

From: Amanda Scholes on behalf of Planning.Responses
Sent: 09 June 2020 10:17
To: Planning Scanning
Subject: FW: Planning Consultation on F/9/20/DOC
Attachments: 1b OWC Application Guidance notes_April 2020.pdf; Application Form for Ordinary Watercourse Consent_April_2020.pdf; BACS & MOTO.txt

Amanda Scholes | Receptionist, Department, [Arun District Council](#) | Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF



Visit Arun's web site at [Error! Hyperlink reference not valid.](#)



Save the environment - think before you print.

From: Paul Cann <Paul.Cann@arun.gov.uk>
Sent: 09 June 2020 09:54
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Cc: Anita Gardner <Anita.Gardner@arun.gov.uk>; Sarah Burrow <Sarah.Burrow@arun.gov.uk>; John Hall
[REDACTED]
Subject: RE: Planning Consultation on F/9/20/DOC

Engineers comments in respect to surface water drainage and land drainage below. Please note these comments also relate to relevant conditions on F/6/20/DOC, but since they are all related, the comments have been amalgamated together.

1. It is noted that some infiltration will be possible but this has not been accounted for in the proposals in terms of the calculations which is fine.
2. Is there a ditch on the eastern boundary? If so, include details on the plans.
3. Please show the ditch on the western boundary on the plans. As per discussions with John Hall following a visit to site, it was noted that some sections of the ditch have been re-dug, whilst the section before discharge to the Network Rail ditch needs maintenance and un-filling where the dead tree is located. Please add suitable notes regarding the intended proposals.
4. The existing northern boundary ditch is located within Network Rail land. As discussed, the intention is to now provide a new ditch parallel to that one and discharge to the western boundary ditch. Please also the drawings as necessary and provide a typical cross section and a longitudinal section.
5. Provide fully detailed construction drawing for the reservoir, including base levels and top of bank levels.
6. Specify pipe invert level where discharging to northern ditch, ensuring as much freeboard as possible between ditch bed and pipe invert.
7. Land drainage consent is required for the new northern ditch including the pipe and swale connection to this ditch. Forms enclosed. Fees will be £300 – see attached methods of payment.

8. The new headwall into the northern ditch must not encroach into the ditch profile (detail this or add suitable note)
9. Provide construction details for all prefabricated headwalls. All 450mm pipe exits/entries to be fitted with suitable cranked grille.
10. Provide hydrobrake manufacturers technical details for each hydrobrake.
11. Inflows to reservoir – scour protection may be required beyond headwall aprons, depending on the construction of the reservoir.. Please provide fully detailed drawing.
12. Catchpit type W detail – include step rungs for access.
13. Reservoir outlet is at very steep gradient and connecting at 90 degrees to the hydrobrake. Resultant flows could affect the performance of the hydrobrake – could this arrangement be revised to improve the situation.
14. Swale connection to the new northern ditch – angle the point of entry to ensure flows merge in an improved manner.
15. Provide fully detailed insitu headwall construction details, for links between pond 1 and swale, and between swale 1 and 2.
16. Incoming 225mm pipe to swale 2 – provide min. 100mm freeboard between swale bed and pipe invert.
17. Pipe concrete bed and surround detail – specify the specific concrete mix on the detail itself.
18. Car park area draining to swale 2 – is the surface to be of permeable construction? Provide fully detailed construction details. Provide perforated pipe construction details including structure on downstream end of pipes. Specify how upstream ends of pipes are to be terminated. Specify pipe invert levels/gradients.
19. The low areas on the southern perimeter of the greenhouse ie bottom of embankment – how is this to be drained? Provide details.
20. Channel drains – specify the particular models and show the specific concrete mix on the construction detail. Specify invert levels/gradients.
21. Outlets to swale 1 – provide min. 100mm freeboard between swale bed and pipe inverts.
22. Provide positive fall on pond 1 (swale) bed.
23. All pipes to connect soffit to soffit unless otherwise specified – add note.
24. Areas draining to channel drains – presumably concrete surface – indicate on drawings.
25. Pond 1 system – provide pipe network numbered plan to support causeway flow calculations.
26. Pond 1 and associated swales – show top of bank levels on all sides.
27. Provide causeway flow calculations for reservoir system. The CEP calculations provided were only preliminary and do not reflect the actual design.
28. Maintenance manual - to be a separate document. Needs to explain how each system is designed to work and specify who will be responsible for maintaining the system after construction. The manual provided is quite generic and not really site specific – please adjust as necessary. There needs to be a focus on catchpits, hydrobrakes, headwalls (grilles), perforated pipes, reservoir, ditch, etc maintenance.

