

Verification Report Requirements

In order to discharge the verification report planning condition WSCC require for a suitably qualified individual or company to complete the Surface Water Drainage Checklist found below. This checklist, along with as built drawings, and completed component record sheets should be regarded as the minimum WSCC will accept to discharge the condition.

We would strongly encourage the applicant to maintain records of any inspections undertaken as part of the construction and for these to be submitted as part of a package of information to discharge the condition, these could include items such as:

- Photographs of excavations, confirmation of soil conditions, confirmation of levels, profiles and general earthworks, and of the SuDS component before and after planting.
- Confirmation of subsoil and topsoil depths.
- Confirmation of source and laboratory test certificates for geosynthetics such as membrane liners if used, records of any tests taken to check welds.
- Photographs and full manufacturer's details (if appropriate) of inlets, outlets and control structures and other components.
- Confirmation of material source such as topsoil, aggregates, sub-base etc with appropriate laboratory test certificates.
- Confirmation of layer thickness in hard construction build-ups (e.g. subbase thickness, laying course thickness, asphalt thickness).
- Details of remedial works required, particularly where SuDS are used for access or site drainage during construction (e.g. silt removal).
- Full planting list and confirmation of plant sources, planting method statement and initial maintenance regime.

The individual or company completing the checklist should have suitable professional indemnity insurance and will normally be independent of the developer / contractor / subcontractor to ensure there is no conflict of interest.

In addition to the checklist should any of the surface water system components referenced in the listing below be part of the drainage system then we will require component record sheets to be completed for each component.

Surface Water Drainage Checklist

Officer: [Mat Jackson](#)

Date: [23 April 2025](#) **Site Name:** [Land East Of Keymer Road And South Of Folders Lane](#)

[Burgess Hill](#)

Planning Reference: [DM/25/0861](#) [DM/22/3049](#) **Developer:**

Does the item below comply/been supplied?	Sufficient/ Insufficient /Omitted (S/I/O)	Comments
All changes to the designed system have not affected the ability of the SuDS to deliver the quantity/quality/biodiversity and amenity requirements as originally designed.	I	More Information Required
Inlet and Outlet levels are correct	I	More Information Required
Structural components are as specified in the design	I	More Information Required
Slopes are constructed to the correct gradients	I	More Information Required
Correct planting/turfing has been installed and has established	I	More Information Required
No uneven settling of soil, channelling, unwanted ponding or erosion of bed or side slopes	I	More Information Required
No evidence of construction sediment or unexpected rapid build-up of sediment	I	More Information Required
Agreed access for maintenance is clear	I	More Information Required
Site photographs of all key stages and a record of below ground works that are now covered up	I	More Information Required
Test Certificates	I	More Information Required
Topographic survey of completed SuDS scheme	I	More Information Required
Operation and maintenance plan for SuDS	I	More Information Required
Other (Please add/specify)	O	Record Sheets (as per below)

Does the development contain any of the below components? If so please complete component record sheet.

Item	No.	Item	No.	Item	No.
Open channel		Manhole		Reservoir, including lakes & ponds	
Culvert		Inlet		Flood storage pond	
Sewer		Outlet		Swale	
Drain, including highway drain		Pumping Stations		Soakaway/Filter strip	
Rising main		Gully		Permeable paved area	
Flood Defence Bank		Inspection Chamber			
Flood Defence wall		Junction			
Permeable pavement		Change of physical character or direction			

I confirm that the above is true and accurate record of what has been installed at the above development:

Signed by:

Print Name:

Working for:

Component Record Sheet

Category	Links	Nodes	Polygons
Type of Structures or Features	Open channel	Manhole	Reservoir, including lakes & ponds
	Culvert	Inlet	Flood storage pond
	Sewer	Outlet	Swale
	Drain, including highway drain	Pumping Stations	Soakaway/Filter strip
	Rising main	Gully	Permeable paved area
	Flood Defence Bank	Inspection Chamber	
	Flood Defence wall	Junction	
	Permeable pavement	Change of physical character or direction	
Unique ID	Unique identification reference i.e. asset ID as shown on 'As Built' drawings.		
Upstream NGR	National grid reference. To six figures.	Easting and Northing national grid reference. To six figures.	Centroid national grid reference. To six figures.
Downstream NGR			
Cover Level		Measured in m AOD. Please enter the measurement to two decimal points.	
SuDS	Please enter either YES or NO depending on whether or not the structure or feature is a sustainable drainage system (SuDS).		
Local Location Name	Enter a local reference for ease when sending a team member out to the site.		
Owners Name	State the name (company or individual) who owns the structure or feature.		
Owners Address	Enter the address of the company or individual who owns the structure or feature.		
Owners Contact Telephone No	Enter the telephone number of the company or individual who owns the structure or feature.		
Historical Ownership	If you have details regarding historical ownership of the structure or feature, please enter them.		
Maintained By	If the structure or feature is maintained by anyone other than the owner then please specify their details here.		
Max Volume			Input measure in m ³ to 2 decimal points.
Weir Levels			Measured in m AOD to two decimal points.
Upstream Node Unique ref	Local reference given to the upstream and downstream nodes.	For node structures or features enter the upstream and downstream NGRs, if applicable.	
Downstream Node Unique ref			

Invert Level		Measured in m AOD to two decimal points.	
Description of Shape	Enter a short text description of the structure or features shape.		
Height m	Dimensions, if available, should be entered in meters. If possible to two decimal points.		
Length m			
Diameter m			
Depth m			
Description of Principal Materials	Short text description of what materials the structure or feature is made up of.		
Description of Control Features		Short text description of any control features associated with the structure or feature.	
State of Repair	Text to describe the current condition of the structure or feature.		
Any Additional Comments	Room for any additional comments.		
Source of data	Where the data to create the entry came from (site investigation/water company data/structure or feature owner report).		
Date of entry	Date when the record was created, or when most recently modified. Please enter the date as DDMMYYYY.		
Entered by	Name of the person entering the data.		
Type		If the node structure or feature requires an engine, is the engine diesel or electric? Please enter DIESEL or ELECTRIC.	
Power Supply		If the node structure or feature has a power supply, is it a mains power supply? Please enter YES or NO.	
Emergency Generation		Does the structure or feature have an emergency source of power generation. Please enter YES or NO.	
Telemetry		Does the node have telemetry? Please enter YES or NO.	