

Surface Water Drainage Maintenance and Management Checklist

This checklist has been designed to assist applicants by clearly defining our expectations and requirements for maintenance and management of surface water drainage designs that are submitted to support planning applications. It is recommended that applicants take time, at the outset of the planning process, to familiarise themselves with the checklist and our guidance.

Maintenance and management of surface water drainage must be adequately considered to ensure the long-term functionality of the drainage system and to ensure protection of habitats and ecology. Prospective landowners and maintainers must be aware of their responsibilities and financial liabilities relating to the surface water network on a site.

The items listed in the checklist cover our expectations for a surface water drainage maintenance and management manual.

Applicants who submit all the information requested by the checklist, as early as possible in the planning process, benefit from quicker review times and less delays caused by requests for further information. The omission of information may lead to refusal of planning applications to discharge conditions.

Applicants for major development sites must be aware that West Sussex County Council [WSCC] acting as Lead Local Flood Authority [LLFA] are a statutory consultee for flood risk and surface water drainage design. It is important to consult WSCC guidance in addition to our guidance and this checklist.

A major planning application is defined as:

- The creation of 10 or more residential units.
- Residential development of on a site of 0.5 hectares or more (where the number of residential units is not yet known i.e. for outline applications).
- Non-Residential development or change of use on a site of at least 1 hectare.
- Creation or change of use of 1000 square metres or more of gross floor space (not including housing).

Items likely to result in an immediate objection for SuDS Maintenance Manuals

A detailed checklist of our requirements follows this advice. However, we highlight that the failure to adequately address the following critical items will result in an objection to any application to discharge a SuDS maintenance manual condition.

Critical Item	Reason
No approved plans	The maintenance manual must include all approved plans of the surface water drainage. If the design is still unapproved then it is not possible to approve the associated maintenance manual.

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Site Name/Address:	Land East of Tye Lane, Walberton
Application Description:	175 residential units with associated infrastructure

Policy and Guidance Information

Arun District Council Local Plan – Section 18, Water

[Adopted Local Plan.pdf \(arun.gov.uk\)](#)

National planning Policy Framework - [National Planning Policy Framework \(publishing.service.gov.uk\)](#)

CIRIA C753 SuDS Manual – Chapter 32 and Part D for specific components.

Arun District Council Surface Water Drainage Guidance - <https://www.arun.gov.uk/surfacewater>

Land Drainage Consent - <https://www.arun.gov.uk/land-drainage-consent/>

Arun District Council surface water pre-commencement conditions - <https://www.arun.gov.uk/planning-pre-commencement-conditions>

Written Summary and Plans

- ☒ There is a written summary of the design strategy for the surface water drainage system.
 - ☒ It is explained in plain English how the SuDS components operate and their purpose.
 - ☒ Potential performance risks for components are described. This should include a description of the likely impacts of malfunction to aid fault finding.
 - ☒ The implications of lack of maintenance or incorrect maintenance.
 - ☒ The approved design drawings are included in the document.
 - ☒ A plan showing maintenance responsibility is included.
 - ☒ Plans are included where appropriate showing how suds features and watercourses are accessed for maintenance purposes.
- N/A On-site and boundary watercourses are included and considered for all aspects of the manual (both open and culverted watercourses).

Responsibility and Funding

- ☐ If an adopting body is named, their standards shall be referenced.
- ☐ Sufficient thought shall be given to the likely required maintenance funding over its design life.
- ☐ Provides a basis for costing long term maintenance budgets and commuted sums if required.

Inspections

- ☐ A pre-handover inspection is stipulated as a requirement.
- ☐ A check list is provided to facilitate consistent inspection of the condition of the system.
- ☐ There are details of who to contact if the surface water drainage system is not functioning correctly.

Maintenance Specification
☐ There is a maintenance record pro-forma provided. ☐ Regular, occasional and remedial maintenance activities are considered for all surface water drainage elements. ☐ Green waste and organic sediments arising from the maintenance activities can be stored or disposed in a specified location. ☐ Other waste from maintenance activities is disposed of in a specified manner. ☐ Maintenance regimes for open features consider amenity and biodiversity as well as water quantity and quality performance. ☐ Maintenance activities are scheduled to protect habitats and ecology as the evolve into a mature landscape. ☐ Prohibited activities are stipulated where applicable. ☐ Maintenance specifications take account of high sediment accumulation rates and risk of spillage where applicable. ☐ There is an action plan for dealing with accidental spillages of pollutants ☐ Health and safety risks of maintenance activities are assessed. ☐ Identified health and safety risks of maintenance activities are mitigated with action plans and method statements.
Evaluation and Modification
☐ Periodic evaluation of the maintenance regime is scheduled. ☐ There is a formal procedure in place to allow for changes to the regime following evaluation. ☐ Advice is provided as to what to do if alterations are to be made to the development or, works are to be carried out which may affect the surface water drainage system.

This checklist is designed to aid an applicant with their submission. The list is not exhaustive, and our engineers may request additional information to enable them to review a proposal to their satisfaction.

The checklist may also request information that an applicant does not feel is relevant to their submission. In this case, the applicant can provide an explanation as to why they have omitted certain information in a letter or statement to accompany their submission. However, the appraising engineer reserves the right to request this information if they believe it is necessary for their review.