



Application For Permission to Retain Works

Office Use Only	
Date Received:	
Application Fee Received:	
Application Reference:	
Internal Drainage Board:	

Applications for Permission to Retain Works will be assessed in accordance with the policies contained in the WMA's Catchment Services Strategy here: https://www.wlma.org.uk/uploads/WMA_Planning_and_Byelaw_Policy.pdf.

1 Applicant's Details *(this should be the person responsible for the works)*

Name:			
Address:			
Postcode:		Tel. No.:	
Email:			
Is the applicant the landowner?	Yes ☐ No ☐ Partial ☐		
If no or partial, please provide landowner details below and attach and a copy of their written consent to carry out the proposed works.			

Please Note: Unless your deeds indicate otherwise where the watercourse that is the subject of this application forms the boundary of your property you may be the joint riparian owner together with the landowner on the other side. In the case of joint riparian ownership, each party is presumed to own up to the centre line of the watercourse and therefore is responsible up to this point.

2 Agent's Details

Name:			
Address:			
Postcode:		Tel. No.:	
Email:			

3 Location of Works *(please include a location plan with your application)*

Address:			
Postcode:			
Parish/Town:		District/Borough:	
Grid Reference (https://gridreferencefinder.com)			
OR What 3 Words (https://what3words.com/)			
Drawing number of location plan:			

Member Internal Drainage Boards: Broads (2006) IDB, East Suffolk WMB, King's Lynn IDB, Norfolk Rivers IDB, South Holland IDB, Waveney, Lower Yare and Lothingland IDB and Pevensey and Cuckmere WLMB

Associated Internal Drainage Boards: Bluntisham IDB, Haddenham Level Drainage Commissioners, Hundred of Wisbech IDB, Over & Willingham IDB, Swavesey IDB and Waldersey IDB.

4 Description of the Works *(please include a plan of works with your application)*

Brief description of works:	
<i>(Please remember to include a description of any below ground works such as services)</i>	
Are the works:	Permanent ☐ Temporary ☐
Date started (approximate if not known):	
If temporary, duration of permission requested:	

Do the works include: <i>(tick all that apply)</i>			
(a)	Discharge of treated foul water * <i>(Byelaw 3)</i>	☐	→ Complete section 4A, add £345+VAT (£414) per site to fee*
(b)	Discharge of surface water * <i>(Byelaw 3)</i>	☐	→ Complete section 4B, add £345+VAT (£414) per site to fee*
(c)	Works to divert flow or divert a watercourse <i>(Byelaw 6)</i>	☐	→ Complete section 4C, add £295+VAT (£354) per site to fee
(d)	Alterations, improvement or removal of structures <i>(Byelaw 4)</i>	☐	→ Complete section 4D, add £295+VAT (£354) <u>per structure</u> to the total fee
(e)	Works within 9m* of an arterial watercourse or flood risk management infrastructure <i>(7m for Waveney, Lower Yare and Lothingland IDB infrastructure) (byelaw 10/17)</i>	☐	→ Complete section 4E, add £295+VAT (£354) per site to fee
* For discharges into the Board's Internal Drainage District, any permission given will likely be conditional, pending the payment a development contribution fee, calculated in line with the Board's charging policy. This fee is <u>not</u> due at the point of application.		Total Application Fee*:	£
		Who has paid this?	☐ Applicant ☐ Agent

Please see <https://wlma.org.uk/mapping/> for maps of each Board's Drainage District (including arterial watercourses). Also please note that outfalls to Board arterial watercourses are included in the definition of works under Byelaw 10.

Member Internal Drainage Boards: Broads (2006) IDB, East Suffolk WMB, King's Lynn IDB, Norfolk Rivers IDB, South Holland IDB, Waveney, Lower Yare and Lothingland IDB and Pevensey and Cuckmere WLMB

Associated Internal Drainage Boards: Bluntisham IDB, Haddenham Level Drainage Commissioners, Hundred of Wisbech IDB, Over & Willingham IDB, Swavesey IDB and Waldersey IDB.

