

Guidance notes on part B10 – Flood Risk Activity



Please read these guidance notes carefully before you fill in the forms.

Fill in this part of the form, together with parts A and F3.

The guidance is for bespoke permit applications.

It will take less than one hour to fill in this part of the application form.

You may need to allow more time to prepare supporting documentation. We can advise you on this before you submit your application.

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1 About the permit

1a Discussions before your application

In some cases you may have contacted us before making an application. If you were given a reference number, or if you have kept details of the discussion, provide them to us so that we can refer back to them when we assess your application.

Only activities in, under and over a main river and other activities in the flood plain of a main river or near a main river or sea defence that could affect flood risk require a permit from us. It is important you check this before applying. The full definition of activities that require a permit can be found on our website at www.gov.uk/environment-agency.

An activity which only affects an 'ordinary watercourse' will not require a permit from us. An ordinary watercourse is any watercourse which is not a main river. Designated main rivers can be identified from our website or by contacting us directly. Permissions may be required from your Lead Local Flood Authority or Internal Drainage Board.

2 About the Site

2a Tell us the location where the activities will take place. Provide site details to help us identify the location (useful information might include landmarks, site description, man-made or natural features). In some cases an address may help us identify the location of the site.

If there are a number of different activities taking place on your site, you need to provide the location for each of these activities. For activities taking place over larger or multiple sites, you may need to include this information as part of 'supporting information' (see section 4).

Please also provide a National Grid Reference if there is one. A National Grid Reference can be obtained from www.gridreferencefinder.com

2b Where the proposed activity will take place over a stretch of a watercourse (such as dredging), please provide the National Grid References for the upstream and downstream limits of the activity. Leave this section blank if it does not apply.

2c For activities which affect a watercourse, please tell us the name of the watercourse if you know it.

2d Tick the box to confirm you have submitted a site plan. (See section 5 for guidance on a site plan.)

3 About your activities

3a Permanent or Temporary activities

Tell us whether the activity involves permanent or temporary work. Permanent works are new structures or alterations to structures (for example, a new bridge or major wall repairs). Temporary works are those activities that will only be in place for a short period of time (for example, scaffolding).

Some temporary activities are enabling activities for the permanent work. The application may cover both types of activity.

Activities involving river maintenance such as dredging are considered as permanent work.

3b Number of Activities

Provide us with the number of separate activities that you propose as part of the permit application. Separate activities are those that are of a different type, or activities of the same type that are some distance apart.

Examples are as follows:

Activity 1 – Major bridge repairs at Location A

Activity 2 – Major bridge repairs at Location B – 200 metres upstream of A

Or

Activity 1 – Replacement of Bridge at Location A

Activity 2 – Temporary scaffolding to support the construction of Activity 1 at the same location.

For activities taking place over very large areas we may advise that separate applications are made. It is advised you contact us if your application is for a larger scheme of work.

3c Please provide a detailed description of your work

In this section please provide a description of the activities you propose. Include information on why you are doing the activities, how you will do them, and what materials will be used. More detailed information such as technical drawings, a plan detailing the method of work, and environmental reports can be included as supporting information (see section 5).

