

PLANNING APPLICATIONS FOR MINERALS AND ASSOCIATED WASTE: GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

When To Use This Form

This form should be used for the following types of application:

- Full planning permission for mineral workings;
- Renewal of a temporary permission;
- Extension to an existing site;
- Variation of condition(s)

Note on variation of condition(s): Applicants seeking permission for variation of conditions are strongly advised to consult with the Minerals Planning Authority (MPA) to establish information requirements. Regulations require applicants for variation of conditions to submit an application in writing and give sufficient information to enable the authority to identify the previous grant of planning permission and any condition in question. Although in many cases this procedure may be achieved by letter, the MPA has powers to direct the applicant to submit any plans and drawings necessary to determine the application as is reasonable.

Information Required

These guidance notes are to help you complete the supplementary form and provide the planning authority with all the necessary information for your application to be efficiently determined. The information is requested in accordance with the provisions of the Town and Country Planning (Applications) Regulations.

This document is only a general summary of the procedure for the submission of an application for your guidance and does not provide for the detailed procedure in every circumstance. If you are unclear about any item, please consult the relevant planning authority.

Normally up to FIVE copies of the application form together with FIVE copies of each of the plans and any other material (eg Supporting Statements, Environmental Statements, etc) should be submitted to the MPA. However, to assist the consultation process, additional copies of the application form and supporting material may be helpful, and it is therefore recommended that you clarify such requirements with the MPA prior to submitting your application.

When preparing your application you are advised to take account of relevant development plan policies and designations, other guidance issued by the First Secretary of State in Planning Policy Statements, Planning Policy Guidance Notes, Minerals Planning Guidance Notes, and current best practice.

Supporting Statements Or Other Information

The supplementary form is designed to give brief details of the proposed developments. In all cases it will be necessary to provide the planning authority with additional information concerning your application. This will normally take the form of a supporting statement. A series of Supplementary Information checklists have been provided with the application form to remind applicants of the range of information required by the authority to assist them in making their decision. In the case of a supporting statement this should follow the order of the checklists. All additional information should be referenced to the checklists.

Environmental Assessments

If your proposal is likely to have significant effects on the environment it will almost certainly need to be the subject of an assessment of those effects under the Town and Country Planning (Environmental Impact Assessment) Regulations 1999.

Whether or not an environmental statement should form part of your application will be a matter which will be decided by the Minerals Planning Authority (although you may apply to the Department for Communities and Local Government for direction if you disagree with the decision). As environmental assessments usually take many months to prepare, you are strongly advised to establish at any early stage, in pre-application discussions with planning officers, whether an environmental statement will be required to be submitted with your application.

Before making an application, or if you are in doubt about whether your proposal requires planning permission, you are strongly advised to make an appointment to discuss your proposal with an officer of the Minerals Planning Authority (MPA).

If the MPA considers that there is insufficient information to determine your application, it may ask for more. It is therefore in your own interest to provide information as comprehensively as possible.

Guidance Notes Question By Question

Q. 1 Applicant

You must enter the applicant's name, full postal address (including postcode) and a daytime telephone number.

Q. 2 Agent

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) please enter the name and full postal address, together with a daytime telephone number. If this box is completed all correspondence, including the Notice of Decision, will be sent to the agent.

Q. 3 Description of Proposed Development

Please enter a description of the proposed development you are applying for. The description of the development will be used in correspondence, reports and the decision letter.

Q. 4 Site Address

Please enter the address of the application site. If the application relates to open ground describe its location as clearly as possible and include an Ordnance Survey Grid Reference.

Q. 5 Application Site

To be completed for all applications. Please note that the receipt of planning permission does not give a right to extinguish or direct a public right of way e.g. public footpath, bridleway or road. If your scheme affects a public right of way in this manner you will require specific authority. Further advice on this matter is available from the MPA or highway authority

Q. 6 Site Ownership

Please indicate all surface landowners and mineral owners (if different) on the site. If insufficient space is provided to indicate all surface (and mineral) owners, then please attach a separate sheet, ensuring this is brought to the attention of the MPA.

Q.7 Type of Application

- i) To be completed for all applications
- ii) On occasion you may wish to consolidate existing permissions already on the site and associated development. If so, then please indicate in the space provided:
 - whether you or anyone else with an interest in the land is willing to consolidate or update existing permissions; and
 - the date and reference numbers of the permissions to be consolidated.

Q.8 Mineral Extraction

To be completed for all applications that involves the winning and/or working of minerals.

Q. 9 Plans, Drawings and Supporting Information

In most cases applications involving mineral extraction or associated waste disposal will require the following plans, sections and drawings. All plans should preferably be on an Ordnance Survey base, clearly titled, and given a unique reference number. The following plans must be provided to the authority.

Location Plan(s)

This should be normally at a scale of 1:50,000 where appropriate but not larger than 1:10,000.

Site Plan(s)

This should normally be at a scale of 1:2,500 (although larger scale plans may be appropriate in some cases) and show the following information:

- the land, to which the application relates, edged red. Please note that the access route between the site and the public highway, any landscaping works, amenity bunds etc should be included within the red line;
- any other adjoining land under the applicant's control, edged in blue;
- any land within or adjoining the site which has been used for mineral working or associated development, including the position of working/tipping faces, areas restored etc and any planning permission references;
- the position of any existing buildings, underground services, overhead lines, roads, public rights of way on, or adjacent to the site;
- existing contours at appropriate levels within and normally for a distance of at least 250 metres outside the site to illustrate the relationship of the site to the surrounding topography. For oil and gas, greater distances of at least 500 m outside the site are necessary;
- the position of any existing watercourse, culverts, drainage ditches or ponds within or bounding the site showing, where appropriate, the direction of flow; and
- the positions of trial pits and boreholes.

Note: aerial photographs of the site and its surroundings would be helpful but are not essential.

Working Plan(s)

These should be at the same scale as the site plan and include the following information:

- any areas of land to be excavated shown edged orange and any areas to be filled shown diagonally hatched. Such boundaries should allow a sufficient safety margin to protect rights of way, railway lines, watercourses, services, buildings, trees etc which are to remain undisturbed;
- proposals for the storage of topsoil, subsoil and overburden (other than screening bunds);
- proposals for screening and landscaping the operations, including details of screening bunds (if temporary, include date of removal) and advance tree planting (include type, size, spacing and maintenance);
- the location of processing and other plant, stockpiles, buildings, offices, weighbridges, wheel cleaners, etc (note: the maximum height of stockpiles should be indicated and detailed on drawings for plant and buildings - see below);
- details of fencing and other security arrangements;
- the method, direction and phasing of working, extraction and filling, if relevant (Note: the estimated duration of each phase should be given);

- the position of any diverted watercourses, lagoons, leachate collection systems, sources of water supply, means of drainage and the position of any water discharges going to existing watercourses;
- full details of the vehicular access route from the site to the public highway. The detailed design of the access junction with the public highway should be submitted on a separate plan at a scale of 1:100 or a similar appropriate scale, and show the width of the road, its means of construction, the turning radii and sight lines;
- details of proposed measures to divert, remove or avoid overhead lines and other services, or stop off, remove or divert public rights of way including footpaths and bridleways;
- for underground mining proposals the position of all mine entries (including ventilation shafts etc), areas likely to be subject to subsidence and areas to be left unworked to provide support; and
- in addition, for oil and gas proposals, where relevant, the intended route of the survey, the location of boreholes and wells and the siting of processing and distribution facilities including screening, landscaping and design.

Restoration, Aftercare and Afteruse Plan(s)

These should be at the same scale as the site plan and show how the site will be restored during and following the completion of operations. They should include the following information:

- the final contours of land (with typical gradients indicated). The contours should normally be extended for a distance of at least 250 metres outside the site to illustrate the relationship of the restored land to the surrounding topography;
- the replacement depths of soil and their sources;
- the position of any permanent water features, together with estimated depths of water and details of typical marginal treatment;
- proposals for the drainage of the land, if known, including the position of field drains, ditches, pumps and watercourses (including direction of flow) and permanent discharge points to surrounding watercourses;
- the position of existing trees, shrubs and hedges to be retained on site following the completion of operations and details of trees etc to be planted (include the expected rate of planting); and
- any other landscaping proposals and provision for public or other access.

Sections and Profiles

These should be as follows:

- representative sections showing existing and final restoration surface levels with an indication of likely settlement. Where extraction of minerals is to take place, the maximum depth of the excavation and where applicable, the position of the water

table and quarry faces should be shown;

- for mineral working, representative sections and borehole diagrams should be submitted which differentiate between topsoil, subsoil and overburden and describe the characteristics and thickness of each;
- in the case of mineral extraction of the pit/borehole information should also include the thickness and characteristics of the mineral(s) to be extracted and any interbedded waste materials which need to be removed, the underlying geology and the position of the water table; and
- in the case of topsoil, subsoil, overburden and tips, the profiles and gradients of mounds should be shown.

Plans for Buildings, Plant and Structures

Unless there are special factors preventing their submission, detailed plans of all fixed plant buildings and structures should be submitted at the same time as the remainder of the application. These plans should normally be at a scale of 1:500 and include ground plans, elevations and show the type and colour of external materials to be used. Weighbridges, fixed wheel cleaning equipment and the maximum extent of stockpiles should be included.

Environmental Statements

Only a limited amount of space is provided in the application form.

- i) In cases where Environmental Statements are not mandatory (under 25 hectares), applicants may wish to provide an Environmental Statement to the MPA in support of their application, in order to provide details on the impact of the proposal.
- ii) Applicants should make clear whether they are willing to allow information to be inspected at a location other than the MPA offices. This may include their own offices. In addition, if documentation (such as the Environmental Statement supporting the application) can be purchased, then the price of purchase should be supplied.

Q. 10 Assessment of Flood Risk

An up to date Flood Risk Assessment must be carried out and details of such must be submitted with your application. Please submit details of your proposals regarding site drainage, etc. A Flood Risk Assessment can be required in Flood Zone 1 if there are critical drainage problems (Circular 04/2006).

Q. 11 Biodiversity and Geological Conservation

Please give details of any Protected and Priority Species that may be affected by your proposals; any Designated Sites, important habitats or other biodiversity features that may be affected by your proposal; and any geological features that may be affected by your proposals.

Q. 12 Voluntary Agreements / Planning Obligations

Voluntary for all applications.

OWNERSHIP CERTIFICATE and AGRICULTURAL HOLDING CERTIFICATE

Your planning application must be accompanied by ONE of the following four Ownership Certificates, and ONE of the following two Agricultural Holding Certificates.

Ownership Certificate A: Must be signed and dated if you own all of the land to which the application relates (the site outlined in red).

Ownership Certificate B: Must be completed, signed and dated if you do not own all of the land to which the application relates and you have notified all other owners of land that may be concerned. You must serve notice that you are making a planning application on the other owners of the land. The Certificate must clearly show their names and addresses and the date on which they were served notice (Notice may be served using "Notice Under Article available from the Planning Department).

Ownership Certificate C: Must be completed, signed and dated if you do not own all of the land, you have notified some of the other owners but have been unable to notify other owners of the land. You must specify those upon whom you are served notice and describe the steps undertaken to try to identify and notify the others. You must also publish a notice of the application in a local paper stating that the application has been made and certify that you have done this. (The form of notice, "Notice Under Article is available from the Planning Department.)

Ownership Certificate D: Must be completed, signed and dated if you do not own all of the land and you have been unable to identify or notify any of the other owners. You must specify the steps undertaken to try to identify and notify the other owners, publish a notice in the paper and certify that you have done this.

In addition to the Certificate of Ownership, your application must also be accompanied by an Agricultural Holding Certificate.

Agricultural Holding Certificate E: Must be completed, signed and dated if none of the land constitutes an agricultural holding, or, if some or all of the land does constitute an agricultural holding, the applicant is the owner of that land.

Agricultural Holding Certificate F: Must be completed, signed and dated if some or all of the land constitutes an agricultural holding, and the applicant is not the sole owner/tenant of that land, in which case the applicant must list the tenants.

Please note: The most common Ownership Certificates required to accompany applications for planning permissions are A and B. If neither of these apply to your particular case, we recommend you contact your Minerals Planning Authority before submitting your application.

Owner means a person having a freehold interest of tenancy the unexpired term of which is not less than seven years.

Remember, your application will be invalid unless accompanied by the appropriate certificates, and it is an offence to issue a certificate which is false or misleading in a material particular.

MINERAL AND LANDFILL APPLICATION SUPPLEMENTARY INFORMATION

In addition to the application form a series of Supplementary Information checklists are provided to be filled in by the applicant. The checklists are to remind applicants of the broad areas of information which should be submitted to the Minerals Planning Authority (MPA) in support of their proposal at the same time as their application.

Before completing these checklists, applicants are advised to read the accompanying guidance notes below each checklist. The checklists have a space provided where the applicant can cross-reference material to the information submitted with the application (preferably name of document and section or page number). A clear indication should be given to the MPA as to where information can be found.

If, for some reason, information cannot be provided in whole in accordance with the guidance notes, then a clear indication should be given as to why this is the case in the supporting information, and cross-referenced accordingly. A note of this should also be made on the checklist in the space provided.

Which Supplementary Information Checklists to Complete?

All applicants must provide information relating to Supplementary Information checklist G (Ancillary Operations, Associated Development and Transport), checklist H (Environmental Effects of Development); and checklist I (Restoration, Aftercare and After use).

Applicants should also normally provide information in relation to other checklists, as summarised below:

NATURE OF DEVELOPMENT	SUPPLEMENTARY INFORMATION
Mineral Extraction (all relevant applications other than oil or gas)	Supplementary Information A
Mineral Processing (all relevant applications other than oil or gas)	Supplementary Information B
Underground Mining (as relevant)	Supplementary Information C
Proposals involving major surface disposal of Mine and Quarry Wastes (as relevant)	Supplementary Information D
Mineral Exploration (all relevant applications other than oil or gas)	Supplementary Information E
Oil and Gas Development (as relevant)	Supplementary Information F
Ancillary Operations, Associated Development and Transport (all applications)	Supplementary Information G
Environmental Effects (all applications)	Supplementary Information H
Restoration, Aftercare and Afteruse (all applications)	Supplementary Information I
Benefits of the Development (optional)	Supplementary Information J

Guidance Notes on Supplementary Information

Supplementary Information A - Mineral Extraction

- i) Details should be provided for methods of extraction which should be illustrated on the sectional drawings and cross referenced to the Working Plan.

Information should also be provided relating to the proposed duration of extraction and should include details of proposed start and end dates and phasing.

Details should be given to the total amount of minerals to be extracted (tonnes) and of this, the likely total quantity of which will be saleable. Where known, the end use of the material. Where more than one mineral type is involved information should be provided in respect of each mineral type

- ii) Indication should be given of the agricultural grade of the land being affected either by extraction or by material waste deposition (Grades 1 to 5) and should be accompanied by a clear indication of how the agricultural grade of the soil has been determined (e.g. using Agricultural Land Classification Maps or other surveys).