4A Discharge of treated foul water within the Board's District

(a)	Is the discharge making use of a new outfall?	Yes ☐ No ☐	
(b)	Drawing number(s) showing discharge arrangement:		
(c)	What is the size (diameter) of the outfall pipe:		Millimetres (mm)
(d)	What is the maximum daily rate of discharge?		Cubic metres (m ³)
(e)	Does your treatment plant have an internal non-return valve?	Yes ☐ No ☐	
(e)	Are you able to comply with the General Binding Rules for Small Sewerage Discharges ?	Yes ☐ No ☐	
(f)	Description of facilities being served by outfall (e.g. type of treatment unit, number of dwellings being served, or type of commercial unit)		

4B Discharge of surface water into Board's District

(a)	Is the discharge making use of a new outfall?	Yes ☐ No ☐	
(b)	Drawing number(s) showing discharge arrangement:		
(c)	What is the size (diameter) of the outfall / flow control orifice?		Millimetres (mm)
(d)	Where known, what is the Greenfield runoff rate (QBar) from the existing site?		Litres per second (l/s)
(e)	What is the likely maximum rate of discharge?		Litres per second (l/s)
(f)	What impermeable area is draining to the watercourse?		Square metres (m ²)

Please Note: If you are using multiple outfalls please provide the required outfall size and location for each outfall point.

4C Works to divert flow or divert a watercourse

(a)	Drawing number(s) showing works:	
(b)	Reason for works	

Member Internal Drainage Boards: Broads (2006) IDB, East Suffolk WMB, King's Lynn IDB, Norfolk Rivers IDB, South Holland IDB, Waveney, Lower Yare and Lothingland IDB and Pevensey and Cuckmere WLMB

Associated Internal Drainage Boards: Bluntisham IDB, Haddenham Level Drainage Commissioners, Hundred of Wisbech IDB, Over & Willingham IDB, Swavesey IDB and Waldersey IDB.

4D Alterations, improvement or removal of structures

(a)	Which of these best describes your works (tick applicable):	☐ Alteration ☐ Repair ☐ Improvement ☐ Removal
(b)	Structure affected (tick applicable):	☐ Culvert ☐ Headwall ☐ Water control structure ☐ Other
(c)	Drawing number(s) showing works:	
(d)	Reason for works (e.g. access, relocation)	

Please Note: If you are altering multiple watercourses / proposing multiple structures then please provide the above information for each structure / length (it is acceptable to provide a separate page to facilitate this).

4E Works within 9m* of flood risk management infrastructure (inc. arterial watercourses) :

*7m of Waveney, Lower Yare and Lothingland IDB infrastructure

(a)	What is the drain name / code of the IDB watercourse affected?		
(b)	Distance from edge of watercourse or drainage infrastructure:		Metres (m)
(c)	Drawing number(s) showing works within 9 metres:		
(d)	Itemised list of works located within 9 metres:		
(e)	Are the works demountable?	Yes ☐ No ☐	

Member Internal Drainage Boards: Broads (2006) IDB, East Suffolk WMB, King's Lynn IDB, Norfolk Rivers IDB, South Holland IDB, Waveney, Lower Yare and Lothingland IDB and Pevensey and Cuckmere WLMB

Associated Internal Drainage Boards: Bluntisham IDB, Haddenham Level Drainage Commissioners, Hundred of Wisbech IDB, Over & Willingham IDB, Swavesey IDB and Waldersey IDB.

5 Prior Contact

Have you had any prior contact with the Board?	Yes ☐ No ☐
If yes, who did you speak to?	
Board Enforcement Reference (e.g 25_00000_N)	

6 Environmental Considerations

(a)	Are your works within (or likely to have impacted) a designated site such as a SSSI, SAC, SPA or Ramsar Site?	Yes ☐ No ☐	<i>If yes the Board must seek advice from Natural England.</i>
(b)	Did you engage with Natural England before commencing works?	Yes ☐ No ☐	<i>If yes, please provide details.</i>
(c)	Could these works have potential to have reduced biodiversity or cause habitat loss? Please tick yes if you have infilled a watercourse.	Yes ☐ No ☐	<i>If yes a mitigation strategy may be required.</i>
(d)	Did you undertake any environmental mitigation or enhancement or are you proposing to do so?	Yes ☐ No ☐	<i>If yes, please attach detail.</i>
(e)	Did you undertake an Environmental or Ecological Survey?	Yes ☐ No ☐	<i>If yes, please attach report.</i>
(f)	Are / were any protected species known to be present on site?	Yes ☐ No ☐	<i>If yes, please provide details.</i>

Please note that in assessing your works, we are required to consider any effect that the proposals may have had on the environment, including biodiversity, in accordance with the Natural Environment and Rural Communities Act 2006, as amended by the Environment Act 2021.

