Robert Bowen Planning and Development Ltd

FCA/ Flood Management Plan

18-20 Station Road

Port Talbot

SA13 1JB

Change of use of second floor from offices to pool hall.

May 2026

	PHONE	MOB PHONE	EMAIL
7 Llys Sant Teilo, Llangyfelach, Swansea, SA5 7HQ	01792 775643	O7855 776129	info@rbplanning.co.uk

1.0 Scope of the Report

1.1 This document has been prepared in support of a planning application for the change of use of the second floor of the site from offices to a pool hall.

1.2 In additions to assessing flood risk the document will include a Flood Management Plan(FMP)

1.3 The objective of the FMP is to raise awareness of the risk of flooding in the location specified below, to detail the Flood Warnings and estimated lead time available, and to detail how the Plan is triggered by who and when, and what actions are required by those people in the area.

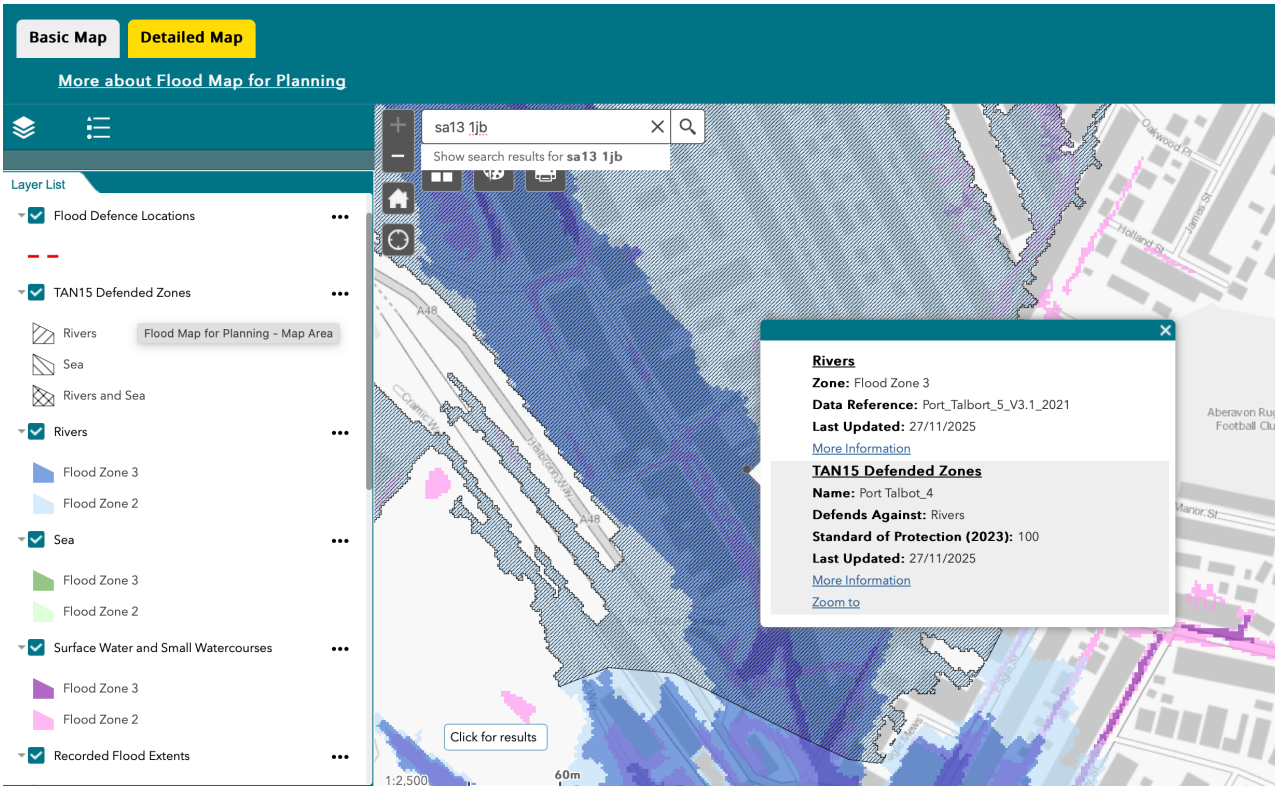
1.4 The FMP describes the evacuation procedure and the need for safe refuge. The location covered by this Plan (Location plan) is sect out in ***Figure 1*** below