Information should also include the approximate thickness and estimated total volumes of the topsoil and subsoil existing on the site (average and ranges), as well as the approximate average thickness and total volumes and nature of any overburden which must be removed, (see Checklist D)

Applications should also indicate provisions to be made for the temporary or permanent separate storage of each type of soil. Information should relate to the location and design of all soil and overburden storage mounds.

- iii) & iv) Minerals can only be worked where they are found, therefore if the proposal involve minerals with special characteristics or properties or is needed to fulfil a specific commercial or market need, applicants should provide details so that this factor may be taken into consideration. If this type of information is submitted, applicants should also provide details of the procedures undertaken to assess the quality and quantity of the material (including the location of boreholes, trenches, etc.)

- vi) The applicant should give clear and detailed information relating to the proposed scheme of working. This should include phasing. Detailed drawing showing work at each stage will need to be submitted for this purpose. Include details of the maximum depth of surface workings and relationship to the water table and whether dewatering or pumping will occur. Where possible, a progressive scheme of working should be prepared which minimises the amount of land taken out of agriculture or other use at any one time and which facilitates the early restoration of the site.

Details of wastes arising from main extraction operations including the nature of wastes and estimated total quantity produced (excluding overburden) should be provided, including the proportion of wastes to be retained on site. Methods of disposal of wastes not retained on the site should also be given. If significant quantities of wastes are to be tipped separately, please also complete Checklist I.

Applicants should also refer to GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM, together with the Local Validation Checklist for Mineral Extraction prepared by the MPA.

Supplementary Information B - Mineral Processing

- i) Information should be supplied which indicates the quantity of raw mineral to be processed on the site itself (maximum tonnes per annum), and the nature and annual maximum amounts of any other material(s) proposed to be brought onto the site for processing or storage. Details of other materials to be brought onto site as inputs to the processing operations should be given.

In addition, the applicant should submit information relating to the nature and form of the products, once processed. Information should also relate to the maximum tonnes per annum produced on site of the processed product(s).

- ii) Information relating to the normal average and maximum working capacity of the processing plant should be provided and expressed in terms of maximum tonnes per hour.
- iii) A description of the nature and quantities of waste resulting from processing procedures should be provided including the volume of waste products, and the proposed methods of disposal.
- iv) Details should be given of any off-site processing plants, their location and the percentage of material extracted, which is processed off the site. Information should be supplied relating to the method of transporting material from the extraction area to the processing or disposal area, including the nature of vehicles (e.g. tankers), and the range of times when such frequency may take place.
- vi) Where traffic arising from the processing proposals would be additional to existing traffic from a site a Transport assessment may be required. Circumstances when such Assessments will be required may be identified by MPA's either in a local validation Checklist or through pre-application discussions.

Details should be provided of the processing facility layout and components, i.e. the location of plant, buildings, and ancillary structures, e.g. weighbridge, wheel cleaning, sheeting bays, the vehicle circulation arrangements, details of proposed diversion routes of infrastructure, and location of site drainage and discharge arrangements.

It would be appropriate to include details of additional planting or site screening to ensure that the appearance or visual impact of the existing quarry or facility is not compromised by a new processing facility. These should be shown on the submitted drawings.

Applicants should also refer to GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM, together with the Local Validation Checklist for Mineral Processing prepared by the MPA.

Supplementary Information C - Underground Mining (as relevant)

Much of the information requirements for this type of application can be accommodated under the main form and checklists. The focus of this additional section is therefore to cover issues not covered in the rest of the form including methods of working and associated development, eg ventilation shafts that are on sites not linked to the main pithead or processing plan area.

Applicants should indicate the following additional information in relation to working arrangements:

- i) This should include minimum and maximum depth(s) of extraction around the site. Drawings should be submitted showing depth and location.
- ii) If more than one seam is to be worked then details should be given on their number or levels where they are found.
- iii) Applicants should also provide a description of the method of mining used, e.g. longwall, pillar room or solution; whether it's likely to cause effect on subsidence at the surface.
- iv) Applicants should also provide details of wastes to be brought to the surface. This should include type of waste, what proportion is inert and methods for bringing waste to the surface.
- v) Applicants should provide details of any investigations undertaken into anticipated subsidence, including extent over time and likely areas to be affected.
- vi) Applicants should also provide details of mitigation measures to prevent or reduce the occurrence of subsidence. A description should be given on methods used, and an indication of when mitigation measures will be in place.
- vii) Applicants should submit details including plans and sections of surface developments such as ventilation shafts etc where they occur.
- viii) In addition to supplementary information I, applicants should seek to supply information on the treatment of mine openings on the cessation of operations. Treatment works may involve covering, capping plugging and filling, or gating or grilling of openings, together with the erection of boundary fences or walls around mine entries, or around land which is at risk of subsidence from underground workings.
- ix) Information should indicate all phasing of work for the site, drainage, proposed hours of operation, anticipated employment at the site, travel plan and details of access.

Applicants should also refer to GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM.

