

Guidance notes on Part B11 – Applying for a Standard rules permit for Flood Risk Activities



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

These guidance notes relate to a standard rules permit only. Please ensure you have checked that you can apply for this type of permit.

A standard rules permit contains a standard set of conditions to manage environmental risks. The environmental risks do not need to be assessed for each application.

This guidance will help you complete part B11 of the application form pack.

If you submit documents that are not required please note that they are not assessed.

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1 About the permit

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 or over a main river and other activities on the main river flood plain, and near a main river or the sea which may 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 in detail 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, tell us the location for each of these activities. For activities taking place over a larger area or multiple sites, you will need to include this information as part of ‘supporting information’ (section 4). For larger sites you must contact us first to ensure that we can deal with the multiple activities in a single permit.

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, 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 Tell us the name of the watercourse

For activities which affect a main river watercourse, tell us the name of the watercourse if you know it.

2d Has a site plan been included within this application?

Tick the box to confirm you have submitted a site plan.

3 About this application

3a Standard rules

We have produced sets of standard rules and have made an assessment of the risk from each of them which you can find at <https://www.gov.uk/government/collections/standard-rules-environmental-permitting>

You can apply to have a standard permit that has one or more of these standard rule sets.

Look at the rules and generic risk assessment to make sure that your proposals can meet the rules and fit within the assessment. Please refer to our guidance online for more information about this.

3b Screening the activity

In order to meet the standard rules, you may need to check if there are environmental constraints at your location. You should contact us before you make an application so we can advise you if there are any.

If you have not made these checks before your application, we will screen your application when we receive it.

Tell us if you have already checked for environmental constraints and include any reports we gave you.

3c 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.

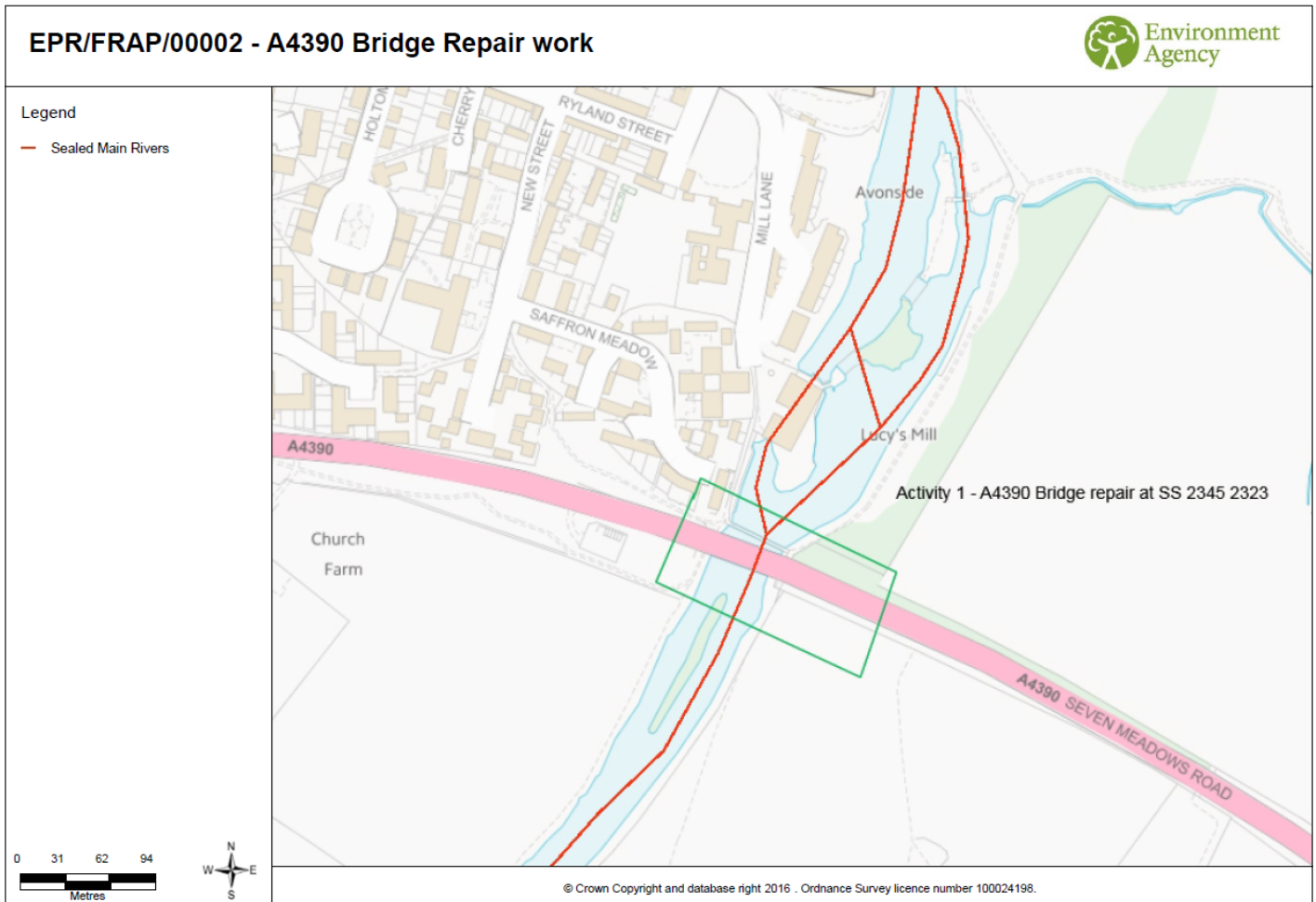
4 Supporting plans and documents

Provide a plan or plans for the site

You must send us a site plan that identifies all of the land on which your activities will take place. 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.

There may be specific restrictions within the standard rules on where the permitted activities can be carried out, such as proximity to nature conservation sites or residential properties and workplaces. We will treat the site boundary as the boundary of the activities unless there is a defined area within this on the site plan which clearly shows where the permitted activities are to take place. This may be important to you if your proposed activities only occupy a small portion of a larger site.

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. For an example of a suitable plan see below. Please also include any additional correspondence you made with us as part of pre-application discussions.



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.

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. You may use the management system guidance on our website to help you understand what is required.

Please tell us if you have included a 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 environment flood risk and drainage. You may show this by using a certified scheme or your own system based upon our guidance.

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

6 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**](mailto:enquiries@environment-agency.gov.uk)

Website: [**www.gov.uk/environment-agency**](http://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.