Figure 1

2.0 Flood Risk

2.1 NRW Flood Maps for Planning (FMP) indicates that the site is protected by flood defences, and is within Zone 3 for Rivers. It is not within a flood zone for Sea and surface water and small water courses. ***Figure 2***

Figure 2



2.2 There have been no recorded flood events at the site.

2.3 The existing use of the second floor is an office (Class B1) and therefore falls within the low vulnerable category as set out within TAN 15.

2.4 The application seek consent for the change of use of the second floor to a pool hall which is also within the low vulnerable category as set out within TAN 15.

2.5 As such the development will not lead to any increased flood risk.

2.6 The development will not entail the construction of any extensions. Therefore it is considered that the proposed development will not lead to any additional third-party flooding.

3.0 Flood Management Plan

3.1 Flood Warnings

3.2 The NRW operate a flood forecasting and warning service in areas at risk of flooding from rivers or the sea, which relies on direct measurements of rainfall, river levels, tide levels, in-house predictive models, rainfall radar data and information from the Met Office. This service operates 24 hours a day, 365 days a year.

3.3 If flooding is forecast, warnings are issued using a set of easily recognisable codes. A description of the codes is shown in **Appendix 1**.

4.0 Floodline Register

4.1 Floodline Warnings is a free service operated by the NRW that provides flood warnings direct to you by phone, email or text message. Sign up for Flood Warnings by calling Floodline on **0345 988 1188** or online by following the link included in **Appendix 2**.

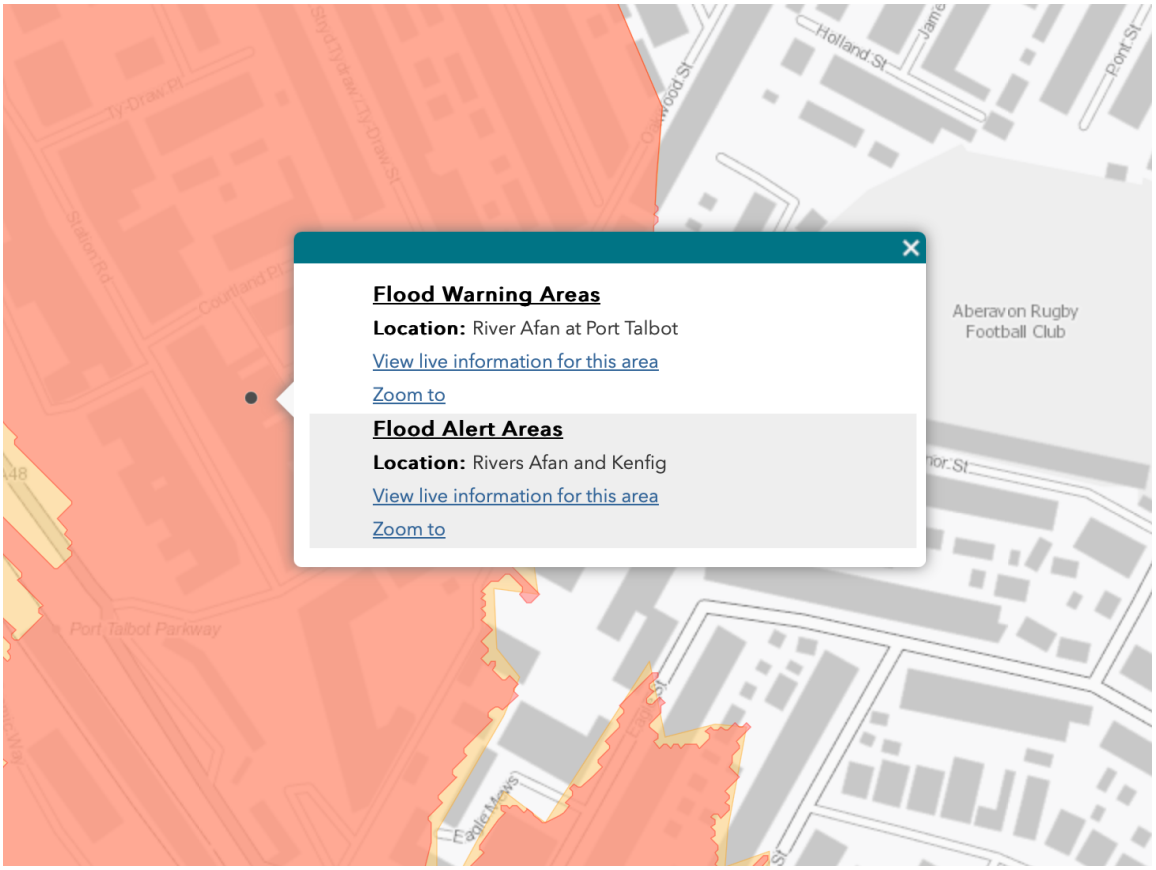
4.2 The Management and operators of the development are responsible for activating this plan, are registered with the NRW Flood Warnings Service and should receive a warning through this system.