Look forward to receiving revised details, etc.

Regards

Paul Cann
Principal Drainage Engineer
Engineering Services

T: 01903 737819
E: paul.cann@arun.gov.uk

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk



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From: Planning.Responses <Planning.Responses@arun.gov.uk>

Sent: 12 May 2020 17:19

To: Land Drainage <Land.Drainage@arun.gov.uk>

Subject: Planning Consultation on F/9/20/DOC

To: **Engineers (Drainage)**

NOTIFICATION FROM ARUN DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION NO: F/9/20/DOC

Registered: 30-MAR-20

Site Address: Wicks Farm Ford Lane Ford BN18 0DF

Description of Works: Approval of details reserved by condition imposed under ref F/30/18/PL relating to Condition No 3 - surface water drainage.

The Council have received the above application to discharge conditions. I shall be pleased to receive any observations you may wish to make in respect of those conditions relating to your field of expertise.

[Click here to view the Discharge of Condition application](#)

[Click here to view conditions on original application - click on decision tab](#)

Should you have any comments to make, these should be sent by replying to this email by 26th May 2020.

www.arun.gov.uk/planning

Please be aware that any comments you may make will be available on our website so please do not insert personal details or signatures on your reply.

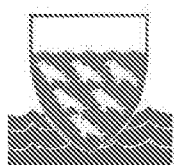
In the absence of a reply within the period stated, I shall assume that you have no observations to make.

The officer dealing with this application is Mrs A Gardner who can be contacted on telephone number 01903 737529.

Thanking you in anticipation

Planning Case Officer
Arun District Council

post_con_email



West Sussex Flood Risk Partnership

Application for Ordinary Watercourse Land Drainage Consent: Guidance Notes [1b]

Introduction

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

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

Before completing this form you are recommended to contact us for advice on your proposal. Under the Land Drainage Act 1991, you need consent if you want to construct a culvert or other structure that may affect the flow within any ordinary watercourse.

For applications made under the Land Drainage Act there is a charge of £150 for each structure or operation.

Please follow this guidance to help avoid delays in your application.

Contents

1. About you, the applicant
2. Your address
3. Agent or Consultant contact details
4. Interest in the Land
5. Location of Work
6. Description and Purpose of Work
7. Plans and Sections
8. Construction Details
9. Environment Agency Interests
10. Planning Approvals
11. Maintenance of Structure
12. Effects on the Environment
13. Fees
14. Checklist
15. Declaration

1 About you, the applicant

Please tick one box to indicate the type of applicant you are.

Then:

- if you are applying as a company, go straight to section 1.1;
- if you are applying as an individual, go straight to section 1.2 ;
- if you are applying as a group of individuals, go straight to section 1.3; or
- if you are applying as a public body, go straight to section 1.4.

1.1 Applications from companies

Fill in this section if you would like to apply for Land Drainage Consent as a registered company. To apply as a company, you must be a company formally registered with Companies House. Any Land Drainage Consent obtained will be in the company name registered with Companies House. You will need to give us your company name, as registered with Companies House, address, your company registration number, and the full name of the company director. Once you have filled in this section, go to section 2.

1.2 Applications from individuals

Fill in this section if you would like to apply as an individual. Give us your full name. The name you give will be the name on any Land Drainage Consent we grant.

Once you have filled in this section, go to section 2.

1.3 Applications from groups of individuals

Fill in this section if you would like to apply as a charity, group of individuals, club or partnership.

Tick the relevant box and tell us the name of your group.

The name you give will be the name registered on any Land Drainage Consent we grant. If you are a limited liability partnership, please give us the full name, position, address and contact details of your group's main representative.

