

**November 2019** - This guidance is still current, but please note that it only applies to *Minerals* Applications using our form. *Waste* applications should now be made using the Planning Portal form.

Our minerals application form is currently being reviewed and a new guidance document will be prepared to accompany the new form when it is released.

Please also ensure you review the [Local list requirements](#), including Annex 1.



## **Guidance Notes for applicants seeking planning permission for mineral working, ~~waste treatment or disposal~~, and associated development (county matters)**

### **Town and Country Planning Act 1990 (as amended) Town and Country Planning (Application) Regulations 1988**

Surrey County Council, as County Planning Authority, is responsible for determining planning applications for mineral working, waste treatment or waste disposal, and associated development (including the construction of rail aggregates depots), referred to as 'county matters'. We are also responsible for determining planning applications for services we provide such as schools, roads, and libraries (Surrey County Council applications). We have separate notes and forms for County Council applications. Planning, part of Environment and Regulation in the Services for Communities Directorate, deals with planning applications. Planning is based at County Hall Kingston upon Thames; our contact details are given at the end of this section.

This form should be used when making an application for planning permission for a 'county matter' development. You do not have to use the form if you are applying under Section 73 of the Town and Country Planning Act 1990 (as amended) (Section 73 applications) to vary or remove a condition on a previous planning permission, or renew a temporary planning permission, but it helps us, consultees and interested members of the public, if you do.

Section 73 applications can be made by letter, as long as you identify clearly the application and condition to which your application refers, and include the appropriate certificates and fee (see the notes to Questions 1.12 and 1.13 later in these Guidance Notes). It also helps us if you provide a copy of the site location plan with the application, and, if you are the agent submitting the application on behalf of the applicant, please give the name of the applicant in the letter. However, you are advised to consult with us to establish what further information may be required. In cases where further information is required completion of an application form may be the most convenient way of providing the information.

The form may also be used for applications submitted under Article 21 of the Town and Country Planning (General Development Procedure) Order 1995 for approval of details required by conditions imposed on a previous permission (details pursuant).

This form should **not** be used for:

- applications for certificates of lawfulness of existing use or development (CLEUD), or certificates of lawfulness of proposed use or development (CLOPUD) etc. where these relate to county matters.
- applications for the determination of new schemes of conditions submitted under the Review of Minerals Planning Permissions (ROMP) provisions of the Environment Act 1995.
- applications for the determination of new schemes of conditions to apply to Interim Development Order (IDO) permissions under the provisions of the Planning and Compensation Act 1991.

There are separate forms for these, copies of which are available from Planning or via our website [www.surreycc.gov.uk](http://www.surreycc.gov.uk)

All other planning applications (houses, shops, offices, industrial development), including applications for mineral processing or treatment not located on quarry sites (for example, concrete batching plants located on industrial sites) or on the sites of rail aggregates depots, and some waste developments (for example, storage of skips) are decided by the district or borough Councils in Surrey. Applications for these types of development should be made to the appropriate district or borough council using their own standard application form (See Appendix A for how to contact district or borough councils in Surrey).

### **Pre Application Discussions**

For all but the most straightforward of proposals, or if you are in doubt about whether your proposal requires planning permission, you are strongly advised to discuss your proposal with planning officers in Planning before making an application. Pre application discussion will enable the information requirements of individual development applications to be assessed. For larger projects it is recommended that you should always seek professional advice.

### **Information required**

County matter developments are often complex. They involve wide ranging considerations and require assessment of many different matters. These notes are provided to help you complete and submit your planning application form, and to help you provide us with all the information we need to decide your application as quickly as possible. The information is requested pursuant to the provisions of the Town and Country Planning (Application) Regulations 1988, as amended by the Town and Country Planning (Electronic Communications) (England) Order 2003. Not all the information is specified on the form and there may be more issues needing to be addressed. Regulation 4 of the Town and Country Planning (Application) Regulations 1988 enable the County Planning Authority to direct applicants to supply further information including plans and drawings to enable applications to be determined. More information and advice is contained in our publication 'Good Practice Guidance for applicants seeking planning permission for minerals and waste related development' which is available top view on our website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or from Planning (see contact details at the end of this section).