4.3 Within the development, the warnings are cascaded to staff and visitors.

4.4 The site is covered by NRW flood alert system[1] ***Figure 3*** and the developer will register with Floodline.

[1] *https://flood-risk-maps.naturalresources.wales/?locale=en*

Figure 3



5.0 Estimated Flood Warning Time

5.1 It is important to determine the estimated lead time between the NRW sending out the warning and the time flooding might occur and depending on the cause / type of flooding the estimated duration of the flood.

5.2 For this location the flood warning system is updated at every 15 minutes as indicated by the NRW, a more accurate estimation will be provided when the warning is made.

6.0 Flood Signs

6.1 The site will be equipped with passive flood warning system signs highlighting the susceptibility to flooding and contain clearly signed routes to higher land. All site users

should be made aware of this risk.

6.2 Signs will measure 450mm x 600mm and will be located at each access/exit point to the site and at every exit and entry point to the building. A typical sign as shown in ***Figure 4*** below

Figure 4

6.2 ***The Management and operators of the development will be responsible for the erection of signs and periodic inspection of them.***

7.0 Decision Making

7.1 Once a Flood Warning has been received people will need to decide what actions they or others now have to take.

7.2 If immediate flooding is forecast and the opportunity to safely evacuate is gone, pre-emptive flood protection tasks must be implemented (if time allows) and the order given for moving to the area of safe refuge, see below.

7.3 ***The Management and operators of the proposed development.***

8.0 Response Actions / Considerations Site Evacuation Procedures & Routes

8.1 Once a Flood alert and then the trigger, a Flood Warning, has been received for the Site, it must be communicated to members of staff and visitors. It is essential that once a flood warning has been issued, it is received and communicated to all persons at risk. Following approaches will be adopted as part of the FEP.

- An alarm system with a ring different to that of the fire alarm system;
- System where all occupiers are able to receive instant communication messages from the Management of the development or those who are responsible for the Flood Evacuation Plan via text message or e-mail; and
- It is also recommended that, where possible, occupiers also sign up to the flood warning direct service so that they can also receive flood alerts and warnings via text, e-mail and by phone call.
- The Flood Evacuation Plan should be maintained by the key contacts in the following table and updated accordingly. It is recommended that both the Site owner and general managers take ownership of this document.

