



Middle Level Commissioners and Administered / Associated Internal Drainage Boards Infiltration Device Certification and Checking Service Guidance Document

General

Please read these notes and the relevant application forms carefully, along with the 'initial advice' document which includes a useful flowchart.

If you are not still sure about anything, please contact us. The term 'The Board' may refer to the Middle Level Commissioners, Internal Drainage Board or District Drainage Commissioners, as appropriate to your application.

The device(s) should be in accordance with BRE365 or similar guidance approved by the Board.

Please note that, despite any planning permission or building control permission you might have, the Board will only pass your device if it can be properly shown that it will provide an effective means of surface water and / or treated effluent disposal for the lifetime of the development. It must not cause localised flooding or be harmful to the local water level or flood risk management systems. If a device does not meet these requirements, the developer or property owner will be liable to pay the discharge contribution due (see discharge consent form), and may lead to criminal proceedings. If needed, we will request a note be placed on the Local Land Charges Register (LLCR).

Options

There are three options to consider, as follows. Options 1 and 2 require you to complete and return the relevant form.

Option One: Self certification

There are no fees for this, and the device is not reviewed. A letter will be sent to you stating that the application is suitable, and that you have stated that the details are correct and that the device will not cause localised flooding, or detrimentally affect the local water level and flood risk management systems.

Please note: the self-certification process generally relates to smaller developments, from an extension, to a moderate-sized single dwelling (under 50m²) and a single infiltration device. Previous experience must show that infiltration techniques are suitable to the location, and that there is no history of flooding and / or known 'wet spots' in the immediate area.

Option 2: Checking service

Once we have received your application and the payment of £165 + VAT per device, we will review the details of the device. There are three possible outcomes, determining that the device is:

- Suitable for the site
- Unsuitable but changes to the design can make it acceptable
- Not suitable, and an alternative means of water disposal must be found. A further application form and fee must be sent to us to consider the revised device.

Please see below for the information we need you to provide for this option. Confirmation will be issued by us as appropriate.

Information required for the Checking Service (Option 2)

1. Site investigation – An appropriate Ground Investigation Report must include trial hole profiles, soil types and descriptions, the depth of the water table and permeability testing.
2. Device design – this should include details of the proposed device such as size, volume, length, levels, type, outfall details, the construction methods and materials, and calculations to demonstrate its hydraulic capacity.
3. Site location plan – to a scale of 1:10,000 or larger. The plan should show the general geographic location, boundaries of your site and general features including street names, if applicable.
4. Site layout plan – This should clearly show the site relating to the water disposal system being used. A scale of 1:1250 or larger is recommended.
5. Maintenance statement and schedule – this must identify the person or authority responsible for the long term funding, management and maintenance needed for the lifetime upkeep of the device.

Option 3: Pre- / Post- Application Process

In more involved cases, this method is likely to be more suitable. Please see notes on our website for further details on these processes.

General notes

- If you wish to submit your application via email, please send it with the relevant supporting documents to the email address below.
- Posted applications must include two copies of any documents larger than A3.
- The checking service will not be reviewed by us until we have received the fee.
- The checking service is only designed to validate the infiltration device and give initial information only. Any further discussion needed will need to be part of the pre/post-application process. Please find details of these on our website.

Payment methods

Cash, cheque, card payments and bank transfer are accepted. Cheques are to be made payable to Middle Level Commissioners.

Bank Transfer to:

Account name: Middle Level Commissioners Sort Code 20-97-34 Account 90632449

Please use your / your agents name as a reference.

For further information, or to pay via card, please contact our Finance Officer, Mrs T Driver on 01354 602008.

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