Version: April 2024

Lead Local Flood Authority Planning Advice Service

# Part 1: Application Form

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

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| **Section 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. |
| Contact telephone: | Click or tap here to enter text. |
| Contact email: | Click or tap here to enter text. |
|  |
| Applicant type:  | Developer: [ ]  Consultant: [ ]   |

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| **Section 2: Site Details** |
| Site address: | Click or tap here to enter text.Postcode: Click or tap here to enter text. |
| Site grid reference: | Eastings: |        | Northings: |        |
| Impermeable area: | Existing area: |       ha | Proposed area: |       ha |
| Total site area: |       ha  |
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| Existing site use:  | Greenfield: [ ]  Previously developed: [ ]  Combination of both: [ ]  |

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| **Section 3: 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 and Leisure | [ ]  | Gross Floor Area: |       m**2** |
| Employment | [ ]  | Gross Floor Area: |       m**2** |
| Storage | [ ]  | Gross Floor Area: |       m**2** |
| Other (please specify) | [ ]  |       |
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| Is your development: | Standalone development: [ ]  Phased development: [ ]  Not sure: [ ]   |

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| **Section 4: Planning Application(s)** |
| What type of planning application will you be applying for? |
| Outline | [ ]  | Full | [ ]  | Hybrid | [ ]  |
| Reserved Matters | [ ]  | Discharge of condition | [ ]  | Not sure | [ ]  |
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| Has work on the development already started on site? | Yes: [ ]  No: [ ]  Not sure: [ ]  |
| If yes, when did the work start: Click or tap to enter a date. |

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| Have you applied for planning permission for the site? | Yes: [ ]  No: [ ]  Not sure: [ ]  |
| If yes, please give details of any relevant planning history (e.g. references) relating to this development:Click or tap here to enter text. |

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| **Section 5: Service Level** |
| Which package do you require? | Essentials: [ ]  Premium: [ ]  *(*[*Refer to Guidance and Terms of Service*](https://www.lancashire.gov.uk/business/business-services/pre-planning-application-advice-service/lead-local-flood-authority-planning-advice-service-for-surface-water-and-sustainable-drainage/)*)* |
| Please confirm the email address that the LLFA Surface Water Planning Advice document will be sent to *(*[*Refer to Guidance and Terms of Service*](https://www.lancashire.gov.uk/business/business-services/pre-planning-application-advice-service/lead-local-flood-authority-planning-advice-service-for-surface-water-and-sustainable-drainage/)*)* | Click or tap here to enter text. |
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| Do you require either of the following optional extras? *(*[*Refer to Guidance and Terms of Service*](https://www.lancashire.gov.uk/business/business-services/pre-planning-application-advice-service/lead-local-flood-authority-planning-advice-service-for-surface-water-and-sustainable-drainage/)*)* |
| + Fast Track for Essentials Package *(+20% of Essentials Base Fee)*  | Yes [ ]  No [ ]  |
| + Fast Track for Premium Package *(+20% of Premium Base Fee)* | Yes [ ]  No [ ]  |

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| Have you previously obtained written advice from the Lead Local Flood Authority for this site, through our Planning Advice Service? | Yes [ ]  No [ ]  |
| LLFA reference: | FRM      | Correspondence date: |       |

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| **Section 6: Invoice Details** |
| Same details 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.Postcode: Click or tap here to enter text.  |
| Contact telephone: | Click or tap here to enter text. |
| Contact email: | Click or tap here to enter text. |

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| **Section 7: Commercially Sensitive Applications** |
| Do you consider any part of your application to be commercially sensitive? | Yes [ ]  No [ ]  ***(if 'Yes', you must complete*** [***Part 3: Commercially Sensitive Material Checklist***](#_Part_III_–) ***of this form)*** |

