Applications for planning permission should be accompanied by a completed form. An electronic version can be submitted by 'printing' it to a PDF writer.

This guidance is for domestic extensions and non-domestic extensions where the additional footprint created by the development does not exceed 250 sq. metres. It should NOT be applied if an additional dwelling is being created, e.g. a self contained annex.

We recommend that:

Planning Authorities:

1) Refer the applicant to the standing advice pages on the Environment Agency website or provide them with a copy of this page for them to include as part of the planning application submission.
2) Check the planning application to ensure that one or other of the mitigation measures from the table below has been incorporated.

Applicants:

Complete the table below and include it with the planning application submission. The table, together with the supporting evidence, will form the Flood Risk Assessment (FRA) and will act as an assurance to the Local Planning Authority (LPA) that flood risk issues have been adequately addressed.

Applicant to choose one or other of the flood mitigation measures below	**Applicant to provide the LPA with the supporting Information detailed below as part of their FRA**	**Applicant to indicate their choice in the box below. Enter 'yes' or 'no'**
Either ; Floor levels within the proposed development will be set no lower than existing levels AND, flood proofing of the proposed development has been incorporated where appropriate.	Details of any flood proofing / resilience and resistance techniques, to be included in accordance with *`Improving the flood performance of new buildings'* CLG (2007)	Yes
Or; Floor levels within the extension will be set 300mm above the known or modelled 1 in 100 annual probability river flood (1%) or 1 in 200 annual probability sea flood (0.5%) in any year. This flood level is the extent of the Flood Zones	This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level. All levels should be stated in relation to Ordnance Datum[1]	

Due to the risk of rapid inundation by floodwater basements should be avoided in areas at risk of flooding. The LPA may hold additional guidance for basement extensions.

Self-contained basement dwellings are `highly vulnerable' development and should not be permitted in Flood Zone 3. We are opposed to these developments.

Continued...

[1] Ordnance Datum or the abbreviation 'OD' is the mean level of the sea at Newlyn in Cornwall from which heights above sea level are taken. The contour lines on Ordnance Survey maps measure heights above OD for example, though these are not accurate enough for a flood risk assessment..