



# Black Sluice Internal Drainage Board

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

Station Road  
Swineshead  
Boston  
Lincolnshire  
PE20 3PW  
01205 821440

SECTION 23 OF THE LAND DRAINAGE ACT 1991 AND / OR DRAINAGE BOARD BYELAWS

## APPLICATION FOR LAND DRAINAGE CONSENT

**PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

### SECTION 1 – APPLICANTS DETAILS

WHAT IS THE CLASSIFICATION OF THE APPLICANT? (Please tick one)

Private Individual

Company

Group of Individuals

Public Body

APPLICANT(S) NAME

COMPANY, GROUP OR  
PUBLIC BODY NAME (if applicable)

COMPANY REGISTRATION NUMBER  
(if applicable)

ADDRESS (inc. Postcode)

LANDLINE TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

EMAIL ADDRESS

### SECTION 2 – AGENT OR ALTERNATIVE CONTACT DETAILS

CONTACT NAME

ADDRESS (inc. Postcode)

LANDLINE TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

EMAIL ADDRESS

## **SECTION 3 – SITE INFORMATION AND DESCRIPTION OF WORKS**

APPLICANTS INTEREST IN LAND  
(i.e. Owner, Tenant, Developer)

WATERCOURSE NAME  
(if known)

SITE ADDRESS / LOCATION

Grid Reference (Easting, Northing)

“what3words” reference (if known)

TYPE OF APPLICATION? (Please tick all applicable)

\* (Board-maintained watercourses only)

To Discharge Surface Water

To Place A Structure In Any Watercourse (Section 23 Culvert)

To Discharge Treated Water

To Install Land Drains \*

To Relax the 9 Metre Byelaw \*

Other (Please specify below)

**DETAILED DESCRIPTION OF PROPOSED WORKS** – please read the Guidance Notes attached

<b>Section 23 Culverting</b>	<b>Number of individual structures:</b>	<input type="text"/>	<i>i.e. pipe / bridge / weir / sluice / penstock / headwall</i>
<b>Surface Water Discharges</b>	<b>Total surface water discharge rate:</b>	<input type="text"/>	<i>litres per second</i>
	<b>Total impervious area to be drained:</b>	<input type="text"/>	<i>square metres</i>
<b>Treated Water Discharges</b>	<b>Total treated water discharge rate:</b>	<input type="text"/>	<i>cubic metres per day</i>
<i>Note: where a treated water discharge from a business is significant, a volume fee may be levied.</i>			
<b>Installation of Land Drains</b>	<b>No. of outfalls to be installed:</b>	<input type="text"/>	<i>A plan must be provided for each field to be drained</i>

### **PLANS AND SECTIONS**

Please read the Section 3 of the Guidance Notes attached.

<b>Drawing Title / Description</b>	<b>Drawing Number(s)</b>	<b>Revision Number</b>	<b>Date</b>
<i>Site Location Plan</i>			
<i>Existing Site Plan</i>			
<i>Proposed Site or Block Plan</i>			
<i>Cross Section or Construction Drawings</i>			
<i>Other</i>			

## **SECTION 4 - CONSTRUCTION DETAILS**

Are the works of temporary or permanent construction?

Temporary

Permanent

If temporary, for how long?

days / months / years\*

*\*delete as appropriate*

Anticipated Construction Start Date

Anticipated Construction Completion Date

## **SECTION 5 – OTHER APPROVALS**

Please provide details of any planning permissions either granted or under consideration that relate to these proposals.

**Please note that the Board's consent does not override the need for any other consent or approval that may be required before the works are undertaken.**

PLANNING AUTHORITY

PLANNING APPLICATION NUMBER

APPROVAL DATE *(if known)*

Are the works associated with Sustainable Drainage Systems (SuDs)?

Yes

No

## **SECTION 6 – ENVIRONMENT AGENCY INTERESTS**

Do the proposed works involve the following?