Once you have filled in all parts of this section, go to section 2.

1.4 Applications from public bodies

Fill in this section if you would like to apply as a public body such as a local authority or an NHS trust.

Please give us the full name of the public body. The name you give will be the name registered on any Land Drainage Consent we grant.

Please specify what type of public body you are.

Once you have filled in all parts of section 1.4, go to section 2.

2 Your address

If you are applying as an individual, group of individuals or public body you must fill in this section. You must give us your full UK address. The address you give here will be the address your Land Drainage Consent will be registered to and will be shown on any Land Drainage Consent we grant.

3 Agent or Consultant contact details

This section is only to be filled in if you have nominated someone other than the person named on any Land Drainage consent (for example, a consultant or agent). You need to give us your or the relevant person's full name, address and contact details.

4 Your Interest in the Land

We need to know what interest you have in the land where the works will be carried out (for example, whether you are the landowner or tenant). If any work will be carried out on land that you do not own, you will need permission from whoever owns the land.

5 Location of the Proposed Works

We need to be able to easily identify where the proposed works will be carried out.

Please give details of:

- The location of the site (**including a plan clearly showing the location**);
- The name of the watercourse (if known);
- The National Grid Reference (to 12 figures)

6 Description and purpose of the proposed works.

It is important that you accurately describe the proposals for the application being made. Please tell us the purpose of the works and the number of structures you need consent for.

7 Plans and Sections

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

You need to provide three copies of all relevant drawings. The drawings must be no larger than A0 size, and they need to include the following;

Location Plan

This must be at an appropriate scale 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 and include general features and street names. It must also identify the watercourse or other bodies of water in the surrounding area.

Site Plan (general arrangement)

You must provide a plan of the site showing: The existing site, including any watercourse, your proposals, 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; and existing fish passes or structures intended to allow fish to pass upstream and downstream;

The plan should be drawn to an appropriate scale, which must be clearly stated.

Cross Sections

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

Longitudinal sections

Longitudinal sections 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. They should extend both upstream and downstream of the proposed work.

Detailed drawings

These are to show details of the existing and proposed features such as the following:

- Pipe sizes and gradients where applicable
- The materials to be used for any structures.
- The location of any proposed service pipes or cables which may affect the future maintenance of the watercourse.
- Details of any tree, shrub, hedgerow, pond or wetland area that may be affected by the proposed works.
- Details of any planting or seeding.
- Dams and weirs. (We need a plan showing the extent of the water impounded (held back) under normal and flood conditions so that we can assess the possible effect on land next to the watercourse. The plan must also show any land drains to be affected.)

8 Construction details

You 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) across a watercourse, or temporary diversions of water while work is carried out. For any temporary work, we need to know how you are proposing to carry out the work. So you need to send us a "method statement" that includes details of the specific measures you plan to take to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out.

We need to know when you are proposing to carry out the work and how long you think it will take. When you are planning the work you need to make sure that you have allowed enough time for us to consider your application.

9 Environment Agency Interests

Please tick the appropriate boxes.

If you answer "yes" to any of the questions, you will probably need extra licenses 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 don't, this could delay the work.

10 Planning Approvals

Please provide details of any planning permissions you may have or are applying for that relates to this proposal.

11 Maintaining the Structure

We need to know who will be responsible for maintenance both during construction work and after the work has finished.

12 Effects on the environment

The Environment Agency has a legal duty to protect and improve the environment, so we must consider the environmental effects of your proposal

You may need to carry out an environmental appraisal to assess the effects of your work. You should contact us before you send us your application so that we can give you advice on this. If you don't, your application could be delayed.

The environmental appraisal should identify all likely effects on the environment. You should consider the direct and indirect effects the work has on sites and features of interest and species of particular value.

Include any specific measures you plan to keep disruption to a minimum and reduce any unwanted effects while the work is being carried out.

Set out any opportunities for you to improve the environmental value of the site. This may include creating water features, planting trees and shrubs that would normally grow at the site, providing bird nesting boxes or creating sustainable places for wildlife to live.

If as part of a planning permission we have asked for an environmental appraisal, you must send it to us with all the other supporting documents we need.