3d Duration of your activities

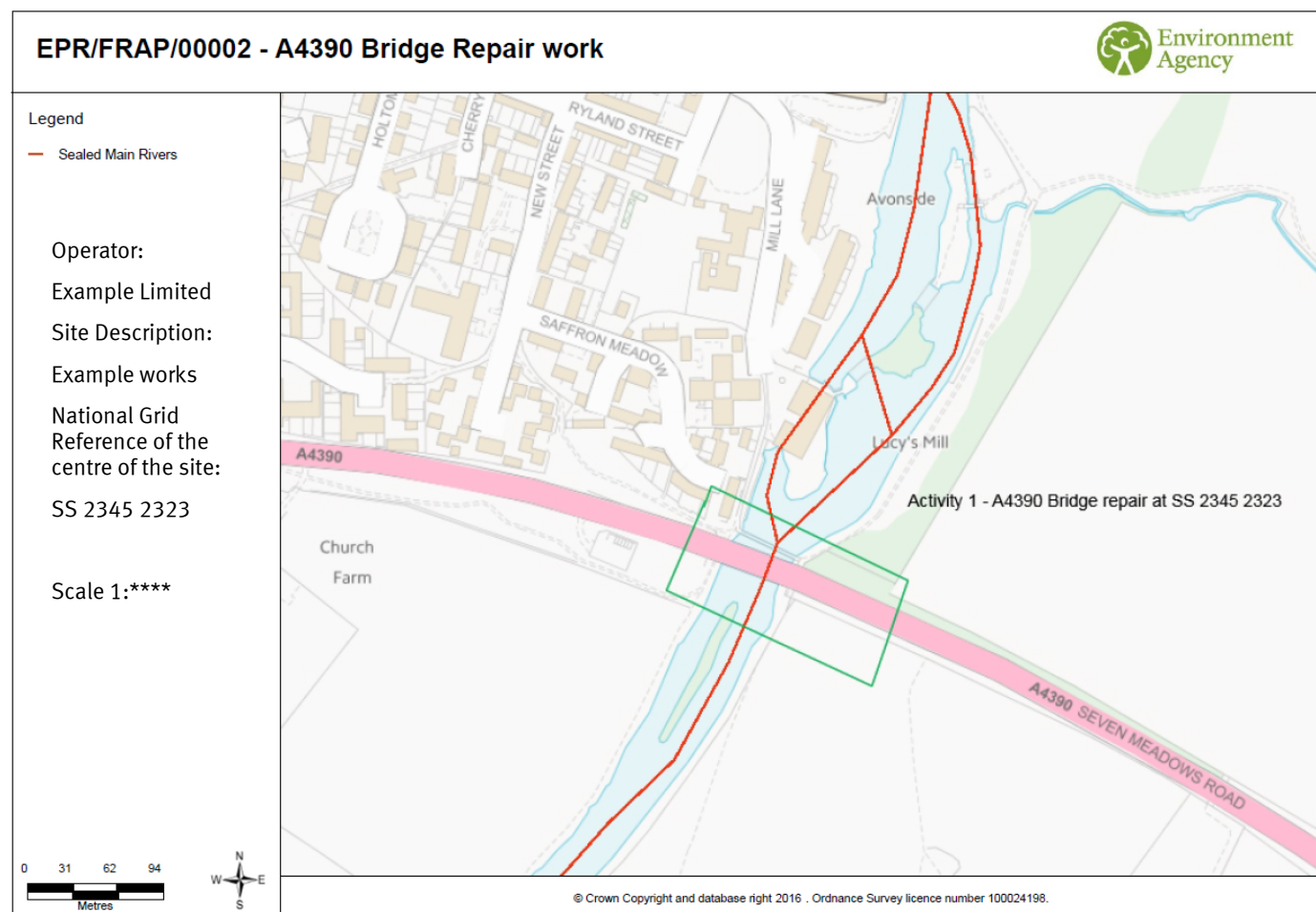
Tell us your proposed start and completion dates for the activities. Please be as specific as you can, but if you can't give precise dates, tell us approximate dates. If you are applying for a permit for repeat activities over a longer period of time, please give us an indication of when and how often they will take place.

4 Supporting Information

4a Provide a plan or plans for the site

List the plans, drawings and documents included with this application. If they have reference numbers, include them on this list.

You must send us a site plan that identifies all of the land on which your activities will take place. If you are planning to carry out activities on more than one site, you may need to submit more than one plan. Please contact us to find out whether we will be able to consider your activities for a single permit where the activities are planned to take place over more than one site. The site plan should provide a date and a reference number and must be drawn accurately to a defined scale. The outline of the site must be clearly marked. It will be helpful if local features are shown on the plan to help us place the site in its local environment.



If you are sending us a paper copy of your site plan it must be either A3 or A4 size. Alternatively you can send us an electronic copy on CD. For an example of a suitable plan see below.

Copyright issue

Please note that some plans and maps will be protected by copyright. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.

You may include a document describing how you will undertake your activity (known as a method of work). This is required for most applications.

This document details how you will carry out a particular task or activity. It should detail the possible dangers and risks associated with the particular activities and the methods of control to be established, to show how the work will be managed safely whilst not impacting on flood risk and the environment. The method of work can be a document that forms part of the Management System (section 5).

Please include any other technical drawings and documents within the application.

4b Environmental Risk Assessment

In this section, please provide a **brief summary** of any risks to the environment which the proposed activity will create. This includes risks of flooding, risks of a detrimental impact on the drainage of land, risks to protected sites and other risks to the environment. Please also provide a brief summary of anything you intend to do to mitigate these risks. If you do not believe that your activity will create a risk to the environment, please tell us why.

You may be required to provide a **full assessment** of the risks in relation to flooding, drainage and wider environmental issues. You may also be required to take steps to manage the risks. This will depend on the scale, type and location of your activities. You should contact us before you send us your application so that we can advise you on this. If you do not, your application could be delayed.

Please let us know if you have included a full risk assessment with your application.

Guidance on submitting an environmental risk assessment can be found on our website.

5 Management systems

A management system is an approach to managing the impacts on the environment from your activity. This includes risks of flooding and impacts on land drainage. Use the guidance on our website to form your management system.

Please tell us if you have included a written management system as part of this application and whether it meets the criteria set out in our guidance.

You must have an effective, written management system in place by the time the permit is issued that identifies and reduces the risks to the flooding, drainage and environment. You may show this by using a certified scheme or your own system.

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a management system.

Please note that we expect that your management system will be in place by the time of the permit issue.

6 Additional Permission or Permits

In some instances, you may require planning permission or other environmental permits as part of your activity. If you have received, or applied for other permissions or permits, please let us know. Include details such as the planning reference number etc.

If you are aware of any public consultation related to your activities from any other permits or permissions, please let us know.

If this section does not apply, you can leave this section blank.

7 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.