ANNEX 1: Records of past floods and their significant consequences (preliminary assessment report spreadsheet)

Field	Flood ID	Summary description	Name of Location	National Grid Reference	Location Description	Start date	Days duration	Probability	Main source of flooding	Additional source(s) of flooding	Confidence in main source of flooding	Main mechanism of flooding	Main characteristic of flooding
Mandatory / optional / Format:	Mandatory Unique number between 1-9999	Mandatory Max 5,000 characters	Mandatory Max 250 characters	Mandatory 12 characters: 2 letters, 10 numbers	Optional Max 250 characters	Optional for first cycle 'yyyy' or 'yyyy-mm' or 'yyyy-mm-dd'	Optional for first cycle Number with two decimal places	Optional for first cycle Max 25 characters	Optional for first cycle Pick from drop-down	Optional Max 250 characters, same source terms	Optional Pick from drop-down	Optional for first cycle Pick from drop-down	Optional for first cycle Pick from drop-down
Notes:	A sequential number starting at 1 and incrementing by 1 for each record.	Description of the flood and its adverse or potentially adverse consequences. Where available, information from other fields (Start date, Days duration, Probability, Main source, Main mechanism, Main characteristics, Significant consequences) should be repeated here.	Name of the locality associated with the flood, using recognised postal address names such as streets, towns, counties. If the flood affected the whole LLFA, then record the name of the LLFA.	National Grid Reference of the centroid (centre point, falls within polygon) of the flood extent, or of the area affected if there is no extent information.	A description of the general location that was flooded.	The date when the flood commenced - when land not normally covered by water became covered by water.	The number of days (duration) of the flood that land not normally covered by water was covered by water. Values should be within the range 0.01 - 999.99 (permitting estimate, a range can records to the nearest quarter of an hour, where appropriate).	The chance of the flood occuring in any given year - record X of occurring in any 'given year'. Where this is difficult to estimate, a range can be recorded.	Pick the source from which the majority of flooding occurred. Refer to the PFRA guidance for definitions of sources.	If flooding occurred from; or interacted with, any other sources (other than the Main source of flooding), report the source(s) here, using the same source terms.	Pick a broad level of confidence in the Main source of flooding, from; 'High' (compelling evidence of source - about 80% confident that source is correct), 'Medium' (some evidence of source but not compelling - about 50% confident that source is correct) 'Low' (source assumed - about 20% confident that source is correct) or 'Unknown'.	Pick a mechanism from; 'Natural exceedance' (of capacity), 'Defence exceedance' (floodwater overtopping defences), 'Failure' (of a natural or artificial defences or infrastructure, or of pumping), 'Blockage' (of a natural or artificial blocking or restriction of a conveyance channel or system), or 'No data'.	Pick a characteristic from; 'Flash flood' (rises and falls quite rapidly with little or no advance warning), 'Natural flood' (due to significant precipitation, at a slower rate than a flash flood), 'Snow melt flood' (due to rapid snow melt), 'Debris flood' (conveying a high degree of debris), or 'No data'. Most UK floods are 'Natural flood'.
Example:	1	On the 14 April 1998 an intense storm system produced surface water flooding across Essex, concentrated in the west of the county. The flooding lasted about 6 hours, and 23 residential properties were recorded as suffering internal flooding, in Epping and North Weald. The surface runoff exceeded the drainage capacity in several places, and so probably had a 1 in 30 to 1 in 50 chance of occuring in any given year.	Essex	SX1234512345	Several towns and villages across weld Essex	1998-04-15	0.25 20-50		Surface runoff				
Records begin here:	1	On the 23rd October 1998, following heavy rainfall, water levels rose in the Swansea Canal in Pontardawe as it overfilled and caused the banks to fail under the extra pressure exerted on them. The resulting breach allowed the water in the Canal to escape and this caused serious and extensive flooding in the village . Some 30 residential properties, units on the nearby Industrial Estate including the Health Centre, together with the commercial centre of the village were affected by over 1.0m of floodwater and silt.	Pontardawe	SN72622,04056	Town centre and Industrial Estate	23rd October 1998	01-Feb		Ordinary watercourses	Canal Breach	High-Medium	Defence exceedance	Deep flood
	2	On 25th August 2010 there was persistent rain throughout the early evening which culminated in heavy rain falling from approximately 22.00hrs. The rain predominantly affected the Baglan, Briton Ferry and Sandfields Estate areas of the County Borough and resulted in extensive flooding following following a blockage of the Penteyn Road culvert which in turn caused surcharging at an access manhole located on land (public open space) adjacent to properties in Heol Y Nant and Millbrook. The resultant flooding inundated 5 properties causing substantial damage.	Penteyn Estate, Baglan	SS75068,92196	Private Housing Estate	25th August 2010	01-Feb		Ordinary watercourses		High	Blockage or restriction	Deep flood

