

Pre-application Enquiry Watercourse Land Drainage Consent

Bolton Council receives applications from third parties via the planning application process or directly to the Drainage Team if works are being undertaken adjacent to ordinary watercourses.

This document has been written to ensure we have all the information necessary to answer your questions concisely and to ensure you get a timely and meaningful response. It is designed to save both time and money and to ensure that through negotiation, the applicant and the local authority can reach a positive outcome that acknowledges known factors, potential problems and minimises flood risk with regard to ordinary watercourses.

Prior to submitting a pre-application enquiry, we strongly recommend that where developments are concerned you contact the Planning Section on 01204 336000 to discuss the likelihood of your proposed development receiving planning permission.

Where planning permission is not being sought, the pre-application form can be emailed directly to the Drainage Team at floodrisk@bolton.gov.uk.

Bolton Council has also produced a Culvert Policy which can be viewed as a download on Bolton Council's website; you are advised to read this policy.

What is a pre-application enquiry?

A pre-application enquiry is a written request for advice or information relating to a proposed development or change of use for a specific plot of land. A pre-application enquiry will include the submission of :

- a pre-application enquiry form, or
- all the mandatory details in the pre-application enquiry form in another written form e.g. letter and plan

As a minimum, Section 1 of the form must be completed, but to provide you with a more detailed and useful response we would encourage that you complete Section 2 also. In the event that Section 1 is submitted incomplete, the form will be returned to you explaining there is inadequate information and we are unable to respond until all the relevant information is submitted.

Why do I need to complete this form?

The form is designed to assist applicants and provide a means of dialogue at the earliest opportunity. It is hoped that this will save the applicant and the local authority

alike, time and money in the long run. By completing the enquiry form, it will give us the opportunity to reply to your enquiry more effectively and reduce the need for us to ask you further questions down the line, hence avoiding time wasting.

Furthermore, discussions at the pre-application stage can help to avoid the need for us to object to a planning application when consulted at a later stage. This in turn can help to speed up the application process.

Bolton Council can provide guidance on flood risk, land contamination, pollution control and bio-diversity; however, where more detailed advice is needed, there may be a need for us to refer specific issues to other bodies. With regard to water quality and water resources you are advised to contact the Environment Agency.

We do not charge for responding to a pre-application enquiry; however, if the enquiry does not meet the definition of a pre-application enquiry and is a request for arbitrary information then there will be a charge.

We will aim to reply to your pre-application enquiry within 21 days of receipt. 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, useful advice. This additional information could help to speed up our response to the Planning Section 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.

Once completed, please either email the form to floodrisk@bolton.gov.uk or post to :

The Drainage Team
Highways & Engineering Division
3rd Floor, Paderborn House
Howell Croft North
Bolton
BL1 1UA

USER NOTES

S1[1]: 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 email address.

S1[2]: 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). 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.

S1[3]: 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.

S2[5]: Flood Risk

Flood zone information can be found on the Environment Agencies website via the External Link on Bolton Council's Flood Defence and Water Management or Land Drainage web pages.

Information regarding the National Planning Policy Framework can be found via the External Link - National Planning Policy Framework, again on Bolton Council's Flood Defence and Water Management or Land Drainage web pages.

S2[6]: Surface water drainage

If the development is classed as a Major Development, 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 (for an explanation of addressing flood risk within the planning application process, refer to the Local Development Framework page within Bolton Council's website, Planning Section).

Relevant to flood risk, the edited definition of a Major Development is :-

the provision of dwellinghouses where —

- (i) the number of dwellinghouses to be provided is 10 or more; or
- (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within (i)

the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or

a development carried out on a site having an area of 1 hectare or more

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.