If we consider there is insufficient information to determine your application, further details may be required before it is accepted as valid. Failure to provide the necessary information may result in your application being rejected and the application documents and any fee paid returned to you as a matter of course. It is therefore in your interest to answer questions as comprehensively as possible.

If we have accepted your application as valid, and further information necessary to consider it is required by us, or consultees, and you do not provide it, we may refuse your planning application for this reason. Any fee paid on applications accepted as valid is not refundable if the application is refused or withdrawn.

Applications should describe in full the proposed development, how it will operate and its effects. The application form gives space for only brief details of the proposed development. How much information will be needed will depend on the scale, nature and location of your proposal. **For all but the most minor of developments, you are strongly advised to provide additional detail in the form of a supporting statement.**

When preparing your application you are advised to take account of the relevant planning policy framework where the documents still represent current policy and current best practice. The planning policy framework is provided by:

1. Government advice and guidance – Planning Policy Guidance Notes (PPGs) and Minerals Planning Guidance (MPG) which will be superseded in due course by Planning Policy Statements (PPSs) and Minerals Policy Statements (MPSs) together with Ministerial Statements and Circulars.
2. Local Development Frameworks which as at 1 January 2005 comprised:
  - The Surrey Structure Plan 2004 which will be superseded in due course by the South East Plan and the London fringe, Western Corridor and Crawley/Gatwick Sub Regional Strategies;
  - The Surrey Minerals Plan 1993 and the Surrey Waste Local Plan 1997 which will be superseded in due course by the Surrey Minerals and Waste Development Framework
  - The relevant district or borough council Local Plan which will be superseded in due course by a Local Development Framework (LDF)

For waste developments you are encouraged to prepare and submit in parallel any licensing or authorisation submissions required under the Environmental Protection Act 1990, or other legislation.

#### Environmental Impact Assessment (EIA)

The environmental implications of all county matter applications are considered by the County Council. However, some proposals (EIA development) which are likely to give rise to significant effects on the environment may need to be subject to a formal Environmental Impact Assessment (EIA) of those effects under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (EIA Regs 1999). An Environmental Statement must accompany planning applications for EIA development; applications submitted without will be invalid. The County Planning Authority can not grant planning permission for EIA development if an Environmental Statement and adequate environmental information is not provided.

If you are unsure whether or not your proposal is EIA development and requires an Environmental Statement to be submitted with the application you can ask the County Planning Authority to adopt a screening opinion. Information and guidance on environmental impact assessment is given in our 'Good Practice Guidance for applicants seeking planning permission for minerals and waste related development' and available from the Surrey County Council Environmental Assessment Team by telephone on 020 8541 7109 and the EIA section on our website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk)

As environmental impact assessments may take up to 18 months to prepare we strongly advise you to engage in pre-application discussions with us at an early stage to establish whether your proposal is EIA development.

Applications accompanied by Environmental Statements may take longer to determine.

### **Submitting your application**

County matter planning applications should be submitted direct to Surrey County Council, at the address shown below or online via our website.

Please submit at least **ten**<sup>1</sup> copies of your application form, certificates, plans and drawings and any supporting statement. Where an application is submitted online you should forward simultaneously ten copies of the form and ten paper copies of the plans, drawings and other accompanying documents, as at present you will only be able to submit the planning application form online.

**Please check with us before you submit your application how many copies are required as more may be required for certain types of application. This helps speed up the consultation process.** For applications accompanied by an Environmental Statement, more copies of the application documents and the Environmental Statement are required to comply with the consultation and notification requirements of the EIA Regs 1999.

You may send your application, and accompanying Environmental Statement if relevant, direct to statutory consultees asking that they send their views direct to the County Planning Authority. If you decide to send copies of the application direct to statutory consultees, it is important that you provide us with details of the bodies consulted, and the form of the consultation.

All planning applications must be accompanied by the correct fee where a fee is payable. We are putting in place arrangements to enable fees to be paid online for applications submitted online, but this facility is not yet available. For all other applications the fee should be sent with the application. Cheques should be made payable to 'Surrey County Council'.

See note to Section 1.13 below for more information about fees. If a valid application is submitted without the correct fee we may start to process it, but we cannot issue a decision on an application until the appropriate fee has been paid in full.

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<sup>1</sup> While the Town and Country Planning (Application) Regulations 1988 require a maximum of three copies of the application to be submitted, it is appropriate for additional copies to be provided with applications for minerals and waste development. Submission of additional copies will assist the County Planning Authority and consultees to consider the application in a timely manner.

## Checklist

You may find it helpful to complete a Planning Application Checklist to ensure all the necessary forms, documents, plans, certificates, and fee have been completed and are included before submitting your application. Blank copies of the checklist are included in the application pack or available from our website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk)

## Completing the application form

The application form is in five sections. There is no need to complete and submit sections which are not relevant to your application, or submit blank paper copies.

Completion of **Section 1** and **Section 5** are compulsory for all applications. Please fill in **Section 2** if your application is for mineral extraction and related development, **Section 3** if it is for waste treatment/disposal and related development, **Section 4** if your proposal is for, or involves, the erection or use of plant, buildings or other structures.

You may need to fill in more than one of the sections. For example, if your proposal involves mineral extraction and landfilling you will need to fill in Sections 1, 5, 2 and 3, if it involves waste disposal and the erection of a building you will need to complete Sections 1, 5 3 and 4.

Please answer all questions as comprehensively as possible. **If any questions do not apply to your proposal, please indicate this by responding 'Not applicable' or 'N/A'.** The following notes give guidance on general matters relating to each section of the form, and provide specific guidance on how to complete particular questions. More information and advice is contained in our 'Good Practice Guidance for applicants seeking planning permission for minerals and waste related development' and 'Good Practice Guide for Mineral Site Restoration and Enhancement'.

Please note that your answers to the questions requiring measurements or quantities must be given in metric units (hectares, tonnes, cubic metres, etc), and not in imperial units (acres, tons, cubic yards etc).

## CONTACT DETAILS:

Planning Environment and Regulation  
Services for Communities  
Surrey County Council  
County Hall  
Kingston upon Thames  
KT1 2DY

E-mail address: [mwcd@surreycc.gov.uk](mailto:mwcd@surreycc.gov.uk)

Telephone: 020 8541 9897

## Section 1: General information

*This section must be completed for ALL applications.*

### 1.1 and 1.2 Applicant and Agent:

Please give the full NAME and CONTACT DETAILS of the applicant and, if used, the agent. If an agent is acting for the applicant all correspondence, and the decision, will be sent to the agent.

Please provide email addresses where available.

### Application site

#### 1.3 Full address of application site:

Please give the full address of the site where the development is proposed to take place. Where the site does not have an easily identifiable address, identify it by Ordnance Survey sheet and field parcel numbers.

**1.4 Grid Reference:** Please give the grid reference (if possible to six figures in each direction e.g. 123456 123456) at the visual centre of the application site (its centroid).

#### 1.5 Site Area

The size of the application site (that is the area within the red line on the site plan, including the proposed access to the public highway) should be given in hectares (ha) or cubic metres (m<sup>3</sup>), as appropriate. For sites less than 0.1 ha in area the area may be given in square metres (m<sup>2</sup>). (0.1 ha = 1,000 square metres)

A site plan must be included on an Ordnance Survey base at a scale of 1:2500 or 1:1250 showing the boundary of the application site (including the proposed access to the public highway) edged in **red**, and any other land owned or controlled by the applicant edged in **blue**. Further details of the plans that should be submitted as part of your application are given at the end of these notes.

**1.6 (a) and 16 (b) Applicant's interest in the site and adjoining land.** Please state the applicant's interest in the application site and adjoining land.

#### 1.7 (b) Present use of the site.

Please give the present use of the site.