Supplementary Information D - Proposals involving major surface disposal of Quarry and Mining Wastes (as relevant)

This section should be completed for applications that include tips of quarry and mining wastes. This is likely to include applications for:

- Deep mined coal;
- China clay;
- Hard rock proposals involving significant volumes of waste (some limestone, igneous rock and sandstone quarries);
- Slate; and
- Vein minerals (including tin, copper, lead, zinc, haematite, iron ore, barites, calcspar and fluorspar).

The MPA may require a full and separate waste management scheme to be submitted, making full provision for the manner in which the waste is to be deposited, the preliminary stripping and storage of topsoil and the restoration and aftercare of a site. Applicants are advised to discuss this requirement with the MPA. In all cases, however, the MPA will need to establish that proposals are soundly based and capable of reclamation within a reasonable timescale of work ceasing.

In submitting applications involving this type of development, applicants will normally need to ensure that the following information is provided with the application in the form of supporting statements together with associated supporting plans, sections and drawings:

- i) Total land requirements in area (ha) and location of temporary or permanent waste sites;
- ii) Details of tips indicating whether tips are temporary or permanent in nature, and whether removal of material is proposed at dates subsequent to the initial tipping. If relevant for proposals involving tailing lagoons, details should also be provided showing the final restoration and how it is designed to permit early restoration to take place
- iii) Proposals for methods of stripping and when this is likely to occur should be given as well as details of measures taken to reduce soil damage
- iv) Details of the method of construction and the gradients and contours of tips should be given including maximum height. This information may best be illustrated in supporting plans, sections and drawings
- v) Applicants should also provide details of the physical and chemical properties of the likely wastes. This should be interpreted in terms of their effects on subsequent vegetation as well as provision for treatment of the wastes including control and disposal of drainage and run-off.

Applicants should also refer to GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM.

Supplementary Information E - Mineral Exploration

This section should be completed for proposals involving mineral exploration (excluding oil and gas) and requiring planning permission.

Certain small scale and temporary prospecting operations undertaken for the purpose of exploiting minerals are permitted by the General Permit Development Order subject to certain limitations and conditions. Where there is uncertainty about permitted development rights, applicants are advised to discuss their proposal with the MPA.

In all other cases you should apply for planning permission and submit the following information with your application.

- i) In most cases the minerals type will be known and should be stated. Where the minerals being sought are not known, applicants should state the purpose of operations being undertaken. Details submitted should also include an indication of the site area (ha) to be explored.
- ii) Methods of exploration should include the expected number and depth of borehole(s) or other excavations; the method and results of any seismic surveys (if relevant), the type of equipment used during exploration; and an estimation of the duration of operations, where relevant.

Applicants should also refer to GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM.

Checklist F – Oil and Gas Development

It is recognised that oil and gas developments are also regulated by the system of specific licences awarded to oil companies through the Secretary of State, which are subject to a number of safeguards, particularly relating to pollution and details of drilling operations. Nevertheless, in planning terms these types of development involve sensitive and complex issues of local concern that need to be considered by the MPA.

Applicants are therefore strongly advised to discuss proposals with the MPA prior to submitting this type of application.

In many cases applications for oil and gas development require environmental impact assessment and an environmental statement is required to be submitted with such applications.

Separate applications should be made for each of the **Exploration, Appraisal and Production** stages of oil and/or gas development. Guidance on the range and type of information required is given below.

1) Exploration

- i) Applicants should provide a scale plan showing the area of exploration.
- ii) The applicant should give details of the methods to be used for oil/gas exploration.

It should be noted that it is accepted that seismic investigation generally involves very limited environmental effects, and in many cases this type of development – particularly involving vibroseis techniques – may be regarded as de minimis (i.e. not requiring planning permission). Good practice requires that applicants notify the MPA as well as district, parish and highway authorities of the proposals. Operators may also need to inform other statutory bodies such as water companies and the Police in certain circumstances. Operators should provide information on the proposed seismic method, routes and timings, together with a local contact for the contractor during operations.

- iii) If seismic methods are to be used which require the use of small sub-surface detonations ('blasting'), the applicant should provide information on the depth of charge, maximum instantaneous charge and the location of boreholes. Information should also be given relating to the proposed maximum and average number of blasts per day and likely ground vibrations at nearest affected properties.
- iv) Having established the possible extent of the reservoir the criteria used for selecting the number of, and sites for, exploration boreholes should be provided. The drilling of deep boreholes for exploration purposes requires an application to be made and restoration proposals prepared and submitted with the application. An application for borehole development should include information on the equipment to be used, the expected number and depth of boreholes, site design and access, measures for pollution prevention and the disposal methods for drilling wastes. The control of emissions, including noise, dust and exhaust fumes, will need to be addressed together with lighting of the rig during drilling operations.

- v) In all cases, applicants should provide details of the duration of operations including anticipated start dates and likely completion dates.

Additional Information: should include details of any well testing that may prove to be necessary.

2) **Appraisal**

Following seismic investigation and the drilling and testing of an exploration borehole(s), the operator may wish to further appraise the reservoir's production potential

Prior to submitting applications for appraisal drilling, the operator is encouraged to discuss the issues with the Mineral Planning Authority, discussions which, by their nature, the operator may wish to hold in confidence.

