



Environment
Agency
Asiantaeth yr
Amgylchedd

Pre-Application Enquiry V1.1

Please read the following notes before completing this form:

This form should be used where you require advice from the Environment Agency relating to a specific plot of land before submitting a planning application to a Local Planning Authority (LPA). We can provide advice on what environmental constraints may affect your proposed development and what measures need to be incorporated to avoid or mitigate any identified environmental impacts. Discussions at the pre-application stage can help avoid the need for us to object to a planning application when consulted at a later stage and can help to speed up the application process.

We can provide advice on the following issues: flood risk, waste, land contamination, water quality, bio-diversity, pollution control, water resources and in some areas, on navigation

We recommend that you contact the relevant LPA to determine the likelihood of your proposed development receiving planning permission before submitting a pre-application enquiry to the Environment Agency. The LPA should also be able to advise you whether an Environmental Impact Assessment (EIA) will need to be submitted with your planning application in accordance with The Town and Country Planning (EIA) Regulations 1999:

We will aim to reply to your pre-application enquiry within 21 days of receipt, in accordance with the Town & Country Planning (General Development Procedure) Order 1995. Where we are unable to do this, we may contact you to request further time to respond.

How to complete and submit this form

Section 1 of this form contains the minimum information required for us to deal with your pre-application enquiry. If this information is not provided we will not be able to deal with your enquiry and will return a standard response to this effect.

Section 2 contains additional questions that you are encouraged to complete, as this will enable us to provide you with more detailed and useful advice. This additional information could help to speed up our response to the LPA if a planning application is subsequently received for comment.

Section 3 contains a set of notes, which provide an explanation of the questions in section 2. You are advised to read these carefully before completing this form.

Please submit the completed form to your local Environment Agency office:
Environment Agency offices

Where you are unable to access documents electronically or find your local Environment Agency office address, please contact us on [REDACTED]

Freedom of Information Act & Environmental Information Regulations

We are required by the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 to disclose information that we hold on request, subject to the exemptions/exceptions and the 'public interest test' set out in the legislation.

The Data Protection Act 1998

The information provided by yourselves will be processed by the Environment Agency to deal with your pre-application enquiry. We may also process and/or disclose it in connection with the following:

- Offering/providing you with our literature/services relating to environmental matters;
- Consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive Local Authorities, Emergency Services, DEFRA) on environmental issues;
- Carrying out statistical analysis, research and development on environmental issues;
- Investigating possible breaches of environmental law and taking any resulting action;
- preventing breaches of environmental law;
- Assessing customer service satisfaction and improving our service; and
- Responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows

We may pass it on to our agents/representatives to do these things on our behalf.

SECTION 3: USER NOTES

Q1: About You

Please provide your name, company name (if applicable) and full address in this section to enable us to respond to your enquiry. A phone number should also be provided, so we can contact you if we need to discuss your enquiry further or request more time to respond. If you would prefer a response to be sent via email rather than in a paper format, please also provide your full email address.

Q2: About the site

Please provide us with as much information as possible to enable us to locate the proposed development site. This must include the full address of the site, a postcode (where available) and/or a National Grid Reference (NGR) for the site. The NGR should be a minimum of six figures. A location plan must also be provided to show the boundary of the proposed development, preferably to a scale of between 1:100 and 1:2500.

Q3: Description of the proposed development

Please provide as full a description of the development you propose to carry out on the site in question as possible.

Q5: Land Contamination

Identifying the existing/previous use of the site will give an indication of the possibility of contamination. Developers should also assess the potential for contamination when the development represents a particularly sensitive end use, e.g. nurseries, schools, gardens, or allotments. Where contamination poses a risk of pollution to controlled waters, we will provide advice to the LPA at planning application stage. In such cases, submission of an application without a preliminary risk assessment (which includes, or maybe known as a 'desk study'), as a minimum, may result in an objection from us. We would therefore strongly advise that you complete the questions in the above table and provide a preliminary risk assessment with your enquiry if there is a potential for contamination, as this would be required at planning application stage.

Provision of a preliminary risk assessment will also enable us to establish whether a site investigation and more detailed risk assessment would be required as part of a subsequent planning application. If you have any of this additional information already, please submit it with your enquiry.

The preliminary risk assessment should include a conceptual model identifying possible pollutant linkages for the site. It should also assess the previous uses of the site, their potential for contamination and potential risks to controlled waters. Further guidance can be found on our web page on the [Model Procedures for the Management of Land Contamination, CLR 11](#), in the [Environment Agency Guidance on Requirements for Land Contamination Reports](#) and in [Planning Policy Statement 23 \(PPS23\): Annex 2: development on Land Affected by Contamination](#)

Please note that we are unable to advise on the risks to human health arising from development on contaminated land. If required, this advice should be sought from your Local Authority Environmental Health Department.