Impounding (holding back water)

Yes

No

Abstracting (removing) Water

Yes

No

Fish or fisheries

Yes

No

Disposing of Waste Material

Yes

No

Water Quality

Yes

No

***If any of the above are affected, please contact the Environment Agency on 03708 506 506***

## **SECTION 7 – FUTURE RESPONSIBILITY**

Contact name, address and telephone of person or organisation responsible for maintaining the works:

During Construction

Following Construction

## **SECTION 8 - ENVIRONMENTAL CONSIDERATIONS**

The Board have a legal duty to protect and improve the environment. The effect that proposed works may have upon the environment must therefore be considered.

Please provide details of the effect the proposed works will have on the environment together with any measures you intend to implement to offset any negative environmental impacts.

Please note that works involving bank disturbance (e.g. temporary construction activities, culverting, dewatering etc) is highly likely to have an impact upon protected species and protected habitat. In these circumstances the Board recommend an environmental appraisal is undertaken by a suitably qualified ecologist.

***Please contact the Board if you are unsure about this section or consider this section does not apply to your works.***

## **SECTION 9 - DECLARATION**

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

- Completed Form with any associated documents and calculations**
- Application fee (see overleaf & within the guidance notes)**
- Environmental/Ecological Reports**
- Method Statement**

### **Data Protection**

The Board will process the information you provide to enable the application to be determined.

The Board 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)
- 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)

The Board may pass the information on to our agents or representatives acting on our behalf.

A copy of the Board's Policy & Privacy Notice can be found on the Board's website [www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk)

**BY SIGNING BELOW YOU ARE DECLARING THAT, AS FAR AS YOU KNOW, THE INFORMATION GIVEN IN THIS APPLICATION, INCLUDING ANY SUPPORTING DOCUMENTS, IS TRUE.**

**SIGNATURE(s)**

**NAME**

**COMPANY NAME**  
(if applicable)

**POSITION**

(if on behalf of a company, group of individuals or public body)

**DATED**

Please return this form to:

**BLACK SLUICE INTERNAL DRAINAGE BOARD  
STATION ROAD  
SWINESHEAD  
BOSTON  
LINCOLNSHIRE  
PE20 3PW**

**mailbox@blacksluiceidb.gov.uk**

***PLEASE NOTE THAT WITHIN THE TERMS OF THE LAND DRAINAGE ACT 1991, THE BOARD HAS A TWO MONTH DETERMINATION PERIOD FOR SECTION 23 CULVERT APPLICATIONS ONLY.***

***ALL OTHER APPLICATIONS SHALL BE DETERMINED BY ARRANGEMENT WITH THE BOARD.***

## **BLACK SLUICE IDB LAND DRAINAGE CONSENT APPLICATION FEES**

Extract from Black Sluice IDB Policy No. 44, as follows:

**Table 1: Listing of consent application fees**

<b>Table 1: Listing of consent application fees</b>	<b>Reason for charge being levied</b>	<b>Fee due <sup>2</sup> (No VAT)</b>
<b>Description</b>		
Application to alter a watercourse	Application under Section 23 of the Land Drainage Act 1991 (and the Board's Byelaws where a watercourse is Board-maintained)	£50.00
Application for a relaxation of one of the Board's Byelaws (not Byelaw No.3)	Application for a relaxation of the Board's Byelaws (usually Byelaw No.10)	£50.00
Application to install land drain outfalls into a Board-maintained watercourse	Application for a relaxation of the Board's Byelaws (per watercourse)	£50.00
Application to discharge surface water into any watercourse	Application for a relaxation of Board Byelaw No.3 (and possibly other Byelaws)	£100.00
Application to discharge treated foul water into any watercourse <sup>2</sup>	Application for a relaxation of Board Byelaw No.3 (and possibly other Byelaws)	£100.00

**Please note:** Where an application form is submitted without payment of the relevant fee due, the application **is not deemed valid** and may not be considered by the Board.

The Board also passes on its costs for preparing legal agreements relating to granted consents, including any legal fees and Land Registry costs incurred.

A charge may also be levied for the provision of information regarding flood risk and drainage infrastructure, at the discretion of the Board's Officers, or for work relating to hydrological models of watercourses, depending on the type and amount of information required.

