Lead Local Flood Authority Planning Advice Service

# Part I – Application Form

Please complete **ALL** sections of the form – the form will be returned to you if incomplete.

|  |  |
| --- | --- |
| 1. **YOUR DETAILS** | |
| Contact name: | Click or tap here to enter text. |
| Company name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
|  | |
| Applicant type: | Developer:  Consultant: |

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| 1. **SITE DETAILS** | | | | |
| Site address: | Click or tap here to enter text. | | | |
| Coordinates: | Easting: |  | Northing: |  |
| Impermeable area (ha): | Existing: |  | Proposed: |  |
| Site Area (m2): | Click or tap here to enter text. | | | |
|  | | | | |
| Existing site use: | Greenfield  Previously developed  Combination of both: | | | |

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| 1. **DEVELOPMENT PROPOSAL** | | | | |
| Description of the proposed development: | Click or tap here to enter text. | | | |
| Type of development  (Tick ALL that apply): | Residential |  | Number of units: |  |
| Retail |  | Floor space (m**2**) |  |
| Employment |  | Floor space (m**2**) |  |
| Storage |  | Floor space (m**2**) |  |
|  | | | | |
| Is your development: | Standalone:  Phased:  Unsure: | | | |

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| 1. **PLANNING APPLICATION** | | | | | |
| What type of planning application will you be applying for? | | | | | |
| Outline |  | Full |  | Hybrid |  |
| Reserved Matters |  | Discharge of condition |  | Unsure |  |
|  | | | | | |
| Has work on the development already started on site? | | | Yes:  No:  Unsure: | | |
| If yes, when did the work start: Click or tap here to enter text. | | | | | |

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| Have you already applied for planning permission for the site? | Yes:  No:  Unsure: |
| If yes, what is the planning application reference: Click or tap here to enter text. | |

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| 1. **SERVICE LEVEL** | | | | |
| Which package do you require? | | Essentials:  Premium:  *(see guidance notes)* | | |
|  | | | | |
| Do you require any of the following optional extras? (tick all that apply) | | | | |
| **+** Fast track response within 14 days *(+20% of base fee)* | | | | Yes  No |
| **+** LLFA advice on how to complete the SuDS pro-forma *(+£50.00)* | | | | Yes  No |
| **+** LLFA advice on Ordinary Watercourse consent *(+£50.00 per structure)* | | | | Yes  No |
|  | | | |  |
| Have you previously obtained written advice from the LLFA for this site? | | | | Yes  No |
| LLFA reference: |  | | Correspondence date: |  |

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| 1. **INVOICE DETAILS** | |
| Same as section 1 | Yes  No  *(if yes, move on to section 7)* |
| Company name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

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| 1. **DECLARATION** | | | | |
|  | I (the undersigned) hereby request the views of Lancashire County Council as Lead Local Flood Authority and agree to pay the fee applicable for this service. | | | |
|  | I (the undersigned) have read and understood the terms of guidance and agree to those terms. | | | |
|  | I (the undersigned) understand this application will not be processed until all required evidence has been received, together with the application fee, and confirmed as validated by the Council. | | | |
|  | I (the undersigned) understand that if extra hours are required on my application, then these will be charged at the additional rate set out in the table of charges. | | | |
|  | | | | |
| **Signature:** | | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

Continues overleaf…

Lead Local Flood Authority Planning Advice Service

# Part II – Checklist

Please complete the checklist to confirm **ALL** required evidence has been submitted – the form will be returned to you if incomplete.

**Minimum evidence required:**

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| **Requirement** | **Applicant checklist** | **Office use**  **Only** |
| A location plan, set at an appropriate scale and based on an Ordnance Survey map. This should show the proposed site boundary (red edge) and extent of ownership (blue edge |  |  |
| A topographical survey (contours at 1 metre intervals) of the site, to include existing and proposed site levels |  |  |
| A plan showing all existing surface water flow routes, catchments and runoff destinations, including flows from outside the site curtilage as necessary |  |  |
| An indicative site layout, and where known with details of your proposed surface water flood mitigation measures and minimum finished floor levels |  |  |
| An assessment of the existing pre-development surface water runoff rates for the 1 year, 2 year (Qbar), 30 year and 100 year rainfall events |  |  |
| An assessment of the existing pre-development surface water runoff volume for the 100 year, 6 hour rainfall event |  |  |
| An indicative site drainage strategy, to include preliminary sustainable drainage proposals, outfall locations, discharge rates, discharge volumes, on-site storage requirements and allowances for climate change and urban creep |  |  |

**If you have requested LLFA advice on Ordinary Watercourse consent, then the following evidence is also required as a minimum:**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Applicant checklist** | **Office use**  **Only** |
| Drawings, plans and sections showing the current arrangement of the watercourse. |  |  |
| Drawings, plans and sections showing the proposed arrangement of the watercourse. |  |  |
| Please provide a description of the works involved:  Click or tap here to enter text. |  |  |
| Please confirm the total number of structures involved. |  |  |

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| --- | --- | --- | --- |
| **Signature:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |