

Requirement Checklist for Pre- & Post-Application Consultation



The quality and detail of any response is reliant upon the submission documents provided. Therefore, in order that a concise and meaningful response can be provided the submission should include as much relevant information as possible.

We would strongly recommend these documents are produced by an appropriately qualified person(s) who can provide this information and guide you through this process.

Any drawings supplied should not exceed A0 size and must be to appropriate recognised engineering scales which are clearly stated. If you include a drawing which has been prepared for some other purpose, it is requested that those items being discussed should be clearly highlighted in colour.

Suitable adequate technical data and designs will be required to advise whether there are any detrimental effects to our systems and operations, the local water level management systems, water, natural or built environment. Such evidence includes, but is not limited to, the following:

(a) **Location & Site Plans**

Location plans, to a scale of 1:10,000 or larger, and Site plans, to a scale of 1:1250 or larger. Those based on an Ordnance Survey (OS) or similar mapping are recommended. These should clearly show the general geographic location and boundaries of the enquiry site and include general features and (where applicable) street names. Accurate grid references would also be beneficial.

(b) **Detailed Drawings (Plans and Sections)**

Detailed drawings should be based on actual topographical survey information and not map derived data which is often inaccurate. The information provided depends upon the particular circumstance but anything which may affect the waterborne environment should be included. Details of the following relevant items may need to be shown, eg water and land levels (surface contours); details of interim levels including temporary stockpile works; the location of any proposed service pipes, cables or utilities; details of any tree, shrub, hedgerow, pond or wetland area; details of any planting, seeding or hard or soft landscaping including boundary treatments.

Examples of drawings that may be required include, but are not limited to, the following:

- Details of surface water disposal systems.
- Relevant layout plans showing the proposal, relevant features and impermeable area created.
- Channel Survey showing both longitudinal and cross sections of the watercourse.
- Construction details of structures within or adjacent to a watercourse – longitudinal sections, cross sections, details of materials etc.
- Mitigation works to restore any lost storage volumes or reduce flood risk within the watercourse.

(c) **Design and Calculations**

- Hydraulic calculations of the surface water disposal system to be used.

The respective surface water disposal systems should be designed to recognised standards and for the worst case rainfall event up to the 1% AEP (Annual Exceedance Probability), a 1 in 100 year storm, and must consider a range of durations to determine the maximum volume required. Allowances for the impact of climate change and siltation should be included within the calculations.

- Permeability testing results and associated design.
- Hydraulic modelling of the watercourse concerned.
- Slip circle analysis

(d) **Risk Assessments**

- Method Statement & Programme/Schedule of Works
- Flood Risk Assessment (FRA)/Statement
- Environmental Assessment/Statement
- Navigation Risk Assessment/Statement
(required for navigable Middle Level watercourses only)

(e) **Other Supporting Documents**

- Photographs/montages
- Ground Investigation reports
- Maintenance Schedules/Plans
- Correspondence with other stakeholders – Anglian Water Services, LPAs, LLFAs, Management companies etc.

Further information on the above and other general development control related information can be downloaded from our website at **www.middlelevel.gov.uk** the following documents may be useful:

- Acceptability of Surface Water and Sewage Effluent Discharges
- Application for Consent for Works In and Around Watercourses (Byelaw Consent)
- Application for Consent to Discharge Surface Water and/or Treated Effluent (Discharge Consent)
- Application for use of Soakaways for Surface Water Disposal
- Charging Policy for dealing with Planning and Consent Applications
- Code of Practice for Byelaws
- Common Queries
- Development Control and Consenting “Surgery”
- Development which restricts Spoil Disposal
- Disposal of Increased Rates and/or Volume of Discharge Arising from Development
- Explanatory Notes re Application for Consent for Works In and Around Watercourses (Byelaw Consent)
- Fees
- General Guidance Notes on Development in or close to a Board maintained watercourse
- Guidelines for the adoption and abandonment of watercourses
- Land Drainage Maintenance & Consents Rights and Responsibilities
- Marinas – Standard Specification and Requirements
- Mooring Policy
- Piped Discharges into the Middle Level River System
- Policy on Local Land Charges
- Post-application Discussion Request form
- Pre-application Discussion Request form
- Pre & Post Application Enquiries
- Property Within a Floodplain
- Provision of Flood Risk Information
- Provision of Responses to Floodplain, Insurance & Mortgage Related Queries
- Soakaway Certification and Checking Service
- Standard Advice
- Standing Advice
- Treated Effluent Discharges from Anglian Water Services (AWS) Waste Water Treatment Works (WWTW)