7 Other Permissions or Approvals

Did you seek permission or approval from other regulatory bodies before commencing works? (add additional bodies as required)				
(a)	Planning Authority	No ☐ Approved ☐ Awaiting ☐ Denied ☐	Ref.	
(b)	Highway Authority	No ☐ Approved ☐ Awaiting ☐ Denied ☐	Ref.	
(c)	Environment Agency	No ☐ Approved ☐ Awaiting ☐ Denied ☐	Ref.	
(d)	Water Company	No ☐ Approved ☐ Awaiting ☐ Denied ☐	Ref.	
(e)	Natural England	No ☐ Approved ☐ Awaiting ☐ Denied ☐	Ref.	
(f)		No ☐ Approved ☐ Awaiting ☐ Denied ☐	Ref.	

8 Future Maintenance

Who will be responsible for the ongoing maintenance of the works?			
Email Address:		Tel, No:	
Summary of Maintenance Proposals / Schedule:			

Member Internal Drainage Boards: Broads (2006) IDB, East Suffolk WMB, King's Lynn IDB, Norfolk Rivers IDB, South Holland IDB, Waveney, Lower Yare and Lothingland IDB and Pevensey and Cuckmere WLMB

Associated Internal Drainage Boards: Bluntisham IDB, Haddenham Level Drainage Commissioners, Hundred of Wisbech IDB, Over & Willingham IDB, Swavesey IDB and Waldersey IDB.

9 Declaration

(a)	Is/Are the applicant(s) or agent (or if the applicant or agent is a company, is any partner of director thereof) a Member or employee of the Board, or related to someone who is?	Yes ☐ No ☐
(b)	The applicant consents to the Board sharing information relating to this application (including any outcome) with other risk management authorities and local planning authorities.	Yes ☐ No ☐
(c)	The applicant has read, understood and gives permission for the information provided during the application process to be used as stated in section 10 below.	Yes ☐ No ☐
(d)	I confirm that the applicant(s) has/have read the accompanying guidance document and Board's policies and accept(s) and agree(s) to comply with them. I enclose a copy of all requested plans and drawings, together with the appropriate application fee. The applicant(s) understand(s) that if this application is approved here may be conditions imposed and/or fees due, which must all be complied with/paid in full prior to work commencing. By signing below you are declaring that, as far as you know, the information given in this application, including any supporting documentation, is true.	
(e)	SIGNED:	Applicant ☐ Agent ☐
(f)	DATE:	

10 Data Protection Disclaimer

We will process the information you provide in line with the Data Protection Act 2018 so that we can deal with your application. We may also process or release the information to:

- Fulfil our legal obligations set out in the Land Drainage Act 1991 and any other Act, in accordance with The UK General Data Protection Regulations.
- Respond to any feedback you send us, if you've asked us to.
- Carry out research into environmental and drainage issues and develop solutions to problems;
- Respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

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

11 Select Payment Method

(application not valid until payment received)

☐ Cheque:	Payable to "Water Management Alliance"
☐ Card:	Call 01553 819 611 and ask to pay a Permission to Retain Works Application Fee. Please clearly reference the Applicant's Name or Site Location.

12 How to submit

(please remember to attach your site plans)

Email:	Scan and send to planning@wlma.org.uk
Post:	Pierpoint House 28 Horsley's Fields KING'S LYNN Norfolk PE30 5DD

Please note that your application is not valid until the application form is completed in its entirety and payment is made. The Board reserves the right to require additional information prior to validating your application and / or continue with enforcement proceedings.

Member Internal Drainage Boards: Broads (2006) IDB, East Suffolk WMB, King's Lynn IDB, Norfolk Rivers IDB, South Holland IDB, Waveney, Lower Yare and Lothingland IDB and Pevensey and Cuckmere WLMB

Associated Internal Drainage Boards: Bluntisham IDB, Haddenham Level Drainage Commissioners, Hundred of Wisbech IDB, Over & Willingham IDB, Swavesey IDB and Waldersey IDB.