VAT may be chargeable on fees relating to legal agreements, flood risk/drainage data and hydrological models.

**PLEASE READ THE GUIDANCE NOTES ATTACHED FOR DETAILS OF HOW TO PAY.**

**NB: For Surface Water or Treated Foul Water discharges, additional fees will be payable in addition to the fees above, and these will be subject to VAT. Further information can be provided by the Board's officers or can be downloaded from the Boards website.**

# **COMPLETING THE APPLICATION FORM - GUIDANCE NOTES**

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

**PLEASE RETAIN THIS GUIDANCE FOR YOUR RECORDS - DO NOT SEND WITH YOUR APPLICATION**

## **SECTION 1 & 2 – APPLICANTS AND AGENTS 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 must 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.

Please include all details of:

- Works in, over, under or within 9 metres of the bank top of a Board-maintained watercourse. For culverted watercourses, this distance is measured from the outside wall (lateral edge) of the enclosing structure.
- Works within the channel of a watercourse - please state the proposed pipe diameter, length and number of permanent structures. Include details of any headwalls or manholes. The connection of any incoming open watercourse or piped connections should be taken into consideration.

For proposals that increase the discharge of water to the drainage system, please state:

- For surface water disposal applications - the total impermeable area to be drained and the final discharge rate in **litres per second**
- For treated water discharges, please state the final discharge rate in **cubic metres per day**.

**NB. Surface Water Development Contributions (SWDC) & Treated Water Discharge fees are applicable.**

## **Plans & Sections – all applications**

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

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

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

A 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.

The plan 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 – all applications**

The plan should show the site, including all 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 screens, embankments, walls, outfalls and so on should be clearly marked.

Existing fish passes or structures intended to allow fish to pass upstream and downstream should also be included.

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

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

Additionally any works over, under or within 9 metres of a Board-maintained open watercourse or culvert must be clearly marked. For culverted watercourses, this distance is measured from the outside wall of the enclosing structure.

All items must be clearly identified with all relevant heights, lengths, widths and diameters clearly marked as required.

For structures or planting close to watercourses it is important that the distance between the top edge of the watercourse bank, or outside edge of the culvert, is clearly indicated.

### **Cross Section Drawings**

Where works encroach into any watercourse, cross sections both upstream and downstream of the proposed works should be provided. Cross sections should be drawn as if looking downstream on the watercourse and should include details of existing and proposed features and water levels.

Where structures are proposed alongside Board-maintained watercourses, the distance of separation between bank top and the edge of the structure should be clearly shown.

### **Longitudinal sections – for in channel structures**

Longitudinal sections, extending both upstream and downstream of the proposed works, and taken along the centre line of the watercourse, are required. These must show the existing and proposed features, including water levels, bed levels and structures.

### **Land Drain applications**

Where a land drain outfall enters a Board maintained watercourse it shall consist of a single three metre length of pitch fibre or rigid plastic pipe; the end of the pipe shall be laid flush with the existing batter with no protrusion, in order to facilitate mechanical flailing or mowing.

The land drain outfall should be fitted with a suitably approved Kwik Fit Type GRC outfall tray, manufactured by J.K.H Drainage Units Ltd of Mildenhall, Suffolk or similar approved, in order to protect the watercourse bank against scour or slips.

The Board to be absolved from any liability for any interruption to drainage by means of the land drains or any damage resulting there from.

The applicant and his successors in title to make good any damage or slips in the Board's maintained banks which may result from the operation or presence of the land drains.

The Board to be absolved from any suits, costs or claims arising out of the laying or operation or presence of the land drains into the Board's maintained watercourse.



#### **SECTION 4 - CONSTRUCTION DETAILS**

Separate consents may be required 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) across a watercourse, or temporary diversions of water while work is carried out.

For any temporary work, a “method statement” must be provided to support the consent application. This should include details of the specific measures proposed to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out.

It is important to specify approximately when the works are proposed to start and how long they are expected to take. When works are being planned it is important that enough time is allowed for your application to be determined and consent issued.