Key Contact information

Contact name for the Manager who will take ownership for the Flood Evacuation Plan at the Site:	TBC
Contact name of those responsible for evacuation of the Site:	TBC
Contact name of those responsible for making sure the Site is safe and operational	TBC

following a flood:	

8.2 Once the alert has been received by the relevant party, the owners and managers have a duty of care to protect, inform and guide staff and visitors to the appropriate evacuation route as shown in ***Figure 5***

8.3 Following actions will be taken during various levels of flood warning/alert. **1**).

After receiving Flood alert

Be prepared for flooding, prepare a flood kit of essential items and monitor local water levels and flood forecasts.

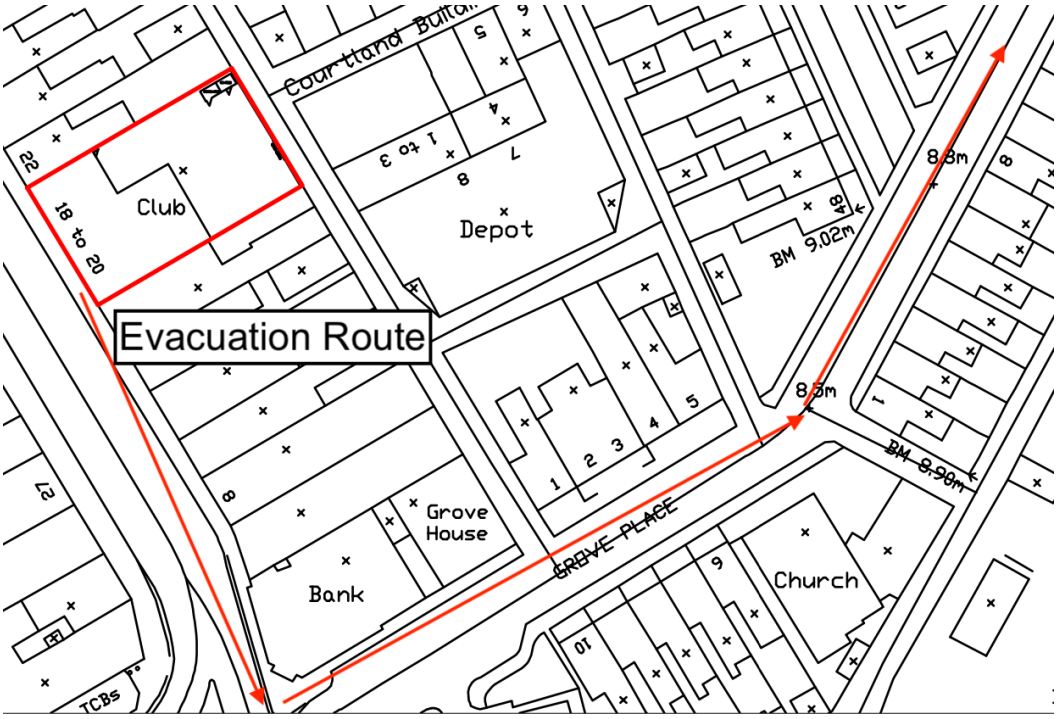
After receiving Flood Warning

Act now to protect your property, move family, pets and valuables to a safe place, turn off utilities if safe to do so, keep a flood kit ready, move valuables and important documents to safety.

After receiving severe Flood Warning

Stay in a safe place with a means of escape, be ready to evacuate, co- operate with the emergency services, call 999 if you are in immediate danger.

Figure 5: Site Evacuation Route



9.0 Safe Refuge

9.1 Given the type of development there is no safe refuge within a building. Flood free areas are located to the north adjacent to the highway. However, staff should be equipped with alternative lighting including a torch and warm clothing as utilities such as power and heating will be off for the duration of the event. These measures should be included in emergency packs or flood kits (refer to **Appendix 3**).

10.0 Reoccupation of The Site

10.1 Once a warning has been issued and the flood evacuation plan has been implemented, people must not be able to enter the Site who are potentially unaware of the impending flood event. Efforts must be made to notify members of the public that the site is closed and should not be entered. During a flood, part of the site and surrounding area is likely to be inundated with flooding is likely to be closed off by the emergency services.

Reoccupation should be carried out after the flood waters have receded.

