

# Guidance Notes for Ordinary Watercourse Consent Application SW03

Installing or modifying a trash screen on the inlet of an existing culvert

## Introduction

**These guidance notes give you information to help you fill in your application for Ordinary Watercourse Consent SW03.**

Please read through these guidance notes and the application form carefully before you fill the form in. If you are not sure about anything in these guidance notes, contact us using the details at the bottom of this form.

## Contents

1. Site details
2. Maps of site
3. Dates
4. Description and sequence of work
5. Cross-sectional dimensions of existing watercourse
6. Cross-sectional dimensions of proposed trash screen
7. Details of maintenance
8. Applicant details
9. Agent details (if appropriate)
10. Fees
11. Declaration
12. Next Steps (Submitting)
13. The General Data Protection Regulation 2018

## 1. Site address details

We need to be able to easily identify where the proposed works will be carried out. Please share with us the following-

- Name of the affected watercourse (if known – please leave blank if unknown)
- The grid reference for the site (Easting and Northing – this can be found [online](#) if unsure)
- The full address of the site (or property closest to the site) including postcode
- A detailed description of the site if there is no postal address available

## **2. Maps of site**

We need to be clear exactly where the planned work will take place and understand any implications it may have on the surrounding area. Please provide two images in JPEG format that clearly highlight the site. The overview plan should be at a scale of approximately 1:50,000 and be based on an Ordnance Survey map. It must clearly show the general location of the site where the proposed work will be carried out in relation to the nearest town or village.

The more detailed location specific plan at a scale of approximately 1:1,000 should include general features and street names (where possible). It should identify the watercourse or other bodies of water in the surrounding area.

## **3. Dates**

Please note the date of the proposed start of your work should be at least two months in advance of the date you submit your application. When you are planning the work you need to make sure that you have allowed enough time for us to consider your application. We have a statutory two month timeframe to determine any Ordinary Watercourse Consent application.

## **4. Description and sequence of work**

It is important that you accurately describe the proposals for the application being made. Please describe the works required including information on timeframe.

You may 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) within/across a watercourse, or temporary dams/diversions of surface water while work is carried out.

## **5. Cross-sectional dimensions of existing watercourse**

Please enter only into the boxes provided, with all measurements in mm.

## **6. Cross-sectional dimensions of proposed trash screen**

Please enter only into the boxes provided, with all measurements in mm and degrees as appropriate.

## 7. Details of maintenance

We need to know:

- how the structure will be maintained
- how often the maintenance will be carried out
- who will be responsible for maintenance both during construction and after the work has finished. Consent cannot be issued unless we have these details.

## 8. Applicant details

You need to tell us who we should contact about your application for Ordinary Watercourse Consent. You can nominate someone other than the person named on any Ordinary Watercourse Consent (for example, a consultant or agent). You need to give us your or the relevant person's full name, address and contact details.

You must give us your full UK address. The address you give here will be the address your Ordinary Watercourse Consent will be registered to and will be shown on any Ordinary Watercourse Consent we grant.

## 9. Agent details (if applicable)

Fill in this section if you would like to apply for Ordinary Watercourse Consent as a registered company. To apply as a company, you must be a registered company formally registered with Companies House.

You will need to give us your company name, as registered with Companies House. Any Ordinary Watercourse Consent you get will be in the company name registered with Companies House.

## 10. Fees

Installing a trash screen on an existing inlet carries a standard fee of £50.

If payment is by cheque, please make this payable to 'Hampshire County Council' and post to the address below (section 12).

## 11. Declaration

You must agree to and understand all five statements within this section.

If the area you are looking to work in is within any of the following –

- Site of Special Scientific Interest (SSSI)
- Designated Special Area of Conservation (SAC)
- Special Protection Areas (SPA)
- Listed RAMSAR site; or
- Scheduled Ancient Monument (SAM)

It is your responsibility to contact Natural England to alert them to your plans. You may need an additional permit from Natural England to complete the work. We will consult them on the Ordinary Watercourse Consent application, but this consultation is separate from the permit you may need from them.

If the proposed works are within the highway boundary, you will need to get in touch with HCC to apply for a road opening licence to carry out the proposed works. Please see the link below for licences and permits: <https://www.hants.gov.uk/transport/licencesandpermits>

## 12. Next steps

Please complete all required fields in the application form giving as much information as possible and send this form via email to [owc@hants.gov.uk](mailto:owc@hants.gov.uk) with the subject line 'SW03 OWC Application'

If the online payment option is not available, the application fee can be paid by cheque (payable to 'Hampshire County Council') or we can invoice you.

If you wish to post an application or cheque, please write to the following address:

**Flood and Water Management  
Department for Economy, Transport and Environment  
Hampshire County Council  
Elizabeth II Court West - Floor 1  
The Castle  
Winchester SO23 8UD**

If you need help filling in this form, please contact us using the details below.

**General enquiries** 01962 846730

**Email** [owc@hants.gov.uk](mailto:owc@hants.gov.uk)

**Website** <http://www3.hants.gov.uk/flooding/watercourses.htm>

**Please tell us if you have any communication needs such as needing information in a different language or alternative format (for example, in large print, in Braille or on CD)**

The information you have provided in this form will be held securely and will be used for Flood Risk Management purposes in Hampshire. This information may be shared with [Risk Management Authorities](#) under Section 13 and 14 of the Flood and Water Management Act 2010 in order to exercise flood and coastal erosion risk management functions. This information will not be used for marketing

purposes.

Any processing will be performed in line with the requirements of the Data Protection Act 1998 and the General Data Protection Regulation from 25 May 2018.

The Council is registered as a Data Controller with the Information Commissioner's Office. Further details about how we process personal data can be found in our [Privacy Notice](#).