

Flood Risk Assessment (FRA) - Applicants Guide to Householder Extensions and Non-Residential Extensions (<250m²) in Flood Zone 2, 3a and 3b

The document is used to assist applicants in preparing a FRA, to accompany small-scale planning applications to ensure that sufficient and proportionate information is provided to support their application. Following these guidelines and submitting a FRA will not automatically make the proposed development acceptable in regards to flood risk. If the submitted FRA does not provide sufficient information, the planning application may be refused.

Proposals for new development (including minor development and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 which has critical drainage problems of sites that are more than 1 hectare, must be accompanied by a Flood Risk Assessment that is in accordance with the Planning Practice Guidance. Flood risk maps are available on the Council's [mapping system](#) and further details on the zone can be found from the [Environment Agency](#) Indicative Flood Maps, which provide general overview of areas of land in natural floodplains, which are potentially at risk of flooding.

Large areas of Runnymede Borough are at risk of flooding from the River Thames, River Bourne, their tributaries and numerous lakes. Development can reduce the available flood plain and impede the flow of water and therefore put more people at risk in times of flooding. Saved Policy SV2 of the 2001 Runnymede Borough Local Plan controls development that does not impede the flow of flood water; reduce the capacity of flood plain to store water; and increase the number of people or properties at risk from flooding.

Development will need to be designed to mitigate and manage the risk of flooding, to ensure safety throughout its lifetime. Small-scale householder and non-residential developments and extensions in low risk flood zones is acceptable, subject to measures, such as raised floor levels and incorporation of flood proofing and mitigation where appropriate, which is your responsibility to propose. If the development proposed does not impact the ground floor level (i.e. first floor extension or loft enlargement) or is for a Certificate of Lawful Development, a FRA would generally not be required, however, please contact the Local Planning Authority prior to submission of an application.

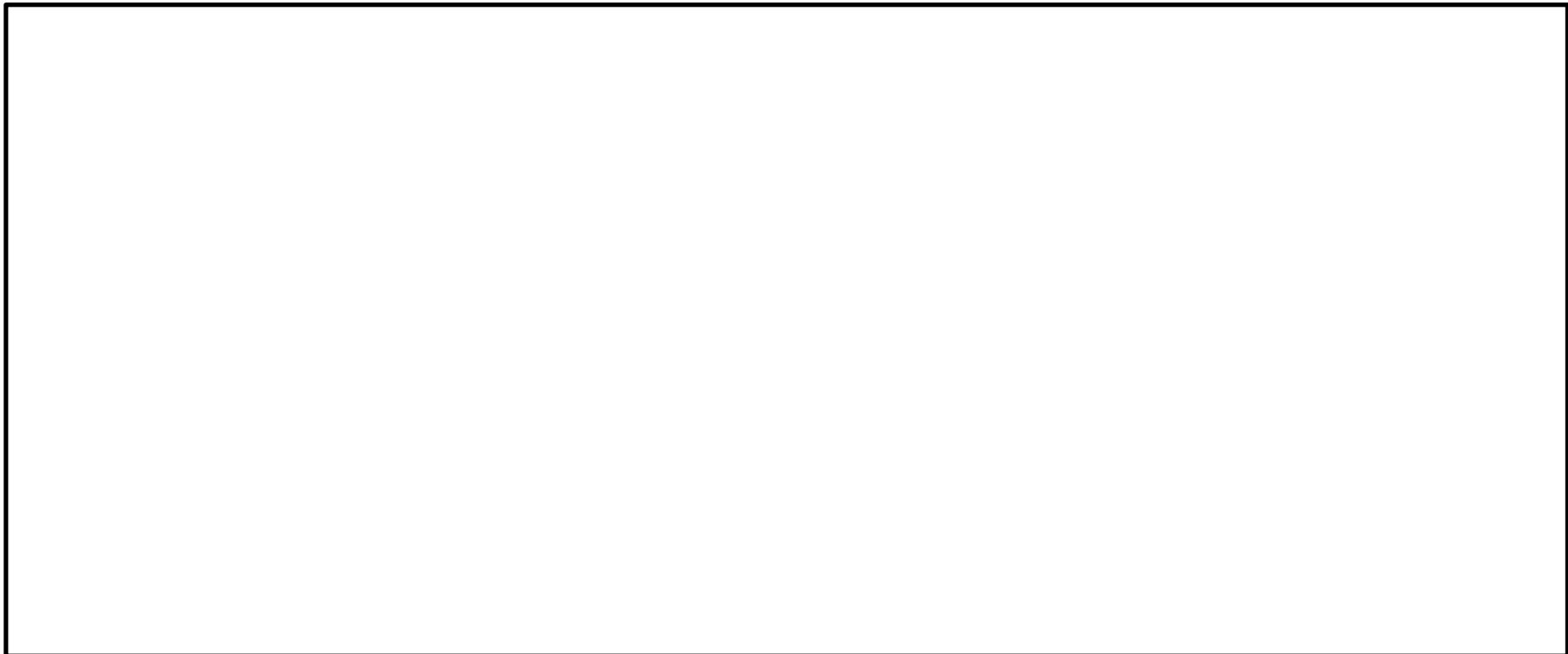
Other useful links

- [Draft Strategic Flood Risk Assessment](#)
- [National Planning Policy Framework](#)
- [Planning Practice Guidance – Flood Risk and Coastal Change](#)
- [Planning Practice Guidance – Site Specific Flood Risk Assessment](#)

Flood Risk Assessment

Site Details:

You should identify the site and its current use, the associated Flood Zone and all potential flood risks, including an allowance for climate change. This section shall also include a map that outlines the site location, and annotates any relevant watercourses or bodies of water.



Proposed Development:

Please provide a description of the proposed development including a block/site plan that shows the extent of the application.

You should provide an assessment summary of the potential flood risk for the proposed development. This should also identify the estimated flood level for the development i.e. 1 in 100 year river flood level – this can be received from the Environment Agency or a Flood Risk consultant.

Methods of Flood Risk Mitigation and Management:

You will need to identify the details of flood resilience and resistance measures that are planned to be incorporated into the proposed scheme. Such measures could include particular materials (flood boards) or designs (raised electrical sockets and watertight doors/windows). This element should also identify the finished floor levels of the proposed development, which the Environment Agency standing advice indicates should be no lower than the existing or 300mm above estimated flood level.

Conclusions and Any Other Details:

You may wish to attach any supporting plans and drawings, and/or any other relevant information below.

Declaration: The information supplied is accurate and forms the Flood Risk Assessment for the submitted application.

Completed by: _____

Name and Address of Applicant: _____

Date: _____