#### 1.7 (b) Last or previous use of the site (if known)

You only need complete this question if the site is currently vacant.

## 1.8 Description of the proposed development

Please give a brief description of the proposed development, but include all the purposes to which the land and/or buildings are to be put. This should be sufficiently detailed to make clear the nature of the proposed development, its extent, and duration. Buildings should be described by referring to their gross external floorspace, measured to the outside of the external walls.

The description will normally be used in correspondence, reports and the decision notice. If the description used does not adequately describe the proposed development we will agree a revised description with you. If you are unclear how to describe your proposal please seek our advice before submitting your application.

### Type of Application

**1.9 (a)** Please tick **one** of **A** to **G**. Your application should be for ONE category only. If you are unclear which one to tick for your proposal or you are not sure whether or not it requires an application at all you should discuss the matter with us or you can apply to the County Council under Section 192 of the Town and Country Planning Act 1990 (as amended) to determine whether planning permission is required.

**A** Full, permanent, planning permission

**B** Full, temporary, planning permission – if ‘Yes’ state the period permission is sought for. Applicants applying for planning permission for mineral working should tick this box. Please specify the period temporary permission is being sought for.

**C** Outline planning permission

Outline planning applications cannot be made for operational development such as landfill/landraising or mineral working; changes of use of land or buildings; rail aggregate depots; or where development has been carried out without planning permission and an application is being made to regularise the position. An outline planning application can be made for the erection of buildings at mineral sites.

**D** Variation or removal of a planning condition (Section 73 application) including renewing a planning permission where development has not yet commenced or renewing temporary planning permission (Section 73 or 73(a) application).<sup>2</sup>

**E** Prior approval of development permitted by Part 19 of the Town and Country Planning (General Permitted Development) Order 1995. Please specify if the development is within Class B or Class C of Part 19.

Prior written approval of the County Planning Authority is required of detailed proposals for the siting, design and external appearance of some proposed buildings, plant or machinery to be erected, installed, extended or altered at a mine or in some cases on land adjacent to a mine or on ancillary mining land. Class B relates to operational development and Class C relates to development required for maintenance or safety. Permitted development rights under Part 19 do not apply to all mineral workings and you are advised to consult with us before making submissions under Part 19.

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<sup>2</sup> Once Section 51 (3) of the Planning and Compulsory Purchase Act 2004 is enacted it will no longer be possible to renew planning permissions under Section 73 where development has not yet commenced.

**F** Approval of reserved matters following the grant of outline planning permission.

**G** Applications for approval of details pursuant to conditions imposed on a previous permission (Article 21 submissions). Please give details of the planning permission number, date granted and condition number(s).

**1.9(b) Details** If you have ticked D, F or G please provide details of the planning permission (reference number), date granted and condition number(s).

If you submit an application and it is found that planning permission is not required you will be told and the application and fee will be returned.

**1.10(a) Environmental Impact Assessment.** If you have ticked 'Yes' to **1.10(a)** please provide details including the price, if any, of where the Environmental Statement can be obtained in **1.10(b)**.

**1.11 Application documents.** All documents (the Application Form, Written Statement, Plans and Drawings, Environmental Statement) that form part of the application should be listed. There is no need to complete and submit sections of the form which are not relevant to the development being applied for, or to submit blank paper copies.

*At present you will only be able to submit the planning application form online. All other documentation (certificates, plans, drawings, statements) which together comprise the planning application must be submitted in hard copy.*

The documents listed will be made available for public inspection and sent to consultees.

#### **1.12 (a) and (b) Applicant's interest in the site and adjoining land and certification**

Applicants should state the nature of their interest in the application site (landowner, lessee, prospective purchaser, owner of mineral rights etc.) at 1.12 (a), and at 1.12 (b) state whether they control or own adjoining land (shown outlined blue on the submitted site plan).

**1.12 (c) Certificates** Under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 applicants are required to inform the County Planning Authority of their interest in the land subject to the planning application and certify to us that they have served notice on the owners and any tenants, including agricultural tenants on the land of their proposals.

