

Notes for Completing PFRA Review Checklist

General Notes for Users	
a	This review checklist has been prepared by the Environment Agency as Annex 3 of the Preliminary Flood Risk Assessment (PFRA) guidance. The checklist is intended to help Lead Local Flood Authorities (LLFAs) review their PFRAs and any Flood Risk Areas. It should be used in conjunction with the Environment Agency's PFRA guidance, and Defra/WAG's guidance on selecting and reviewing Flood Risk Areas for local sources of
b	The same review checklist will be used by the Environment Agency for review of PFRAs and Flood Risk Areas
c	The worksheet titled PFRA Review Coversheet is a summary sheet, which should be completed by LLFAs before submitting to the Environment
d	The worksheet titled Review Checklist has been developed using the 10 steps contained in the PFRA Guidance (Table 1, page 9).
e	In the Review Checklist there is a column for LLFA completion which is coloured pale blue, one for Environment Agency local office staff (yellow), and one for the national Review Panel (green).
f	Boxes which are greyed out do not need to be completed.
g	Supporting notes are provided in Column C of the Review Checklist to help LLFAs and the Environment Agency respond to the questions.
h	Some of the questions have drop-down responses to select from, and others are for free-text comments. The notes for completion in column C identify the type of response required.
i	Additional columns or questions should not be added to the spreadsheet.

PFRA Review Coversheet

LLFAs should complete the pale blue sections with the relevant information, and send to their Environment Agency Local Area Contact along with the Preliminary Assessment Report and Annexes. Yellow and green boxes on this coversheet are for Environment Agency completion

Preliminary Flood Risk Assessment Review

LLFA Name	Wokingham Borough Council
If collaboration, list other LLFAs	
LLFA Lead contact name	Matt Davey
Email address	matt.davey@wokingham.gov.uk
Contact telephone number	0118 908 8304
Date sent to Environment Agency	17th June 2011

Documents submitted

	LLFA	EA date received
Preliminary Assessment Report	Yes	
Annex 1 - Past floods reporting template	Yes	
Annex 2 - Future floods reporting template	Yes	
Annex 3 - Flood Risk Area reporting template	Yes	
Annex 4 - Review checklist	Yes	

Flood Risk Areas

Was there an indicative Flood Risk Area?	No
Is a Flood Risk Area proposed?	No

Approvals

LLFA approval

Name	Matt Davey
Title	Head of Technical Services
Date	Jun-11

For completion by Environment Agency

Region		
Area		
Lead contact name		
	Review date	Recommendation
Environment Agency area		
National review panel		
RFCC/FRMW		
Regional Director Sign-off		
Ministerial referral (if applicable)		

Review Checklist

Preliminary Flood Risk Assessment Checklist					
LLFA Name:		Wokingham Borough Council			
Checklist questions	Notes for completion	LLFA	Environment Agency area review	Environment Agency national review	
Step 1 Set up governance and develop partnerships					
1.1	Have appropriate governance and partnership arrangements been set up?	Refer to section 2.3 of guidance. Governance and partnership arrangements should be to the satisfaction of the LLFA.	Yes		
1.2	Who in the LLFA reviewed the PFRA and when was it done?	Please state the review and approval process and when approval was gained e.g. Officer, Scrutiny Committee, Cabinet. Refer to Section 5 of the guidance.	Matt Davey (June 2011)		
Step 2 Determine appropriate data systems					
2.1	Has a data management system been established and implemented?	See Annex 5 for information about data standards	Yes		
Step 3 Collate information on past and future floods and their consequences					
3.1	Has information been requested from all relevant partners?	See Flood Risk Regulations Part 6 Co-operation.	Yes		
3.2	Are there any gaps in available information? (This could include gaps which could have been filled but weren't, or gaps which couldn't be filled because the information wasn't available)	LLFAs - Are there gaps in certain locations, or for certain events that you are aware of, or for certain sources of flooding (such as groundwater). Respond with Yes/No and provide comments on any missing information. EA Review - Has all available information has been gathered and included?	Yes - groundwater flooding. See section 5.4 of the main PFRA Report		
Step 4 Determining locally agreed surface water information					
4.1	Which dataset (or combination of datasets) has been determined as "locally agreed surface water information"?	LLFAs - Select from drop down. Refer to "Locally agreed surface water information" text box in section 3.5.1 (p.17) of guidance. EA review - Has this been agreed?	Flood Map for Surface Water		
4.2	Has the locally agreed surface water information been clearly stated and presented (on a map) in the Preliminary Assessment Report?	LLFAs - Select Yes/No from drop down list. Refer to "locally agreed surface water information" text box in section 3.5.1 (p.17) of guidance.	Yes		
4.3	If available, what is the total property count for locally agreed surface water information in the LLFA?	If known, please enter the total number of properties at risk in the LLFA.	20300		
4.4	If applicable, has the method for counting properties been described in the Preliminary Assessment Report?	Refer to text box on page 17 of guidance	N/A		
4.5	Has available information on local drainage capacity (where used to inform the determination of locally agreed surface water information) been included in the report?	Refer to text box on page 17 of guidance. Information provided on drainage may inform options for any future improvements to the Flood Map for Surface Water.	Yes		

