all applications**

This must be at an appropriate scale. It must clearly show the general location of the site where the proposed work will be carried out and include general features and street names. It must also identify the watercourse and other bodies of water in the surrounding area.

#### **Existing Site Plan – For all applications**

This plan should show the site, including of watercourses and existing features within the site such as trees, fences, buildings, structures etc.

The position of any structures which may influence local river hydraulics, including bridges, pipes and ducts, ways of crossing the watercourse, culverts and weirs, embankments, walls, outfalls and so on should be clearly marked. Existing flat passes or structures intended to allow flat to pass upstream and downstream should also be included.

#### **Proposed Site Plan – For all applications**

This plan should show the site and clearly identify any new works or structures that are proposed within any watercourse.