Other than applications for approval of details pursuant to conditions (Article 21 submissions) see 1.9a (G) above, the appropriate ownership certificate depending on the circumstances of the land ownership (**striking through the certificates which do not apply**), and an agricultural holdings certificate **must** be completed and submitted with all applications (including Section 73 applications made in writing) to show that all owners and tenants of the land to which the application relates have been notified of the application.

Blank copies of the certificates are enclosed with these forms. Further copies are available from us or via our website [www.surreycc.gov.uk](http://www.surreycc.gov.uk)

**The completed ownership and agricultural holdings certificates must be submitted with your application and must be dated and contain an original signature. Photocopies are not acceptable.**



'Owner' means a person having a freehold interest or a leasehold interest, the unexpired term of which is not less than 7 years, or in the case of development consisting of the winning and working of minerals (other than oil, gas, coal, gold or silver) a person entitled to an interest in a mineral in the land. As well as landowners, owners of mineral rights must also be notified of applications for the winning and working of minerals, and the information included on the appropriate certificate.

**Certificate A:** This must be completed where the applicant is the sole owner of the land to which the application relates and where none of the land has been let to any other person.

**Certificate B:** This must be completed where all the owner(s)/tenant(s) to which the application relates are known and have been notified of the application. The names of those persons, the addresses to which any notices have been given and the date of each notice should be indicated.

**Certificate C:** This must be completed where the applicant cannot identify or cannot notify all the owner(s)/tenants(s) including agricultural tenants of the land to which the application relates.

**Certificate D:** This must be completed if the applicant is unable to serve any of the above certificates as the applicant cannot find the owner(s)/tenant(s) or cannot serve notice on them.

**Agricultural Holdings Certificate:** This must be completed by all applicants to indicate that either none of the land is part of an agricultural holding, or if it is, that notification has been given to all agricultural tenants on the land.

### ***Important notice on legal offences***

Any person who issues a Certificate which contains a statement which he knows to be false or recklessly issues a Certificate which contains a statement which is false or misleading, shall be guilty of an offence and liable on summary conviction, as specified in the Town and Country Planning Act 1990, as amended by the Planning and Compensation Act 1991.

**1.13 Fee.** All planning applications must be accompanied by the correct fee, unless they are exempt. There is no fee payable for applications for approval of details pursuant to conditions (Article 21 submissions) see 1.9 (G) above.

We are putting in place arrangements to enable fees to be paid online for applications submitted online, but this facility is not yet available so a cheque should be sent. For all other applications the fee should be sent with the application. Cheques should be made payable to 'Surrey County Council'.

The scale of charges and exemptions are set by Government and subject to periodic change, see the latest Town and Country Planning (Fees for Planning Applications and Deemed Applications) Regulations on the Office of the Deputy Prime Minister (ODPM) website at [www.odpm.gov.uk](http://www.odpm.gov.uk) or contact Planning for information and advice on the correct fee payable.

If a valid application is submitted without the correct fee we may start to process it, but we cannot issue a decision on an application until the appropriate fee has been paid in full.

**1.14 Declaration.** The application form and declaration must be signed and dated (applications being made online must complete the declaration). If it is not the application will not be accepted.

**NOTE:** The application is for planning permission for mineral working, waste treatment or disposal, and associated development (county matters) under the Town and Country Planning Act 1990 (as amended the Town and Country Planning Act 1990 has been amended by the Planning and Compensation Act 1991 and the Planning and Compulsory Purchase Act 2004) only.

Any permission granted does not convey any consent or approval which might be required under any other legislation, including legislation relating to building regulations, pollution control, rights of way, listed buildings or conservation areas, advertisements, and mines and quarry safety.

## **Section 2 Mineral Extraction and Associated Development**

This section must be completed for all proposals involving mineral development. The response to the questions will depend on the nature of the development you are proposing, not all questions will be applicable to every proposed development. In some cases it is preferable for full answers to be given in a supporting statement, however, please reply to each question on the form by stating the page or paragraph number where the answer is given in the supporting statement.

