**Middle Level Commissioners**

 **and Associated / Administered Internal Drainage Boards**

**Pre-application Consultation Request**

Notes

* The information provided by or on behalf of the Board may change if there is further development in the area, or for other reasons. You are therefore asked to renew your enquiry if there is a delay in starting your development.
* If Planning Permission is granted, and the Board is asked to advise on the discharge of a condition on that permission, our charges will be at the full rate, as shown on our ‘fees’ document. If, however, we have satisfactorily concluded our pre-application discussion and the advice is purely formal, our discounted rates will still apply.
* Correspondence and information given or disclosed in the course of this discussion may be shared with the relevant local planning authority, Lead Local Flood Authority (LLFA) and/or Flood Risk Management Authority.
* Any changes to the details you have provided must be made in writing to us.
* Please send the completed form to: Middle Level Commissioners, 85 Whittlesey Road, March, Cambs, PE15 0AH. Email: planningmatters@middlelevel.gov.uk
1. I / we (applicant or agent name)………….………….. give notice to the Middle Level Commissioners / their administered / associated Internal Drainage Boards / Board that I / we are planning a development comprising (development details) ………………………………………………………………………………………………… …….…………………………………................................................................................................................. ……………………………………………………………………………………………………………………………
2. At (site address) …………………………………………………………………………….………………………… ………………………………………………………………………………………………………………………………
3. I / we attach full details of the development proposals with this application (see what is required on the ‘[Pre & Post Application Requirements](https://middlelevel.gov.uk/wp-content/uploads/2017/05/PrePost-App-Requirement-Checklist.pdf)’ document on our website).
4. I / we understand that the undersigned is responsible for the payment of the charges set by the Board in connection with these discussions. The fees can be found on the “Fees” document on our website. In the event of non-payment, these fees may be recovered as a civil debt.
5. Where a byelaw consent or other approval is required from the Board, such approval or consent will only be given (if appropriate) in writing once you have submitted the relevant application form. Copies of forms are available on our website.
6. I / We will not rely on any statements made by or on behalf of the Board in the course of pre-application discussions unless these statements have been confirmed in writing by a proper officer of the Board.
7. Invoices to be sent to: ………………………………………………………………………………… …………………………………………… ……………………………….Ref (if applicable)…………........

 Signed ………………………………………….. Date …………………….

 Print Name …………………………………………………………

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

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. Oct 2020