#### **SECTION 5 – OTHER APPROVALS**

Please provide details of any planning permissions either granted or under consideration that relate to these proposals.

#### **SECTION 6 – ENVIRONMENT AGENCY INTERESTS**

Please tick the appropriate boxes. If any of the above are affected you may need to apply for additional licences or consents from the Environment Agency before you start work. You should make sure that you have enough time to get all approvals you need before you start work. If you do not, this could delay the work.

#### **SECTION 7 – FUTURE RESPONSIBILITY**

The individual or organisation responsible for maintenance both during construction work and after the works have finished must be specified. It is important to note that the consent will transfer to subsequent owners if ownership changes in the future.

In certain instances, the Board may require a Deed of Indemnity to be deposited with Land Registry to establish future responsibilities. If this is needed the applicant will be required to meet any costs incurred by the Board.

#### **SECTION 8 - ENVIRONMENTAL CONSIDERATIONS**

The Board have a legal duty to protect and improve the environment, so the environmental effects of proposed works must be considered when determining the consent application.

An environmental appraisal to assess the effects upon the environment may be required, especially if bank disturbance is anticipated.

It should be noted that the timing of an environmental survey is vital to ensure valid results. For example, as water voles are inactive during winter months a survey may inaccurately determine the absence of such species.

The environmental appraisal should identify all likely effects on the environment. The direct and indirect effects on sites and features of interest and species of particular value should be considered.

Specific measures proposed to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out should be included.

Any opportunities for the environmental value of the site to be improved should also be included. This may include creating berms or other water features that preserve storage within catchments. In appropriate locations, it may also be possible to plant trees and shrubs that would normally grow at the site (native species) or to create other sustainable places for wildlife to live.

For treated water/bio-unit discharge applications, the manufacturer/supplier of the unit should be able to provide environmental data in respect to the discharge.

#### **Nature Conservation Sites**

If the application site falls within, is next to or is linked to a nature conservation site, it is important to contact the Board as soon as possible to discuss the proposals before any consent application is made.

## **European Habitats Regulations**

Under the European Habitats Regulations, the Board must ensure proposed works do not have a direct or indirect negative effect on any site specified in the regulations, including:

- Sites of Special Scientific Interest (SSSIs)
- Designated Special Areas of Conservation (SACs);
- Special Protection Areas (SPAs);
- Listed RAMSAR sites; and
- Scheduled Ancient Monuments (SAMs)

Under the Habitats Regulations, the Board must consult Natural England if any site designated under the European Habitats Regulations could be affected by the proposed works. If this is likely, the Board strongly recommend the advice of Natural England is sought well in advance of any consent application being made to the Board.

## **SECTION 9 - DECLARATION**

This section must be fully completed and signed.

If you are applying as a limited company, an authorised officer, company secretary or a director must sign the declaration.

If you are applying as a company which has trustees, all trustees must sign the declaration.

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***ALL OTHER APPLICATIONS SHALL BE DETERMINED BY ARRANGEMENT WITH THE BOARD.***

**All applications are subject to an application fee (not VAT rated).**

### **Payments can be made by any of the following means:**

By Direct Bank Payment :                      Sort Code 51-81-08 Account No. 83549609

By Debit Card :                                      Please contact our Office on **01205 821440** for further details.  
*Office Hours Monday-Friday: 9am to 4pm (excluding Bank Holidays).*

By Cheque :    Payable to The Black Sluice Internal Drainage Board

Via our Website :                                  **[www.blacksluiceidb.gov.uk/payments](http://www.blacksluiceidb.gov.uk/payments)**

## **FURTHER INFORMATION**

The following documents can be obtained from the Board's offices, or via the Board's website at

**[www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk)**

- Byelaws
- 9 Metre Byelaw policy
- Structures Policy
- Specifications for Works within the BSIDB Catchments
- Policy on Land Drain Outfalls in a Board-maintained watercourse
- Guidance for Property Owners & Developers

Guidance regarding Watercourse Ownership & Maintenance Responsibilities can be found here:

**<https://www.gov.uk/guidance/owning-a-watercourse>**