Some proposed developments will require information not included in this form. If you are in any doubt regarding the information you should include in your application please contact us for advice before you submit your application.

If your proposal is likely to cause adverse environmental impact, you should provide information to justify the need for your proposal, including an assessment of any alternative sites considered.

### **2.1 Type of development.**

Please answer Yes to as many of these items as are appropriate to your proposal. More than one category may be included in your response.

If your application includes (f) Mineral exploration, you will also need to complete Annexe 1.

If your application includes (h) Oil or gas operations, you will also need to complete Annexe 2.

### **2.2, 2.3, 2.5 and 2.6 Type and quantity of mineral to be extracted and geological investigation and assessment**

Geological information will be needed when minerals are to be extracted. Applications should include the results of site investigation, assessment and analytical work undertaken to assess the nature, quality and quantity of the mineral (borings, trial pits and other survey/analytical information) and the position of the watertable.

The exploratory investigations should be sufficient in detail to enable you to calculate the quantity of each mineral and grade of the mineral to be extracted in each phase of the development. Where building and construction sand is proposed to be worked grading analyses should be provided. Physical and chemical analyses may be required for other types of mineral for more specialised uses.

Details should be provided of the total quantity of the mineral(s) to be extracted together with maximum and average annual outputs.

### **2.4 End Use for Mineral**

Please provide details of the proposed end uses for the mineral(s). If the immediate proposed location of the extracted mineral is an off-site processing plant, please state the next destination of the material after processing, if known.

### **2.7 Duration**

Working and restoration should normally be undertaken so that restoration proceeds in tandem with working. This avoids the need for double handling of materials and minimises the storage of soils. The process also ensures that the area open and disturbed at any one time is limited in extent. Careful calculation is required of areas of working and the quantities of material involved. The supporting statement should demonstrate how operations are to be arranged to match overburden and soil quantities in each phase.

Where landfill is involved in the restoration process the sequence of extraction, filling and restoration requires adjustment of the soil stripping and replacement programme.

## **2.8 Soils and Overburden**

Special consideration should be given to soils and overburden.

(a) Details should be provided of the depths and volumes of topsoil, subsoil and overburden present on the site. The results of the soils surveys and site investigations should be summarised in the supporting statement, with full logs and results of any laboratory tests provided as an appendix.

(b) Indication should be given of the grade (Grade 1, 2, 3a, 3b, 4 or 5) of any agricultural land affected by the proposed development, with a statement of how the grading has been determined (eg using Department for Environment, Food and Rural Affairs (DEFRA) (formerly Ministry of Agriculture Fisheries and Food (MAFF)) Agricultural Land Classification Maps or a special survey).

(c) and (d) This should provide details of the provision for initial and subsequent topsoil and subsoil stripping, overburden removal and storage. The location and design and management of all soil and overburden storage mounds, the timing of their construction and removal should be described in the supporting statement and shown on a plan.

**2.9** The application should provide a clear indication of the proposed scheme of working and methods of extraction. This information should be submitted in a supporting statement with reference to plans showing the following: phasing (site preparation, extraction, restoration), depth and direction of operations, method of working. Wherever practicable the proposals should provide for extraction and restoration to be phased to ensure that amount of land taken out of beneficial use at any one time is minimised and which facilitates the early restoration of the site.

## **2.10 Mineral Processing**

This question should be completed for all applications involving processing of minerals at the application site. Answers should be amplified in the supporting statement and on plans to enable the purpose and planning implications of the proposed development to be assessed. This is particularly important for proposals involving permanent buildings or structures, or for major facilities.

If the material from the site is likely to be processed by a combination of the three options identified in 2.10 (a) please state the approximate percentages to be treated in the different ways. If some or all of the materials are to be removed elsewhere for processing please complete (b) giving the name of the site where processing will take place and details of how the material will be transported there.

If onsite processing is to involve the erection of plant, buildings or structure **Section 4** of the form should also be completed.

