



**middle level
commissioners**

Proudly managing water levels in the Fens since 1862

Middle Level Commissioners and Associated / Administered Internal Drainage Board Requirement Checklist for Pre- & Post- Application Consultation

To enable us to deal efficiently with your consultation request, your submission for pre- or post-application consultation must include as much relevant information as possible.

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

Any drawings you supply should not exceed A0 size and must be to appropriate, clearly stated, engineering scales. If you include a drawing which has been prepared for some other purpose, please highlight those items being discussed with us.

Adequate technical data and designs will be required to help us determine whether there are any harmful effects to our systems and operations, the local water level management systems, water, natural or built environment. This data includes, but is not limited to, the following:

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, based on Ordnance Survey (OS) or similar mapping. 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 are also useful.

1. Detailed Drawings (Plans and Sections)

Detailed drawings should be based on actual topographical survey information and not map derived data which is often inaccurate. Including the following details will help in processing your application:

- 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 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

2. Design and Calculations

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

The 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 (of 40%) 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

3. 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)

4. Other Supporting Documents

- Photographs
- Ground Investigation reports
- Maintenance Schedules / Plans
- Correspondence with other stakeholders such as Anglian Water Services, LPAs, LLFAs, Management companies

Further information on the above and other general planning information can be found on our website.

Apr 2025