

**BRACKNELL FOREST COUNCIL APPLICATION FOR  
ORDINARY WATERCOURSE CONSENT**



**IMPORTANT NOTE:** Before completing this form you are recommended to contact us for advice on your proposal. Please contact us using the details at the bottom of the form if you require any information.

**Please complete the form in block letters.**

**1 APPLICANT**

NAME *Please state if  
Landowner or  
Interested Party:*

TELEPHONE NO. (Office hours): POSTAL ADDRESS:

TELEPHONE NO. (Out of hours):

EMAIL ADDRESS: POST CODE:

**Note: Please state person responsible for maintaining structure during construction and on completion**

**2 AGENT / CONSULTANT / CONTRACTOR  
(Correspondence will be sent to this contact unless specified otherwise)**

COMPANY NAME: Please state role:

CONTACT: (PERSON DEALING WITH APPLICATION) POSTAL ADDRESS:

TELEPHONE NO.: POST CODE:  
EMAIL ADDRESS:

**3 LOCATION**

OS GRID REFERENCE:  
*e.g. 325154,673515 or NT 25142 73531*

LOCATION OF PROPOSED WORKS:

NAME OF WATERCOURSE *(if known):*

CONSERVATION OR OTHER DESIGNATIONS  
*For example SSSI. Please note we may have to consult other bodies for their opinion on works in these areas.*

**4 DESCRIPTION AND PURPOSE OF PROPOSED WORKS**

Purpose of works (*for example: access, flood risk improvement, environmental enhancement work, or other reason*)

Description of works (Please include the number of structures):

Permanent Structures being constructed or altered:

Please also state any Temporary structures (*for example enabling works and their start date and duration*):

State the total number of consentable items of work you are applying for (temporary and permanent):

Please provide brief details of the effect the work will have on the environment together with any improvements you will make to compensate for effects:

Please detail if you have been planning permission for the proposed works (*application number / approval date*):

Are the works associated with Sustainable Urban Drainage Board (SAB)?

**5 DETAILS OF ALL SURVEYS, PLANS AND SECTIONS SUBMITTED WITH THIS APPLICATION**

Title	Plan Number or Reference	Revision
Location Plan or Sketch ( <i>with clear measurements or scale</i> )		
Cross section ( <i>required for any proposed works in channel</i> )		
Surveys and date undertaken		
Photos ( <i>are very useful to establish a quick and clear understanding of the site</i> )		

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

I/We

1. Apply for consent to carry out works as described in this application form and on the attached plan(s)
2. A fee may be payable to cover our costs for examining the proposals. The fee is £50 per structure (including temporary structures).
  - a) Enclose a cheque for £\_\_\_\_\_ to cover the cost of this application. (Cheques should be made payable to "Bracknell Forest Council")
  - b) Wish to pay the fee of £\_\_\_\_\_ by credit/debit card. Please fill in the amount above. On receipt of your application we will provide you with a reference number, please call us on 01344 352000 quoting that number to make payment.
3. If submitting application in hard copy, enclose **2 copies** to show clearly the location of the proposed works together with **2 copies** of plans and sections showing detail of the proposed works to a scale appropriate to the nature of the works and any relevant calculations.

Name: \_\_\_\_\_

Signed \_\_\_\_\_

On \_\_\_\_\_

Date: \_\_\_\_\_

**Please send this form with all plans, sections, and survey and fee to the Highways Asset Management Team.**

Please tell us if you need this information in a different language or alternative format.

**EMAIL:** customer.services@bracknell-forest.gov.uk  
**TEL:** 01344 352000

**POSTAL ADDRESS:**  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
Berkshire  
RG12 1JD

**Determination of Application:**

Upon receipt of an application Bracknell Forest Council has **two months** in which to grant or refuse consent. Such consent shall not be unreasonably withheld.

**Failure to apply for consent:**

Under Section 23 (LDA91) if works are executed without first obtaining a formal written consent from us we have the power to serve a notice under Section 24 (LDA91) requiring you to abate the nuisance within a specified time. Should you fail to comply with the notice then we can take the matter to Court. Whether or not you are taken to Court, steps may be taken to abate the nuisance and recover from you the expenses so incurred. Under Section 109 (WRA91) the Agency may remove, alter or pull down any unauthorised work and recover from you the expenses incurred in the process.