**2.11** Details of wastes (excluding overburden) arising from the main extraction operations, including the nature and estimated total quantity to be produced should be provided, including the proportion to be retained on site. Methods of containment and disposal of material to be removed off site should also be given.

## **Afteruse, Restoration and Aftercare**

### **2.12 Afteruse**

This question should be completed for all applications. Afteruse may be for agriculture, forestry, amenity (specify nature conservation, informal recreation or sport), or for other purposes. If your proposal is for 'other' you should state the intended use. If a combined afteruse is proposed please show on plans and give the area (in hectares) to be restored to each afteruse.

### **2.13 and 2.15 Restoration**

Applicants are strongly advised to read Minerals Planning Guidance Note 7 (MPG 7) 'The Reclamation of Mineral Workings', or successor document, which sets out the information normally required in support of a planning application and our Good Practice Guide for Mineral Site Restoration and Enhancement.

Please provide a brief description of the restoration proposals on the application form and provide fuller details in the supporting statement and on plans. Overall you must demonstrate in the application that the site can be reclaimed satisfactorily.

Preparation of a separate supporting restoration scheme and plan at the outset, based on detailed site investigation and fully integrated with the working programme is the best way to achieve this. For afteruses involving planting (agriculture, forestry or amenity) the restoration plan should normally involve the following four main stages:

- (a) stripping of soil and overburden materials and either their storage or direct replacement on another part of the site;
- (b) creation of the final landform, including filling operations if proposed/required;
- (c) restoration; and
- (d) aftercare.

All applications should submit details relating to points (a) to (c) above, see notes for Section 2.16 below for information required on aftercare. The proposed afteruse(s) should be specified. Where amenity afteruse is proposed the application should indicate whether a part or whole of the site is intended for nature conservation, informal recreation or sports. If water areas are to be created the application should seek to estimate the intended depths and areas of water; hydrology and water quality. Proposed profiles of banks; creation of islands; preservation and use of soil and the treatment and planting of water and land margins along with proposals for subsequent management should be submitted if they are part of the overall restoration scheme.

Airport safeguarding areas for Heathrow, Gatwick, Biggin Hill and Fairoaks airports apply in Surrey and applicants are strongly advised to refer to the information and guidance in the joint Department for Transport (DfT) and ODPM Circular 1/2003 'Safeguarding Aerodromes, Technical Sites and Military Explosive Storage Areas etc.' which is available on the DfT website at:

[http://www.dft.gov.uk/stellent/groups/dft\\_aviation/documents/page/dft\\_aviation\\_040247.hcsp](http://www.dft.gov.uk/stellent/groups/dft_aviation/documents/page/dft_aviation_040247.hcsp)

and contact the relevant airport authorities where the site is to be worked wet; where restoration proposals involve water areas or waste disposal and proposals involving landscape planting. (See also guidance below to Question 5.13 of the form)

Where practicable a progressive scheme of working should be prepared which minimises the need for double handling of soils and overburden and which minimises the amount of land taken out of agricultural or other use at any one time and which facilitates the early progressive restoration of the site. Special consideration should be given to the location and design of all soil and overburden storage mounds and details provided of their construction and removal.

**2.14** To be completed by all applicants, as appropriate. Where filling involving imported materials is proposed **Section 3** of the form should be completed.

### **2.16 Aftercare**

Where the proposed afteruse is agriculture, forestry or amenity, an aftercare scheme will be required. Where restoration of the site, or part of the site is likely to take place within 12 months of the commencement of working, full details of the proposed scheme of restoration and aftercare should be provided with the application. If not, a summary of the items proposed for inclusion in an aftercare scheme, to be submitted for approval at a later date, should be provided including land management during the aftercare period and intended arrangements in the longer term.

Applicants are strongly advised to read MPG 7 'The Reclamation of Mineral Workings', or successor document, which sets out the information required in detailed and outline aftercare schemes. Further information on aftercare requirements and best practice for different afteruses is contained in our Good Practice Guide for Mineral Site Restoration and Enhancement.

