

MIDDLE LEVEL COMMISSIONERS
AND ADMINISTERED/ASSOCIATED INTERNAL DRAINAGE BOARDS



Infiltration Device Certification and Checking Service

Guidance Document

General

Please read through these guidance notes and the associated forms (“the application forms”) carefully. If you are not sure about anything in these guidance notes please contact us. The application form should be completed as fully as possible.

Responsibility for the supervision of flood risk management within its area rests with the relevant Internal Drainage Board (“the Board”). Unless stated otherwise the term “Board” may refer to the Middle Level Commissioners, Internal Drainage Board or District Drainage Commissioners, as appropriate in the context used.

The device(s) should meet the Board’s requirements and be in accordance with BRE365 or similar guidance approved by the Board.

It should be remembered that, irrespective of any decisions in respect of the planning or building control processes, a device will only be compliant with the Land Drainage Act and the Board’s byelaws where it can properly be shown to provide an effective means of surface water and/or treated effluent disposal for the lifetime of the development without causing localised flooding or detrimentally affecting the local water level and flood risk management systems. A device that does not meet these requirements will render the developer/property owner liable to pay the discharge contribution and potentially to criminal proceedings. In such circumstances a note on the Local Land Charges Register (LLCR) will be requested.

Options

There are three options for a developer to consider, which are as follows. Options One and Two require the full completion and submission of the relevant application form.

Option one: Self-Certification

There are no fees involved and no detailed review of the device is undertaken. A letter is issued acknowledging that the application is of appropriate scale and that the applicant states that the details are correct and that the device will not cause localised flooding or detrimentally affect the local water level and flood risk management systems.

Please be advised that the self-certification process generally relates to smaller developments, from an extension up to a moderate sized single dwelling, where previous experience has shown that infiltration techniques are applicable, when there is no history of flooding and/or no known “wet spot”, ie an area susceptible to flooding following analysis of modelled surface water systems, in the immediate area.

Option two: Checking Service

Upon receipt of the completed application form and payment of a fixed fee of £150 + VAT, the details of the device will be reviewed which will determine one of three outcomes. These are that the device is:

- Suitable for the site
- Not suitable for the site but changes to the design should enable it to operate efficiently and
- Not suitable for the site. This outcome may require that an alternative means of disposal should be investigated.

Confirmation will be issued as appropriate. Our response period for this process is approximately three weeks.

The fee associated with the Checking Service will need to be submitted for each device application.

If a “not suitable” recommendation is made then a new application together with a further fee is required to consider a revised device.

Option three: Pre-/Post-Application Process

In cases where there are issues other than the viability of infiltration devices, this method is likely to be more efficient.

Information required for the Checking Service

1. Site Investigation – This should include an appropriate Ground Investigation Report including, as a minimum, trial hole profiles, soil types and descriptions, the depth at which the water table is met and appropriate permeability testing.
2. Device Design – This should be a clearly laid out and complete record of the design and should include, as a minimum, details of the proposed device, size, volume, length, levels, type, outfall details; the methods and materials used in its construction; calculations to demonstrate the hydraulic capacity of the device.
3. Site Location Plan – A plan to an engineering scale of 1:10,000 or larger must be provided. Those based on Ordnance Survey (OS) or similar mapping are recommended and should clearly show the general geographic location and boundaries of the enquiry site and include general features and, where applicable, street names.
4. Site Layout Plan – This plan must be provided and should clearly show the site with all parts pertaining to the water disposal system. This should be to an appropriate and clearly stated engineering scale. Plans of a scale of 1:1250 or larger are recommended.
5. Maintenance Statement and Schedule – This needs to identify the person or authority responsible for the long-term funding, management and maintenance arrangements for the upkeep of any device and should detail the arrangements required in order to secure the operation of it throughout its lifetime.

Notes

- The Application form is to be completed by the Applicant/Agent. The failure to fully complete the form and/or provide sufficient supporting documentation will delay the processing of the application or result in the application being returned or refused.
- In order to improve submissions and reduce delays the employment of a suitably qualified agent with knowledge of water level and flood risk management may be appropriate.
- If submitted by email please send the completed application form and associated supporting documents to planningmatters@middlelevel.gov.uk
- Non-electronic submissions must include two copies of documents larger than A3.
- The details of the Checking Service are subject to change without notice.
- No action will be taken in respect of the Checking Service until the associated payment has been received
- The Checking Service is limited to validity of the infiltration device design and the provision of initial correspondence only. Any further discussions will be subject to the detailed pre-/post-application process, for which further information can be found on the Middle Level Commissioners' website at <http://www.middlelevel.gov.uk/planning-consent-documents.aspx>.

Payment Methods

Remittance by cash, cheque, card payments and bank transfer are accepted.

Cheques to be made payable to Middle Level Commissioners

Bank transfer to the Middle Level Commissioners' bank account, viz:-

Account Name:- Middle Level Commissioners Sort Code:- 20-97-34 Account No:- 90632449

Please provide the applicant's/agent's name as reference.

Should you require further information please contact our Finance Officer, Mrs T Driver, on 01354 602008.

General Data Protection Regulations 2018

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),
- 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 the law, investigate cases where the law may have been broken, and take any action that is needed;
- Assess whether our service is satisfactory and improve it where necessary; and
- 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.

Contact: Middle Level Commissioners, Middle Level Offices, 85 Whittlesey Road, March, Cambs. PE15 0AH

Tel: 01354 653232

Email: planningmatters@middlelevel.gov.uk