Any proposals to further appraise a structure should seek to minimise the number of additional well sites. In selecting any additional sites their potential for use as production facilities should be considered.

The detailed requirements for an appraisal application will be broadly similar to those needed for an exploration borehole.

3) **Production**

The two stages leading to production can be viewed as temporary operations but the move to the production stage will result in more permanent development. Early discussions with the Mineral Planning Authority are considered essential.

The life of the field and production rates will be fundamental to any discussions, together with the means of export of the product.

Production could be on a variety of scales, from a few tens of barrels per day to many thousands and whilst fully detailed applications will be required, the amount of work required to produce a satisfactory submission will vary accordingly.

Pipelines, both in-field and for export, if required, will need to be the subject of detailed planning applications and/or submissions to the DTI.

4) **Specific Effects of Proposals**

In all cases applicants should provide full details of measures designed to protect the environment. These should include:

- oil spill contingency plans and measures for the protection of surface and ground water;
- methods taken to prevent air pollution by gases;
- methods taken to prevent noise pollution;
- methods used to dispose of drilling wastes, any test oil and other wastes arising (including the anticipated location of disposal facilities);

- prevention of light pollution;
- prevention/mitigation of visual impacts; and

- prevention/mitigation of traffic impacts.

In all cases, applicants should provide details of the duration of operations including anticipated start dates and likely completion dates.

5) **Restoration and Aftercare**

Applicants should complete checklist I (**Restoration, Aftercare and Afteruse**), and should also take account of the following:

The restoration of sites following unsuccessful exploration drilling should present few difficulties and should normally be undertaken immediately or as soon as possible after drilling has ceased. In the case of appraisal and production sites, a comprehensive restoration and aftercare scheme should be submitted with this application.

For sites containing processing facilities, applicants should demonstrate that the design of plant allows its straightforward removal at the end of the permitted period. Applicants should note that the MPA may also require additional safeguards through planning obligations to ensure this removal takes place.

In all cases, applicants should provide details of the duration of operations including anticipated start dates and likely completion dates.

Applicants should also refer to GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM.

Supplementary Information G – Ancillary Operations, Associated Development and Transport

Ancillary operations refer to those buildings or structures that do not require planning permission under a General Permitted Development Order. Associated development goes beyond this and refers to buildings or structures that do require planning permission.

Applications for the types of minerals development not included in the categories specified in Schedule 1(1) of the Town and County Planning Act 1990 as amended by Section 19 of the Planning and Compensation Act 1991 should be submitted on standard application form that can be obtained from the district in non-metropolitan counties or metropolitan district or London Boroughs, or the Peak and Lake District National Park Authorities.

Note: Schedule 1 includes building, plant or machinery that is proposed for the coating of roadstone or production of concrete products where the facility adjoins sites used for working of minerals or transport of minerals. It does not include freestanding, concreting or coating plants for which applications should be submitted on standard application forms obtainable from the district or borough. If in doubt, you are advised to consult the planning authority.

- i) Information should be provided relating the type, number, location, external appearance, and dimensions of buildings and plant and structures to be erected. Information should also be provided relating to whether or not the ancillary or associated operations would remain on site beyond the period of mineral winning or working.
- ii) Information should be provided on whether there is an existing means of access to the site. If there is, then details will need to be submitted relating to the width of the access and whether or not the existing access needs to be altered. If alteration is necessary, then details should be given of the proposed width of the altered access and the method of construction used to alter this access.

If there is no existing access to the site, then details of width and construction methods of the new access will need to be provided.

Where there is a need for highway improvements to be carried out as a consequence of your development, applicants will normally be required to undertake them at their own expense or reimburse the highway authority for the cost of undertaking such improvements.

- iii) Information should be provided relating to how material (and, if appropriate, waste) will be removed from the site. Details should be provided as modes of transport (e.g. road or rail).

In addition, it will be necessary to specify the immediate end destination of material leaving the site (e.g. railhead, storage on land elsewhere), and routes intended to be used (whether on the major or minor road network or rail network) to reach this immediate end destination. A supporting diagram showing the existing and proposed traffic levels along the proposed routes is particularly helpful.

If the proposal is likely to generate significant amounts of traffic and / or heavy vehicles and / or would use roads of poor construction width or alignment, applicants are strongly advised to contact the Highway Authority.

- iv) Information should be provided on the average and maximum number of vehicle movements entering or leaving the site daily. The average and maximum size of loaded vehicles entering or leaving the site daily and annual variation in traffic flows during operations. Information should be provided to explain how the operator or applicant will control transport facilities.
- v) Information should go as far as to indicate the location of haul roads in proximity to the nearest properties; any speed limits operating within the site. Applicants should also indicate the extent to which transport operations will be under the control of the applicant, and if not the methods used to control transport movements. This might include erecting notices at the site exits requesting drivers to follow specific routes to avoid noise sensitive properties for instance.
- vi) Information should be provided relating to employees travel plan.