If your site falls within, is next to or is linked to a nature conservation site, contact us as soon as possible to discuss your proposals before you send us your application.

Under the European Habitats Regulations, we must make sure that Land Drainage Consent does 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, we must consult Natural England or Countryside Council for Wales. You may want to contact these organisations yourself to get their views on your proposal.

13 Fees

The fee for Land Drainage Application, where charged, is £150 per structure or operation. Please make this out and send to the appropriate District or Borough. You may contact us before you send us this application to confirm the appropriate fee. Additional fees may be charged for complex / involved applications.

14 Checklist

Tick the relevant documents in this section so that we know what you are sending

The Data Protection Act 1998

This section sets out our rights and responsibilities under the Data Protection Act 1998.

15 Declaration

By signing this section you are declaring that, as far as you know, the information you have provided, including the plan and any supporting documents, is true. We will not accept any application that is not signed.

- If you are applying as a company which has trustees, all trustees must sign the declaration.
- If you are applying as a limited company, a company secretary or a director must sign the declaration.

Next steps

Please return the form **1a 'Application for Ordinary Watercourse Land Drainage Consent'** and any supporting documents to the Land Drainage Team within the Local Authority (the District or Borough Council) for your area. See below for the contact in your area.

If you need help filling in this form, please contact your relevant District or Borough Council or West Sussex County Council.

Adur and Worthing Council

Laura Gibbons

Address: The Town Hall, Chapel Road, Worthing, BN11 1HA

Arun District Council

Paul Cann

Address: Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Chichester District Council

Paul Cann

Address: Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Crawley Borough Council

John Braidley

Address: Town Hall, The Boulevard, Crawley RH10 1UZ

Horsham District Council

Martin Brightwell

Address: Parkside, Chart Way, Horsham, RH12 1RL

Mid Sussex District Council

Fiona Bishop

Address: Oaklands Road, Haywards Heath, RH16 1SS

West Sussex County Council

Kevin Brook



Address: Drayton Depot, Drayton Lane,
Drayton, Chichester, PO20 2AJ

If you are happy with our service, please tell us. It helps us to identify good practice. If you're not happy with our service, please tell us how we can improve it.

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).



West Sussex Flood Risk Partnership

Application for Ordinary Watercourse Land Drainage Consent [1a]

Introduction

Before completing this form you are recommended to contact us for advice on your proposal.

Please read through the guidance notes and the application form carefully before you fill the form in.

It should take you about 20 mins to fill in this form and it can be completed online

If you are not sure about anything in this form, contact your Local District or Borough Council using the details at the bottom of this form.

Contents

- 1.About you, the applicant
- 2.Your address
- 3.Agent or Consultants details
- 4.Interest in the Land
- 5.Location of Work
- 6.Description and Purpose of Proposed Work
- 7.Plans and Sections
- 8.Construction Details
- 9.Environment Agency Interests
- 10.Planning Approvals
- 11.Maintenance of Structure
- 12.Effects on the Environment
- 13.Fees
- 14.Checklist
- 15.Declaration

1 The Applicant

Are you applying as a company, an individual, a group of individuals (partnership) or a public body? Please tick the appropriate box.

- | | | |
|-----------------------------|--------------------------|-------------------|
| Company | ☐ | Go to section 1.1 |
| Individual | ☐ | Go to section 1.2 |
| Group of individuals | ☐ | Go to section 1.3 |
| Public body | ☐ | Go to section 1.4 |

1.1 Applications from companies

To apply as a company, you must be formally registered with Companies House. Please see Companies House website for more information.

Company name, as registered with Companies House

Company registration number

Office address registered with Companies House

Address

Postcode -----

Country -----

Contact telephone numbers, including the area code

Phone -----
Mobile -----
Email -----

Now go straight to section 3.

1.2 Applications from individuals

Give your full name.
Title (Mr, Mrs, Miss etc) -----
First name -----
Last name -----

Now go straight to section 2.

1.3 Applications from groups of individuals

What type of group are you?

Charity ☐
Group of individuals ☐
Club ☐
Partnership ☐
Other ☐
Name of your group

Give details of your group's main representative

Title (Mr, Mrs, Miss etc) -----
First name -----
Last name -----
Position -----

Now go straight to section 2.

