

## Pre-Application Advice Request Form Flood Risk Assessments

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### Guidance Notes

Please read the following notes before completing this form:

This form should be used where you require pre application advice from East Sussex County Council relating to a specific site.

Requests for detailed advice and discussions on the acceptability of the detailed aspects of your proposal will be charged at an hourly rate of **£92 + VAT**.

The advice provided is informal and does not bind the County Council to any course of action.

Where you intend to submit a planning application to a Local Planning Authority (LPA) 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 East Sussex County Council.

We will give you our pre application advice within 21 days of receiving your request, but if we are unable to do this, we will contact you to request further time to respond.

Please submit the completed form to

Flood Risk Management Team  
Communities Economy and Transport  
East Sussex County Council  
County Hall  
St Anne's Crescent  
Lewes  
East Sussex  
BN7 1UE

or

[SuDS@eastsussex.gov.uk](mailto:SuDS@eastsussex.gov.uk)

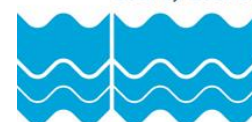


## Pre-Application Advice Request Form Flood Risk Assessments

Please complete this form using block capitals and black ink. You should read the guidance notes before completing this form.

Section 1 – Contact Details			
Title:		Organisation:	
First name:		Last name:	
Address:			
Postcode:		Phone number:	
Email:			
Section 2 – Invoice Address (if applicable)			
Title:		Organisation:	
First name:		Last name:	
Address:			
Postcode:		Phone number:	
Section 3 – Site Details			
Address:			
Postcode:		Grid Ref:	
Existing site use:			
Previous site uses:			
Development Proposals (including proposed layout, if available):			

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



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If there are any watercourses, water features or existing drainage assets (including current discharge points) on or within the vicinity of your development site, you will need to identify these on your location plan.

If possible, please include a shapefile delineating the site boundary.

**Section 4 – Flood Risk at Site**

Is the Site located within Flood Zone 2 or 3	Yes		No	
Is the Site affected by a surface water flow path?	Yes		No	

Please provide images as appropriate showing the flood risk to the site.

**Section 5–Surface Water Drainage**

What SuDS features are you intending to use to deal with any additional surface water runoff from the proposed development? (please tick all that apply):

Soakaways	<input type="checkbox"/>
Infiltration trenches	<input type="checkbox"/>
Swales	<input type="checkbox"/>
Infiltration basins	<input type="checkbox"/>
Detention basins	<input type="checkbox"/>
Attenuation tanks	<input type="checkbox"/>
Oversized pipes	<input type="checkbox"/>
Other (please state)	<input type="text"/>

**Section 6 – Attachments / checklist**

Please ensure the following are attached to your application:

- Completed application form
- Location map, showing the site of proposed works
- Site plan showing existing drainage assets
- Shapefile of site boundary (if available)
- Plan showing flood risk to site

**Section 7 – What ESCC will provide**

Once you have completed and submitted this form, East Sussex County Council will review the surface water drainage proposals for the development site and make recommendations based on the information provided.

This will include:

- Potential flood risk considerations including groundwater, surface water and ordinary watercourse;
- Recommended surface water discharge rate based on local flood risk issues;
- Acceptable SuDS measures based on local flood risk issues and local flood risk issues and data sets we hold including infiltration rates, ground stability and contamination;
- Recommendations for further studies to progress the surface water drainage proposals for the site.

Please note that the information we provide is based on strategic data and cannot replace detailed site investigations.

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### Section 8 – Declaration

By signing below, you are declaring that as far as you know, the information given in this application, including any maps and supporting documents is true.

Signature		Date	
Title:		Position:	
First name:		Last name:	

### Additional notes

**Send the form and attachments to:**

Flood Risk Management, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE.

If you have any questions or have been advised to contact us:

**Phone:** 0345 60 80 190

**Email:** [SuDS@eastsussex.gov.uk](mailto:SuDS@eastsussex.gov.uk)