

### **When to use this Form**

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

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

**Note:** Variation of Conditions – Applicants seeking permission for variation of conditions are strongly advised to consult with the MPA to establish information requirements. Regulations require applicants for variation 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 supply any further information required. This may include the completion of the application form and the submission of any plans and drawings necessary to determine the application as is reasonable to consider the application.

### **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 Devon County Council.

**NORMALLY UP TO EIGHT COPIES OF THE APPLICATION FORM TOGETHER WITH TEN COPIES OF EACH OF THE PLANS AND ANY OTHER MATERIAL (e.g. Supporting Statements, Environmental Statements etc) SHOULD BE SUBMITTED TO THE MPA. HOWEVER, TO ASSIST THE CONSULTATION PROCESS, ADDITIONAL COPIES OF THE FORM AND SUPPORTING INFORMATION MAY BE HELPFUL AND IT IS RECOMMENDED THAT YOU CLARIFY SUCH REQUIREMENTS WITH THE AUTHORITY PRIOR TO SUBMITTING THE 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 Guidance Notes and 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 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 latest Town and Country Planning (Assessment of Environment Effects) Regulations.

Whether or not an environmental assessment must form part of your application will be a matter which will be decided by the mineral planning authority (although you may apply to the Office of the Deputy Prime Minister for a 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 assessment 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 minerals planning officers.**

**If the planning authority 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.**

### **Question 1 - To be completed for all applications**

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 and ensure that this is brought to the attention of the MPA.

### **Question 2 - To be completed, as appropriate, for all applications**

i) 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
- The date and reference numbers of the permissions to be consolidated

ii) Please state any relevant previous planning permissions, and date consent was granted.

### **Question 3.2 - MINERAL APPLICATION CHECKLISTS**

In addition to the application form a series of 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 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 no.). 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 Checklists to Complete?**

In addition to checklists A, B and/or C, all applicants **must** provide information relating to checklist D (Ancillary Operations, Associated Development and Transport), checklist E (Environmental Effects of Development); and checklist F (Restoration, Aftercare and Afteruse).

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

#### **NATURE OF DEVELOPMENT CHECKLIST**

- Mineral Exploration (all relevant applications other than oil or gas) Checklist A
- Mineral Extraction (all relevant applications other than oil or gas) Checklist B
- Mineral Processing (all relevant applications other than oil or gas) Checklist C
- Ancillary Operations, Associated Development and Transport (**all applications**) Checklist D
- Environmental Effects (**all applications**) Checklist E
- Restoration, Aftercare and Afteruse (**all applications**) Checklist F
- Underground Mining (as relevant) Checklist G
- Proposals involving major surface disposal of Mine and Quarry Wastes (as relevant) Checklist H
- Landfill or Infill of Mineral Extraction Sites (as relevant) Checklist I
- Oil and Gas Development (as relevant) Checklist J
- Benefits of the Development (optional) Checklist K

#### **Question 4 - To be completed, as appropriate, for all applications**

In most cases applications involving mineral extraction or 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 and landfill gas monitoring boreholes etc should be included within the red line and any gas monitoring boreholes falling outside the main site should also be shown;
- 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; waste disposal 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;
- The position of walls, hedges and trees within the 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**, a greater distance 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;
- 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;
- The position of landfill gas monitoring and control facilities, if relevant;
- 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 on a separate plan at a scale of 1:100 or a similar appropriate scale. This

- should 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;
- 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);
- 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;
- 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.

#### **Question 4.2 - Environmental Statements**

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

- iii.) 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. 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.

#### **Question 5 - Voluntary Agreements**

Voluntary question for all applications

#### **Question 6 - Declaration**

The declaration must be signed and dated to enable the planning application to be processed.