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| **Section 8: Declaration and Submission** |
| [ ]  | 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 Lead Local Flood Authority Planning Advice Service Guidance and Terms of Service 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 correct fee, and confirmed as validated by Lancashire County Council.  |
| [ ]  | I (the undersigned) understand that if extra hours or extra meetings are required on this application, then these will be charged at the additional rates set out in Section 4.3 of the Lead Local Flood Authority Planning Advice Service Guidance and Terms of Service. |
|[ ]  I (the undersigned) understand that details, including personal information, contained within this application and/or written response may be shared with the relevant Local Planning Authority, other Lancashire County Council teams and flood risk management authorities in accordance with the Lead Local Flood Authority Planning Advice Service Guidance and Terms of Service. |
| [ ]  | **Freedom of Information Act 2000 and Environmental Information Regulations 2004** I (the undersigned) understand that details of this application are subject to the Freedom of Information Act 2000 and Environmental Information Regulations 2004 and, unless exempt, the county council may be obliged to reveal some details of the application. |
| [ ]  | The invoice will be created based upon the information you have provided so it is your responsibility to ensure that the information provided for invoicing purposes is correct. If the information is incorrect and an invoice is created then the invoice will need to be cancelled therefore delaying the delivery of this service. |
| **Data Protection:**In completing this form, you understand that Lancashire County Council, as the Lead Local Flood Authority, has a requirement to process your personal data. This includes sharing details, including personal information, contained within the application and/or written response with the relevant Local Planning Authority, other Lancashire County Council teams and flood risk management authorities in accordance with the [Lead Local Flood Authority Planning Advice Service Guidance and Terms of Service](https://www.lancashire.gov.uk/business/business-services/pre-planning-application-advice-service/lead-local-flood-authority-planning-advice-service-for-surface-water-and-sustainable-drainage/).Lancashire County Council will only ever process your personal data where it has a clear lawful basis for doing so in full compliance with data protection legislation - UK GDPR and The Data Protection Act (2018). We will ensure the security and confidentiality of your personal data at all times.For full details of how Lancashire County Council handles your personal data please see our privacy notice here: <https://www.lancashire.gov.uk/council/transparency/access-to-information/privacy-notice/> |
| **Signature:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |
| **Print name:** | Click or tap here to enter text. |  |  |

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Lead Local Flood Authority Planning Advice Service

# Part 2: Technical Checklist

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

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|  **Evidence Type**  | **Submitted?** | **Document Reference** |
| 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). | Yes [ ]  No [ ]  | Click or tap here to enter text. |
| A topographical survey (contours at 1 metre intervals) of the site, to include existing and proposed site levels. | Yes [ ]  No [ ]  | Click or tap here to enter text. |
| A plan showing all existing surface water flow routes, catchments and runoff destinations, including flows from outside the site curtilage. | Yes [ ]  No [ ]  | Click or tap here to enter text. |
| An indicative site layout and, where known, details of your proposed surface water flood mitigation measures and minimum finished floor levels. | Yes [ ]  No [ ]  | Click or tap here to enter text. |
| An assessment of the pre-development surface water runoff rates for the 1 year, 2 year (Qbar), 30 year and 100-year rainfall events. | Yes [ ]  No [ ]  | Click or tap here to enter text. |
| An assessment of the existing pre-development surface water runoff volume for the 100-year, 6-hour rainfall event. | Yes [ ]  No [ ]  | Click or tap here to enter text. |
| 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. | Yes [ ]  No [ ]  | Click or tap here to enter text. |
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| Please detail any specific questions that you would like to be answered during this Planning Advice Service request |
| Click or tap here to enter text. |

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

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Lead Local Flood Authority Planning Advice Service

# Part 3: Commercially Sensitive Material Checklist

This form should be submitted with all applications, and completed in conjunction with the [Lead Local Flood Authority Planning Advice Service Guidance and Terms of Service](https://www.lancashire.gov.uk/business/business-services/pre-planning-application-advice-service/lead-local-flood-authority-planning-advice-service-for-surface-water-and-sustainable-drainage/), to indicate areas of your submission that you consider to be commercially sensitive.

**Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.**

The authority may be obliged to disclose information in or relating to this Lead Local Flood Authority Planning Advice Service application following a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004. Therefore, please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application:

|  |  |  |  |
| --- | --- | --- | --- |
| **Information / Document** | **Reference / Page No.** | **Reasons for non-disclosure (cite exemption(s) to be considered)** | **Duration of confidentiality** |
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The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive, the Council will consider your views. However, the authority will make the final decision whether to disclose information or not.

***Note:*** *This document is to be kept with the application correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received.*