Field	Significant consequences to human health	Human health consequences - residential properties	Property count method	Other human health consequences	Significant economic consequences	Number of non-residential properties flooded	Property count method	Other economic consequences	Significant consequences to the environment	Environment consequences	Significant consequences to cultural heritage	Cultural heritage consequences
Mandatory / optional / Format:	Mandatory Pick from drop-down	Optional Number between 1-10,000,000	Optional Pick from drop-down	Optional Max 250 characters	Mandatory Pick from drop-down	Optional Number between 1-10,000,000	Optional Pick from drop-down	Optional Max 250 characters	Mandatory Pick from drop-down	Optional Max 250 characters	Mandatory Pick from drop-down	Optional Max 250 characters
Notes:	Were there any significant consequences to human health when the flood occurred, or would there be if it were to re-occur?	Record the number of residential properties where the building structure was affected either internally or externally by the flood, or that would be so affected if the flood were to re-occur.	Where residential or non-residential properties have been counted, it is important to record the method of counting, to aid comparisons between counts. Choose from: 'Detailed GIS' (using property outlines, as per Environment Agency guidance), 'Simple GIS' (using property points), 'Estimate from map', or 'Observed number'.	If there were other Significant consequences to human health, describe them including information such as the number of critical services flooded.	Were there any significant economic consequences when the flood occurred, or would there be if it were to re-occur?	Record the number of non-residential properties where the building structure was affected either internally or externally by the flood, or that would be so affected if the flood were to re-occur.	Where residential or non-residential properties have been counted, it is important to record the method of counting, to aid comparisons between counts. Choose from: 'Detailed GIS' (using property outlines, as per Environment Agency guidance), 'Simple GIS' (using property points), 'Estimate from map', or 'Observed number'.	If there were other Significant economic consequences, describe them including information such as the area of agricultural land flooded, length of roads and rail flooded.	Were there any significant consequences to the environment when the flood occurred, or would there be if it were to re-occur?	If there were Significant consequences to the environment, describe them including information such as national and international designated sites flooded, and pollution sources flooded.	Were there any significant consequences to cultural heritage when the flood occurred, or would there be if it were to re-occur?	If there were Significant consequences to cultural heritage, describe them including information such as the number and type of heritage assets flooded.
Example:	Yes	23	Observed number		No				No		No	
Records begin here:	Yes	30	Estimate from map		Yes				No		No	
	Yes		5 Observed number		Yes				No		No	

Field	Comments	Data owner	Area flooded	Flood event outline confidence	Flood event outline source	Survey date	Photo ID	Lineage	Sensitive data	Protective marking descriptor	European Flood Event Code
Mandatory / optional / Format:	Optional Max 1,000 characters	Optional Max 250 characters	Optional Number with two decimal places	Optional Pick from drop-down	Optional Pick from drop-down	Optional 'yyyy' or 'yyyy-mm' or 'yyyy-mm-dd'	Optional Max 50 characters	Optional Max 250 characters	Optional Pick from drop-down	Optional Max 50 characters	Auto-populated Max 42 characters
Notes:	Any additional comments about the past flood record.		The total area of the land flooded, in km²	Choose from; 'High' (data includes one of: Aerial video, Aerial photos, Professional survey, Flood level information, EA flood data recording staff notes), 'Medium' (data includes one of: EA/LA ground video, EA/LA ground photos, EA/LA flood event notes, EA/professional partner officer site records, Public ground video), 'Low' (not confident) or			Provide references to relevant specific photographs, or to a set of relevant photographs. It may not be practical to reference all relevant photographs for each flood event.	Lineage is how and what the data is made from. Has this data been created by using data owned or derived from data owned by 3rd party (external) organisations? If yes please give details.	Has the information been classified under the Government's Protective Marking Scheme? Include protective marking time limit where known. Note: If "Approved for Access" then report "Unmarked".	For use where organisations apply the Government's Protective Marking Scheme.	This field will autopopulate using the LLFA name provided on the "Instructions" tab, and the Flood ID. It is an EU-wide unique identifier and will be used to report the flood information. Format: UK-<ONS Code>-<P or F>-LLFA Flood ID>. "ONS Code" is a unique reference for each LLFA. "P or F" indicates if the event is past or future. "LLFA Flood ID" is a sequential number beginning with 0001.
Example:		Epping Forest District Council		Medium	Site survey	1998-04-20		Ordnance Survey AddressPoint; CEH 1:50k River Centreline; NextMap DTM.	Unmarked	Private	UKE100000127P0001
Records begin here:											UKW060000129P0001
											UKW060000129P0002