

**PRE-APPLICATION CONSULTATION REQUEST**



1. I/We ..... hereby give notice to the Middle Level Commissioners/their administered/associated Internal Drainage Boards that a planning application has been submitted to ..... Council in respect of the following development comprising .....  
.....  
at.....
2. Please provide full details of the development proposals (further details on what is required are available on the "Requirement Checklist for Pre- & Post-Application Consultation").
3. **I/we understand that the undersigned is responsible for the payment of the charges levied by the Middle Level Commissioners/Internal Drainage Boards in connection with such discussions**, that such charges will be levied at the rate advised on the "Charging Policy" document and that such charges may, in the event of non-payment, be recovered as a civil debt.
4. Where a byelaw consent or other approval is required from the Middle Level Commissioners/Internal Drainage Boards, those discussions will not and cannot be taken as a grant of such approval or consent and that such approval or consent will only be given (where appropriate to do so) in writing following the submission of a duly completed application form, copies of which are available on our website at **www.middlelevel.gov.uk**.
5. I/We understand that I/we are not entitled to rely on any representations or other statement made by or on behalf of the Middle Level Commissioners/Internal Drainage Boards in the course of post-application discussions unless such representations or statement have been confirmed in writing by a proper officer of the Commissioners/Boards.

Invoices to be sent to: .....  
..... Purchase Order Number (if applicable) .....

Signed ..... Date .....

Print Name .....

If signing on behalf of a company please provide company name and job title .....  
.....

**NOTES**

1. The information provided by or on behalf of the Middle Level Commissioners/Internal Drainage Boards may change if there is further development in the area or for other reasons. You are strongly advised therefore to renew your enquiry should there be a delay in undertaking your development.
2. Where following the grant of a planning permission the Middle Level Commissioners/Internal Drainage Boards are requested to advise on the discharge of a condition imposed on that permission, charges will be levied at the full undiscounted rate shown on our "Charging Policy" document for all work involved, except where, following satisfactorily concluded pre-application discussions, the advice is of a purely formal nature.
3. Unless advised otherwise correspondence and information given or disclosed in the course of such discussions may be shared with the relevant local planning authority, Lead Local Flood Authority (LLFA) and/or Flood Risk Management Authority.
4. Any changes to the above details must be made in writing.
5. Send completed form to: Middle Level Commissioners, Middle Level Offices, 85 Whittlesey Road, March, Cambs, PE15 0AH. **Email: [planningmatters@middlelevel.gov.uk](mailto:planningmatters@middlelevel.gov.uk)**

**Data Protection**

We will process the information you provide so that we can deal with your enquiry in line with the General Data Protection Regulations 2018 and Data Protection Act 2018. 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.