Q6: Flood Risk

Where the development falls within Flood Zone 2 or 3, we will provide advice to the LPA on flood risk at the planning application stage either directly or on low risk development via our Flood Risk Standing Advice which can be found on the following link:

IMPORTANT: If your site falls within Flood Zones 3 or 2 and has not been subjected by the LPA to the sequential test as set out in Planning Policy Statement 25, any subsequent planning application may be refused if it fails this test. This will apply either to (a) 'windfall' sites that have not been allocated via an adopted development plan or

- (b) to sites that have been allocated via an adopted development plan which has not itself been subject to the sequential test

Applicants are advised to establish with the LPA at the pre-application stage whether their site will be acceptable in sequential test terms in order to avoid any unnecessary expenditure of time and resources at the planning application stage.

Where required, failure to provide a Flood Risk Assessment with the planning application may lead to the LPA refusing to validate your planning application or an objection from us. Please refer to Planning Policy Statement 25 for further advice on this issue:

To determine whether your development is in a flood zone, refer to:
the Flood Map and put the postcode or place name in the Flood Map box.

Q7: Surface water drainage

If the development exceeds 1 hectare, a Flood Risk Assessment that sets out how surface water will be managed should be submitted as part of this enquiry and will be required as part of any subsequent planning application. In all cases, the first option for managing surface water should be according to sustainable drainage system (SUDS) principles. Any Flood Risk Assessment submitted to us will be expected to demonstrate how SUDS principles have been taken into account in managing surface water run-off.

Further information on SUDS is available from our web site at the following link:
Sustainable Drainage Systems

Q8: Foul Drainage

Where mains drainage is available this should be the first option for disposal of foul sewage from the proposed development. If the proposed method of foul drainage is not to main sewer, a Foul Drainage Assessment should be submitted (in accordance with DETR Circular 03/99 at the pre-application stage, and should be submitted with this form.

A copy of our assessment form is available at the following link:
Foul Drainage Assessment

Failure to provide a Foul Drainage Assessment where required with the planning application will lead to a delay in determining the planning application, and may lead to an objection from us.

SECTION 1

1. About You

Please provide the following details:

Contact Name:	Tim Murray
Company Name:	
Your Ref:	M/7/13
Address:	6, Middleton Court, 57, Elmer Road, Bognor Regis, West Sussex
Postcode:	PO22 6JZ
Phone:	
Fax:	
Email:	

3. Description of the Proposed Development

Please give a brief description of the type of development/change of use proposed:

Roof Extension

2. About the Site

Please give us as much information as possible to identify the location of the proposed development:

Address:	2, Alleyne Way, Elmer Sands, Bognor Regis, West Sussex
Postcode	PO22 6JZ
AND/OR	
National Grid Reference	

4. Declaration

I certify that the information in this request is correct to the best of my knowledge. I have read the user notes that came with this form.

<i>Name</i>	<i>Date</i>
04/02/2013	
Tim Murray	

Submit a location plan

A location plan clearly showing the boundary of the proposed development must be submitted with your enquiry. This should be at a scale between 1:100 and 1:2500

If there are any watercourses or water features on or within the vicinity of your development site, you will need to identify these on your location plan.

SECTION 2

5. Land Contamination

Please identify whether land contamination is potentially an issue:

Existing use of site	Residential
Previous use(s) of site	Residential
Does the proposed development represent a particularly sensitive use as in accordance with Planning Policy Statement 23?	Yes ☐ No ☒
Have you submitted a Preliminary Risk Assessment with this enquiry?	Yes ☐ No ☒

6. Flood Risk

Please identify whether your development is at risk from flooding:

Is the proposal within Flood Zone 2 or 3?	Yes ☒ No ☐
Have you contacted your Local Planning Authority to establish whether your site will need to be subject to the sequential test as required by Planning Policy Statement 25?	Yes ☒ No ☐
If the site will be subject to the sequential test-see notes on page 3.	
Have you submitted a Flood Risk Assessment with this enquiry?	Yes ☐ No ☒

7. Surface water drainage

Please state the proposed method for dealing with surface water drainage:

Sustainable Drainage (SUDS) -soakaway	soakaway
SUDS-other (please detail)	
Direct to watercourse (please state name of watercourse)	
Mains	
Have you submitted a Flood Risk Assessment that addresses how surface water run-off will be managed with this enquiry?	Yes ☐ No ☒

8. Foul Drainage

Please state the proposed method for dealing with foul drainage:

Main Sewer	X
Package Treatment Plant	
Septic Tank	
Cesspool	
Other (please state)	
Where non-mains drainage is proposed, have you submitted a Non-Mains Drainage Assessment with this enquiry?	Yes ☐ No ☐