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Environment Agency

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Householder and other minor extensions in Flood Zones 2 and 3

This guidance is for domestic extensions; and non-domestic extensions where the additional footprint created by the development does not exceed 250 square metres. It should NOT be applied if an additional dwelling is being created. If an additional dwelling is being created e.g. a granny flat or a self contained annex, consult the Environment Agency.

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 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 dwellings'* 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]	NO

26 OCT 2010
FILE REF
REPLY REQUIRED

Subterranean/basement extensions

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 fundamentally 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..

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SEWAGE AND SEWAGE TREATMENT PLANTS

Health and Safety is of prime importance. Protective clothing must be worn when dealing with sewage. Bacteria can enter your body through cuts and scratches and through the lining of the mouth which can cause serious illness.

Take precautions –

- Wash your hands and forearms and wash your protective clothing after dealing with sewage. Clean wounds thoroughly. Do not handle food, drink or smoke without first washing your hands.
- Sewage gases are potentially explosive and toxic. Do not enter chambers or compartments below ground. Do not leave covers open for longer than necessary and erect temporary signs and barriers.

Keep campers and unauthorised visitors away from the Sewage Treatment Plant and manholes etc.

Always read and fully understand the Operator's Manual.

PLANT AND EQUIPMENT

An operators manual should be available for all plant and equipment on Club sites. Ensure that you read and fully understand the instructions and information. (Boilers, pumps, switch gear).

Never attempt to carry out DIY repairs.

Always ensure that plant rooms and electrical controls are kept locked and secure. Only allow access to authorised personnel.

Ensure the appropriate warning signs are displayed.

EMERGENCIES

In cases of emergency, the Holiday Site Manager must contact the Emergency Services without fail.

In cases of serious disturbance, criminal activity or crime incidents, Holiday Site Managers must contact and involve the Police.

In extenuating circumstances and as a last resort Holiday Site Managers may need to temporarily close a site, for example:

- Forest fire
- Water shortage
- Sewage Plant Failure
- Flood

Wherever possible the Area Sites Manager should be contacted before any of the above actions are taken. However, this is not always possible or practical and Holiday Site Managers must always put the safety and well being of campers first.

Area Sites Managers and Head Office must be notified of the situation at the earliest opportunity and a full written report must be submitted as soon as possible following the incident.

Failure to comply with these instructions could invalidate the Club's insurance cover.

It is also useful to enter the details of the incident in the Site Diary.

Health and Safety Accident Book

All injuries, no matter how minor must be recorded in the site Health and Safety Accident book which must be retained on site at all times and be available for inspection by the relevant bodies upon request.

FLOOD WARNING

The following information is aimed at those sites in real danger of flooding, irrespective of the area.

The Environment Agency has changed the warnings given, via their recorded message. They now operate the following warning system:

Flood Watch

Possible flooding of low lying areas. Not expected to cause major damage.

Flood Warning

A real possibility of flooding to homes and businesses in flood areas. Act now.

Severe Flood Warning

Imminent danger to property and life. Immediate action required.

The Environment Agency to give at least 2 hours warning aims via its telephone message service. The service is also able to take flood information from callers.

The flood line number is 0845 988 1188

This number takes callers through a series of options, which can be frustrating if you have concerns over flooding. Holiday Site Managers should get an area code in advance so as to be prepared for every eventuality.

The Environment Agency also produce a useful site information pack, a copy of which is held on site.

FLOOD WARNING ACTION

In order to be prepared for flooding, those sites which could be affected should prepare by taking the following action:

- Ensure campers have a vehicle fitted with a tow hook (Chertsey, Keswick, Rhandirmwyn and St Neots)
- Identify an evacuation assembly location, which campers have to move to.
- Ensure necessary equipment e.g. a torch, appropriate footwear and clothing etc. are readily available and all staff know where the equipment is stored.
- Ensure all staff know the Environment Agency flood warning number: 0845 988 1188
- Ensure all staff know the location of the mains electrical switch and water stop tap.

Information can be obtained from a number of sources concerning floods, such as TV, radio, Environment Agency Flood line or indeed simply looking at and assessing the river or lake.

DEALING WITH FLOODS, DO'S AND DON'TS

Do

- Inform your Area Sites Manager
- Ensure all staff are fully briefed and know the Environment Agency Flood line number, which is **0845 988 1188**
- Know the evacuation location
- Know the mains power and water taps location
- Have a torch and other necessary equipment available and easily accessible
- Monitor water levels
- Watch and listen to TV and radio
- Stay alert, events can change very quickly
- Keep calm and give clear instructions to campers

Don't

- Underestimate the damage a flood can cause.
- Assume everyone knows what to do. Brief staff before a flood.
- Walk in flood water over knee level, it can easily knock you off your feet.
- Turn power or water on if they have been affected by flood water before an authorised contractor carries out a safety check.
- Panic, if campers see you are calm, they are more likely to follow your instructions.