Applicants should also refer to GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM.

Supplementary Information H – Environmental Effects of Development (Mandatory)

- i) To be completed by all applicants. Applicants should distinguish between baseline conditions (i.e. current state) and impacts arising from the development proposals.
- ii) Details should be provided relating to the proposed total anticipated hours of working (excluding emergency and maintenance works) separately for different activities taking place on the site including specified separately in terms of weekday operations and weekend operations as well as Sundays and Bank Holidays:
- mineral prospecting;
 - soil stripping and overburden removal;
 - mineral working;
 - associated Waste Disposal;
 - mineral processing; and
 - vehicular movements.

If operations are likely to be intermittent then this should be clearly stated and the proposed periods of working given separately

- iii) Applicants should provide as much detail as possible relating to noise. Applicants should provide information on proposed noise levels through the different stages of work. Information should include the predicted or actual noise emissions from specific plant, the length of time plant will be in use, measures taken for controlling noise, (e.g. screening barriers or other forms of noise barrier erected) and methods of calculating noise emissions.

Where the proposed development is to take place in proximity to noise sensitive property, such as residential dwellings, schools, hospitals and recreation areas, applicants should provide details of noise levels at these properties or areas scheduled for such development. If no noise sensitive properties are likely to be affected then applicants should give noise levels at site boundaries. The applicant should indicate whether there will be a need for temporary raising of noise limits for activities of a temporary nature. Proposed methods for noise monitoring should also be specified.

- iv) Applicants should state methods to control and suppress dust from the extraction and processing operations including the treatment of topsoil and subsoil storage heaps. They should also state the measures proposed for minimising the spread of mud, minerals or wastes onto the public highway from the transportation operation.
- v) Where relevant, applicants should provide as much detail as possible of the effects of blasting.

Blasting should normally take place during the normal working day and applicants should provide details of the arrangement made for public warning and access restrictions during blasting itself.

Applicants should also provide, where possible, the predicted maximum blasting vibration and overpressure levels at nearby properties, the methods used for such predictions (eg test blasts on similar sites, etc), and proposed monitoring arrangements.

- vi) Applicants who are uncertain whether or not the material in the proposal involves the use and storage of hazardous materials should contact the MPA or Health and Safety Executive.

For materials that may create a hazard, applicants should indicate the hazardous materials, what special consideration will need to be or has been given to the siting of development that involves the use of such materials, and how the material is intended to be stored. Further advice may be obtained from the Health and Safety Executive.

- vii) Applicants should indicate natural water table levels and specify whether or not working is to take place below these levels. If working is to take place below these levels, then applicants should specify whether working is to be wet or dry. If it is dry then details of proposed methods of dewatering and proposed methods of water disposal must be given.

Applicants should give an outline of proposed measures to control potential pollutions to protect ground and surface water. They should also give an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

If any discussions with the Environment Agency have taken place prior to submitting this application, then the applicant may wish to inform the MPA of the outcome of these.

Measures taken to prevent the spillage or seepage of fuel oils during delivery and storage on site should also be given.

- viii) If any stability studies have been undertaken then the results of these should be summarised and provided.

Applicants should make clear any measures to ensure the stability of working faces, tips and associated structures.

- ix) Applicants should state whether any processes are to be registered under Part 1 of the Environmental Protection Act 1990 and should describe the nature of these operations.

- x) There are a wide variety of statutory designations, for example, National Parks; Areas of Outstanding Natural Beauty; Sites of Special Scientific Interest (SSSIs) Listed Buildings and Conservation Areas; Scheduled Ancient Monuments; or National Nature Reserves. Some nationally designated SSSIs have also been scheduled as internationally important for nature conservation such as Ramsar sites, Special Protection Areas (SPAs) for birds; and Special Areas in Conservation (SACs) for habitats and species. Applicants should seek to explore as far as possible whether or not any statutory designations exist either on the site intended to be worked or filled or in the adjacent area.

- xi) Applicants should submit sufficient information to indicate the extent of visual impact of the proposed development and operations. Methods used for example, include visual envelope maps or photomontages. Cross-reference should be made to any plans submitted under Question 5 of the main form.
- xii) Applicants should submit information to indicate the extent, nature and location of any landscaping to be undertaken during operations to screen the site from public view or otherwise to mitigate the visual impact.
- xiii) Applicants should submit information to indicate the extent, nature and location of any nature conservation designations that may be affected by the proposals and the measures that are proposed to mitigate any determined impact.

Applicants should also refer to GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM.

Supplementary Information I – Restoration, Aftercare and Afteruse (all applications)

All applications for permission for mineral working must include proposals for the reclamation of the site to a state suitable for a beneficial afteruse. The following notes are for guidance only and applicants should discuss their draft proposals with Planning Officers prior to preparing and submitting applications, and should also refer to the relevant local and national planning policies and guidance, including Mineral Planning Guidance 7: The Reclamation of Mineral Workings (DoE, 1996).

