

# Ordinary Watercourse Consent – Document Checklist

## Information always required

Document	Description	Supplied?
Description of works and Method Statement	Explanation of works and how the works will be carried out on a step by step basis. <b>Must contain contingency plan</b> should an unexpected high level of water is present in the watercourse affecting works. The level of detail required in the description will depend on the work being done*	
Maps	Maps showing the location and extent of works including (depending on the size of the works*): <ul style="list-style-type: none"> <li>• Site location plan (at 1:25,000 and 1:100)</li> <li>• Layout plan showing proposed works</li> </ul>	
Cross Sectional Plan	Cross section of structures within the channel which show any potential impact on flow within the watercourse. This is required for both temporary and permanent works.	
Detailed drawings	These should show details of: <ul style="list-style-type: none"> <li>• existing and proposed features;</li> <li>• materials used for any structures;</li> <li>• location of any service pipes which may affect future maintenance of the watercourse;</li> <li>• Locations and details of any damming/ /weirs and pumping used to hold back or transfer water during works.</li> </ul>	
Maintenance Plan	This should detail how the structure and watercourse will be maintained during and after work.	

The degree of detail required should be proportionate to the complexity of the works.

## Information that may be required for a higher risk application

Document	Description	Supplied?
Calculations	If you are changing the cross section of the watercourse or installing a culvert, calculations may be required in order to prove that the proposed changes will not increase flood risk. If you would like advice as to whether calculations are required, please call us at 0300 200 1003.	
Environmental Impact or Water Framework Assessment	If the works are likely to have an environmental impact, you must supply a proportional environmental impact assessment to allow us to determine if the proposed works will cause a significant impact to the environment under the provisions of the Conservation of Habitats & Species Regulations 2010 or under the Water Framework Directive.	

If you are still unsure what information you should provide, please contact us via [suds@surreycc.gov.uk](mailto:suds@surreycc.gov.uk) or call us on 0300 200 1003.