11.0 Training & Exercising

11.1 All individuals who use the premises should be made aware of this Flood Emergency Plan and briefed / trained accordingly. Exercising of these plan / personnel capabilities are essential to ensure all individuals have knowledge of what to do.

11.2 This Plan should form part of the Deeds of the land/property.

12.0 Document Control

12.1 This Plan is owned, maintained, and updated by the developer. All users are asked to advise the management of any changes in circumstances that may materially affect the Flood Emergency Plan in any way. Details of changes should be sent to: **Management office of the development**

12.2 The plan will be reviewed at least every three years, as a result of lessons identified after an activation event or exercise, following changes ownership of the property or following any change to the flood risk or warning process that is used by the Natural Resources Wales.

Appendix 1 - Natural Resources Wales Warning Codes

Flood Alert	**Key Message:**	Flooding is possible. Be prepared
	Timing:	2 hours to 2 days in advance of flooding
	Actions:	Be prepared for flooding Prepare a flood kit of essential items Monitor local water levels and flood forecasts
Flood Alerts are to warn people of the possibility of flooding and encourage them to be alert, stay vigilant and to make early preparations for flooding.		
Flood Warning	**Key Message:**	Flooding is expected. Immediate Action Required
	Timing:	Half an hour to 1 day in advance of flooding
	Actions:	Act now to protect your property Block doors with flood boards or sandbags and cover airbricks and other ventilation holes Move family, pets and valuables to a safe place Turn off gas, electricity and water supplies if safe to do so Keep a flood kit ready Move cars, pets, food, valuables and important documents to safety
Flood Warnings are to warn people flooding is expected and encourage them to take immediate action to protect themselves and their property.		
Severe Flood Warning	**Key Message:**	Severe flooding. Danger to life
	Timing:	When flooding poses a significant threat to life and different actions are required
	Actions:	Stay in a safe place with a means of escape Be ready should you need to evacuate from your home Co-operate with the emergency services Call 999 if you are in immediate danger
Severe Flood Warnings are to warn people of a significant risk to life or significant disruption to communities caused by widespread or prolonged flooding and encourage them to take immediate action to protect themselves and follow the advice of the emergency services.		
Warnings no longer in force (no icon)	**Key Message:**	No further flooding is currently expected for your area
	Timing:	When river or sea conditions begin to return to normal
	Actions:	Be Careful. Flood water may still be around for several days and could be contaminated If you've been flooded, ring your insurance company as soon as possible
Warnings are removed to inform people that the threat has now passed.		

Appendix 2 - Useful Sources of Information

National Planning Policy Framework and the Planning Practice Guidance.

https://gov.wales/sites/default/files/publications/2021-02/planning-policy-wales-edition-11_0.pdf

Am I at Risk of Flooding?

https://naturalresources.wales/evidence-and-data/maps/long-term-flood-risk/?lang=en

Natural Resources Wales Flood Warnings

https://naturalresources.wales/flooding/check-flood-warnings/?lang=en

Prepare a Flood Plan for your home or business

https://naturalresources.wales/flooding/what-to-do-before-during-and-after-a-flood/?lang=en

Sign up to receive flood warning:

https://naturalresources.wales/flooding/sign-up-to-receive-flood-warnings/?lang=en

https://www.fws.environment-agency.gov.uk/app/olr/home?style=NRW&lang=en

Appendix 3 – Flood Kit List

Flood Kit List

A basic flood kit should contain:

- Waterproof clothing
- First aid kit
- Bottled water
- Wind up torches
- Wind up radio
- A fully charged mobile phone
- Tinned and non-perishable food, and a tin opener
- Blankets

A basic first aid kit should contain:

- Plasters
- Sterile gauze dressing
- Sterile eye dressing
- Bandages
- Safety pins
- Sterile gloves

- Tweezers
- Scissors
- Cleansing wipes
- Antiseptic wipes

(Extensive list can be found on the National Flood Forum website: *https://nationalfloodforum.org.uk/about-flooding/preparing/emergency-flood-kit/;*