The application must demonstrate that the site will be reclaimed satisfactorily by submission of a reclamation scheme (scale plans and text) with the application based on detailed site investigation and fully integrated with the working programme. The scheme should normally involve four main stages:

- Stripping of soils and soil making materials and either their storage or their direct replacement (i.e. restoration) on another part of the site;
- Filling operations (if required) (see also Checklist H);
- Restoration; and
- Aftercare

The details required include:

- Projected plan of contours and final levels of the site: the intended final landform, gradients and drainage of the site should be designed and specified, including the design of any water features and geological features to be retained;
- Areas to be restored to agriculture, forestry and amenity uses or for built development;
- The phasing and time-scale of the working, restoration and aftercare;
- The methods of filling where appropriate, types of fill and materials proposed (eg controlled wastes, mine and quarry wastes etc);
- Proposals for the restoration of the land surface;
- At least an outline strategy for the aftercare of the restored land (see below); and
- A statement of the intended afteruse(s).

If amenity is the proposed afteruse the applicant should indicate whether part(s) or whole of the site is intended for nature conservation; informal recreation or sports. If water areas are to be created, then the applicant should provide estimates of the intended depths and areas of water, hydrology and water quality. The submitted scheme should include the proposed profiles of banks, creation of any islands, and the treatment and planting of water and land margins.

Outline Strategy For An Aftercare Scheme

The outline aftercare strategy should cover as appropriate the aftercare steps detailed below plus any additional aspects that may be required by the mineral planning authority. Person(s) responsible for carrying out these steps ought also to be identified. Aftercare steps to be covered include:

- Timing and pattern of vegetation establishment: A brief description of sequence of vegetation establishment over the full aftercare period, eg details of species composition, stock type and size, spacing, method, timing and position of planting.

For nature conservation, proposed method of vegetation establishment (natural colonisation, turf transplants, seeding etc). A ground plan showing where different species are to be planted is helpful. Where a range of options are to be retained this should be made clear.

- Cultivation practices: An outline of the range of cultivations likely to be undertaken. The need for flexibility is recognised in view of changes over time in the design and availability of machinery.
- Secondary treatments: A general statement of intent to undertake secondary treatments such as moling, subsoiling (and in some instances, for woodland establishment, discing to form low planting ridges) and stone-picking, accompanied by criteria for determining the need for such treatments.
- Drainage: This should cover any commitments in principle to undertake under-drainage; consultations with the mineral planning authority in advance of installation to agree scheme design; timing of installation work within the aftercare programme plus commitments to carry out any necessary maintenance works or temporary drainage measures.
- Management of soil fertility, weeds, etc: To cover measures for improving soil fertility and control of weeds including the basis for determining need and application rates.
- Irrigation and watering: This is likely to be a component in a minority of aftercare schemes only but where it is proposed information should include equipment specifications, siting of installations, and criteria for determining irrigation rates.

In addition details should be provided, where relevant, of fencing, provision of water for livestock and management of water areas.

Where restoration of the site or part of the site is likely to take place within 12 months of the commencement of working, applicants should provide full details of the proposed scheme of restoration and aftercare.

Details should be provided of the depth and nature of topsoils, subsoils and overburden on the site and the methods of stripping, transporting and restoring these soils. The details of the proposed soil materials to be restored should include the total amounts and average thickness to be spread of topsoil, subsoil and overburden or other soil making material, and include, where appropriate, schemes for retrieving and utilising soil making materials from overburden.

Details should be provided relating the proposed soil materials in restoration including total amounts and average thickness to be spread of topsoil, subsoil and overburden or other soil making material. The applicant should also indicate whether it is proposed to supplement the original soils, for restoration purposes by using other soil-making materials available from the site.

Applicants should indicate the methods and machinery to be used in stripping, transporting and restoring soils and should ensure plans clearly show the location of any proposed outfalls for drainage of the restored land.

Applicants should give details of the arrangements for longer-term management of the restored site. These should identify any other party who will or may be responsible for the site during the aftercare period (e.g. tenant farmer or landowner) and, particularly for sites to be used for nature conservation or recreation, explain the intended arrangements for management of the land in the longer term. Applicants should also indicate if these matters are the subject of a proposed planning obligation / voluntary agreement.

Applicants should indicate the proposed access roads/paths to/across the restored site and any proposals for public access to the site.

Applicants should also refer to GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM.

Supplementary Information J – Benefits of the Development

This is an opportunity for you to highlight to the MPA the benefits of the proposed development. Mineral and waste developments invariably have some environmental effects and it is therefore normally necessary to take account of economic and employment factors in assessing proposals.

Minerals or waste development may be needed to meet a specific requirement identified through planning policy and guidance. Accordingly the applicant should identify the specific relevant policies and guidance and explain how the proposed development would meet their requirements.

Applicants may wish to provide information on:

- the need for the mineral including how the proposal would contribute towards the maintenance of any 'land bank' for the mineral required by planning policy;
- any special properties of, or uses for, the mineral;
- the market for the mineral products;
- the number of jobs created or retained by the proposals; and
- any other benefits that the proposal offers.

Applicants should also identify if the proposed development is to replace any existing, or already permitted, development. If so the applicant may wish to make proposals for an appropriate planning obligation or unilateral undertaking.