1.4 Applications from public bodies

Name of the public body

What type of public body are you?

2 Your address

If you are applying as an individual, group of individuals or public body, please fill in 2.1 below.

2.1 Your main UK address

Address

Postcode

Contact telephone numbers, including the area code

Phone

Mobile

Email

3 Agent or Consultant Contact details (where appropriate)

3.1 Who we can contact about your application

This can be you or someone acting as a consultant or an agent for you during your application process.

Title (Mr, Mrs, Miss etc)

First name

Last name

Position

Address

Postcode

Country

Contact numbers, including the area code

Phone

Mobile

Email

4. Your Interest in the Land

4.1 What is your interest in the Land?

Landowner

Tenant

Other

☐☐☐

Please specify

5 Location of the Proposed Works

5.1 What is the Location of the Proposed Works? (Please provide a plan clearly showing the location)

5.2 Name of River or Watercourse (If known)

5.3 National Grid Reference of the Site (to 12 figures)

6 Description and purpose of the proposed works

6.1 Please provide a description of the proposed works (please attach separate sheets if required)

6.2 Number of Structures

7 Plans and Sections:

7.1 Please provide a description and reference number of all plans and sections you have provided (see the guidance notes). Please attach separate sheets if required

8 Construction Details

8.1 Are the works permanent or Temporary?

Permanent ☐
Temporary, ☐ if so;
for how long? -----

8.2 Date Construction Work is proposed to start?

Date (DD/MM/YYYY) -----

9 Environment Agency Interests

9.1 Do the proposed works involve or affect the following?

Impounding (holding back a watercourse) ☐
Abstracting (removing) Water ☐
Fish or fisheries ☐
Disposing of Waste Material ☐
Water Quality ☐
If yes, please contact the Environment Agency
on 03708 506 506

10 Planning Approvals

Fill in this Section if you have been given planning permission for the proposed works. Otherwise go to Section 11.

10.1 Planning Authority

10.2 Application Number

10.3 Approval Date

Date (DD/MM/YYYY) : -----

11 Maintaining the Structure

11.1 Name of Person or Organisation responsible for maintaining the structure

During Construction

Upon Completion

12 Effects on the Environment

12.1 Please attach brief details of any effects the work will have on the environment together with any proposals for improvements you will make or action you will take to mitigate/compensate for the effects.

13 Fees

Our Ordinary Watercourse Consent fees are set at £150 per structure or application and should be made out to the appropriate District or Borough Council; please contact us for any queries or multiple applications. Additional fees may be charged for complex / involved applications.

14 Checklist

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

Completed Form ☐

Any associated documents, plans and calculations ☐

Applicable Fee ☐

Environmental/Ecological Reports ☐

Method Statement ☐

The 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, Welsh Government
- 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; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (taking into account any exemptions under the General Data Protection Regulation).

We may pass the information on to our agents or representatives to do these things for us.

15 Declaration

By signing below you are declaring that, as far as you know, the information given in this application, including the plan and any supporting documents, is true.

Signature

Title (Mr, Mrs, Miss etc)

First name _ _ _ _ _

Last name _ _ _ _ _

Position _ _ _ _ _

Today's date _ _ _ _ _

Next steps

Please return this form together with any supporting documents to the Land Drainage Engineer, listed below, in which your application is located.

Adur and Worthing Council

Laura Gibbons



Address: The Town Hall, Chapel Road, Worthing, BN11 1HA

Arun District Council

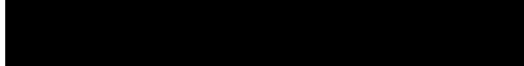
Paul Cann



Address: Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Chichester District Council

Paul Cann



Address: Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Crawley Borough Council

John Braidley



Address: Town Hall, The Boulevard, Crawley RH10 1UZ

Horsham District Council

Martin Brightwell



Address: Parkside, Chart Way, Horsham, RH12 1RL

Mid Sussex District Council

Fiona Bishop



Address: Oaklands Road, Haywards Heath, RH16 1SS

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 or in Braille)