Preliminary Flood Risk Assessment Checklist					
LLFA Name:		Wokingham Borough Council			
Checklist questions		Notes for completion	LLFA	Environment Agency area review	Environment Agency national review
Step 5 Complete Preliminary Assessment Report Document					
5.1	Does the Preliminary Assessment Report cover all the content described in Annex 1 of the Environment Agency's PFRA guidance?	LLFAs - If the Preliminary Assessment Report contains all the content described in Annex 2 of the PFRA guidance, respond with a 'Yes'. If there are some elements missing, please provide a brief explanation. EA Review - Include comments on any missing content.	yes		
5.2	Has a summary table of flood events been produced?	Refer to section 3.4 and 3.5 of guidance	Yes		
5.3	Has a description of past flood events been included?	Refer to section 3.4 and 3.5 of guidance	Yes		
5.4	Has additional information been included on climate change and long term developments?	Refer to 3.6 of guidance. Standard text has been provided for Preliminary Assessment Reports which meets the minimum requirements of the Flood Risk Regulations. Please respond with Yes or No, and if additional information has been included, please state the information source(s)	Yes		
Step 6 Record information on past and future floods with significant consequences in spreadsheet					
6.1	Are records of past flooding with significant harmful consequences recorded on the Preliminary Assessment Report spreadsheet (Annex 1 of Preliminary Assessment Report) ?	LLFAs - past flooding should be recorded on the spreadsheet and included as Annex 1 of the Preliminary Assessment Report. EA review - Are all the mandatory fields complete?	Yes		
6.2	Are there any past floods with significant harmful consequences that have not been recorded? If so, please explain why not.	LLFAs - Respond with Yes or No. If No, provide additional information e.g. anecdotal information on flood, but not enough evidence to include EA review - Do you agree with LLFA response and comments?	No		
6.3	Have any additional records of future flooding (other than the national dataset information which is already completed) been recorded on the future flooding Preliminary Assessment Report spreadsheet (Annex 2 of Preliminary Assessment Report)	LLFAs - future flooding information should be recorded on the spreadsheet and included as Annex 2 of the Preliminary Assessment Report. EA review - Are all mandatory fields complete?	No		
Step 7 Illustrate information on past and future floods					
7.1	Have summary maps been produced for past and future floods?	Refer to section 3.4 and 3.5 of guidance	Yes		
Step 8 Review indicative Flood Risk Areas					
8.1	Is your LLFA within an indicative Flood Risk Area?	Indicative Flood Risk Areas were provided to LLFAs by the Environment Agency in December 2010.	No		
8.2	If the answer to 8.1 is yes, have you reviewed it using the locally agreed surface water information, and relevant local information in the Preliminary Assessment Report?	Refer to section 4 of guidance. LLFAs should identify whether they have reviewed against local information or just used the indicative Flood Risk Area information provided by the Environment Agency.	N/A		

Preliminary Flood Risk Assessment Checklist					
LLFA Name:		Wokingham Borough Council			
Checklist questions		Notes for completion	LLFA	Environment Agency area review	Environment Agency national review
Step 9 Identify Flood Risk Areas					
9.1	Is a Flood Risk Area proposed?	LLFA - select a response from the drop down list and then complete the relevant questions 9.1.1 - 9.1.5. (NB. Indicative Flood Risk Areas can be amended due to Geography, past flooding and/or future flooding.)	No - no Flood Risk Area is proposed (go to question 9.3)		
9.1.1	If the proposed Flood Risk Area is exactly the same as the indicative Flood Risk Area, please confirm.	LLFA - please confirm that the boundary of the indicative Flood Risk Area has not been changed and no change has been made to the flood risk indicators. EA review - please confirm			
9.1.2	If changes have been made to the indicative Flood Risk Area because of geography, please identify what changes have been made.	Use the drop down list to identify the reasons for the change. Options are the same as the table on page 26 of the PFRA guidance. EA review - please confirm evidence supports change			
9.1.3	If changes have been made to the indicative Flood Risk Area because of past / historic flooding, please indicate the changes and the reasons why.	LLFA - identify the scale of the changes made e.g. major/minor increase or decrease in size of Flood Risk Area and the source of information used e.g. records of historic flooding. EA review - confirm scale of the changes made and provide indication of confidence in the evidence provided e.g. anecdotal evidence versus detailed report on flooding event.			
9.1.4	If changes have been made to the indicative Flood Risk Areas because of future flooding, please indicate the changes and the reasons why.	LLFA - identify the scale of the changes made e.g. major/minor increase or decrease in size of Flood Risk Area and the source of information used e.g. detailed modelling as part of SWMP. EA review - confirm scale of the changes made and indication of confidence in the evidence			
9.1.5	If a new Flood Risk Area is being proposed, does it meet the Defra / WAG thresholds?	Criteria and thresholds are set out in the Defra/WAG guidance on selecting and reviewing Flood Risk Areas for local sources of flooding EA review - identify the evidence provided to support this and indicate degree of confidence in the evidence.			
9.2	Does the proposed Flood Risk Area include flooding from interactions with main river, reservoirs or the sea?	LLFAs should respond with Yes or No. EA Review - Summarise the location and nature of interactions i.e. river or sea.			
9.3	Has an indicative Flood Risk Area been deleted?	LLFA - Respond with Yes/No and if an indicative Flood Risk Area has been deleted please provide a short description why. EA - confirm the evidence presented to support this is aligned to 'locally agreed surface water information'	No		
Step 10 Record information including rationale - ONLY COMPLETE IF ANSWER TO 9.1 IS YES					
10.1	If proposing Flood Risk Areas, have the mandatory fields in the spreadsheet been completed?	LLFAs - the spreadsheet indicates mandatory columns to be completed. EA Review - Are all mandatory fields complete?	N/A		
10.2	Has a rationale and evidence for amending/adding/deleting Flood Risk Areas been included in the Preliminary Assessment Report?	LLFAs - Refer to Table 5 on page 26 of the PFRA guidance and Annexes A-D of the Defra/WAG Guidance. Rationale should be included in "Identification of Flood Risk Areas" section of Preliminary Assessment Report. EA Review - Confirm that supporting evidence for any amendments/additions/deletions has been provided in the Preliminary Assessment Report and annexes	N/A		