Applications should contain details of arrangements for longer term management of the restored site. This should include details of any other party who will, or may, be responsible for the site during the aftercare period. For sites to be used for nature conservation or recreation the application should identify likely arrangements for the management of the land in the longer term. The application should indicate if these matters are the subject of a proposed planning obligation/voluntary agreement. Where a planning obligation is proposed we will require the draft heads of terms to be agreed prior to determination of the planning application.

### **2.17 Sensitive properties**

Sensitive properties include housing, hospital or schools but may include business premises. Regard should be had by developers when devising working and restoration schemes of the presence of sensitive properties and the impact of the proposed development in terms of noise, dust and other matters as appropriate on the occupiers of such properties. The impact of a development on sensitive properties and their occupiers can be a material consideration in the determination of planning applications.

## **SECTION 3**

### **WASTE DISPOSAL/STORAGE/TREATMENT/RECOVERY/TRANSFER AND OTHER RELATED DEVELOPMENT**

This section must be completed for all proposals involving waste development. The response to the questions will depend on the nature of the development you are proposing, not all questions will be applicable to every proposed development. In some cases it is preferable for full answers to be given in a supporting statement, however, please reply to each question on the form by stating the page or paragraph number where the answer is given in the supporting statement.

Some proposed developments will require information not included in this form. If you are in any doubt regarding the information you should include in your application please contact us for advice before you submit your application.

If your proposal is likely to cause adverse environmental impact, you should provide information to justify the need for your proposal, including an assessment of any alternative sites considered.

As well as requiring planning permission waste development may also require a waste management licence or other authorisation from the Environment Agency under the Environmental Protection Act 1990. Much of the operational detail of a waste development will be submitted and regulated as part of the waste management licensing/authorisation procedure. However, for planning purposes it is necessary to show that the proposals are soundly based, and that the development can, and will be, carried out in an environmentally acceptable manner.

For landfilling and landraising proposals it is necessary to show that waste materials will be available to carry out the development in the timescale proposed and that operations will be managed to allow the proposed afteruse to be carried out successfully.

Applicants should refer to the Surrey Waste Local Plan 1997 and successor Waste Development Framework documents when published, Planning Policy Statement (PPS) 23 'Planning and Pollution Control' and Planning Policy Statement 10 (PPS10) 'Planning for Sustainable Waste Management' for more detail on information and assessments to be provided to enable proposals to be assessed.

Applicants are encouraged to prepare and submit in parallel with the planning application any licensing or authorisation submissions required under the Environmental Protection Act 1990, or other legislation.

#### **3.1 Type of development.**

Please answer 'Yes' to as many of these items as are appropriate to your proposal. You should note that planning permission for landfilling/landraising does not permit the removal of material from the site, either for sale or deposit elsewhere, unless this is specifically identified as part of the planning application.

Please complete Question 3.2 and 3.4 of the form if you have answered 'Yes' to 3.1(a). Please complete Question 3.3 and 3.4 of the form if you have answered 'Yes' to 3.1(b), (c), (d), (e) or (f).

Please contact Planning for advice on which questions in Section 3 to answer if you have answered 'Yes' to 3.1(g).

## **Landfilling/Landraising Proposals (including land improvement schemes involving deposit of waste materials)**

**3.2(a)** If you have answered yes to 3.1 (a) and your application is a combined proposal for mineral extraction and restoration by landfilling you will need to complete **Section 2** of this form.

If you have answered 'Yes to 3.2 (a) (ii), (iii), and/or (iv) please provide details of the planning permissions.

### **Soils and Overburden**

**3.2 (b) Special** consideration should be given to soils.

(i) Details should be provided of the depths and quantities of topsoil, subsoil and overburden present on the site. The results of the soils surveys and site investigations should be summarised in the supporting statement, with full logs and results of any laboratory tests provided as an appendix.

(ii) Indication should be given of the grade (Grade 1, 2, 3a, 3b, 4 or 5) of any agricultural land affected by the proposed development, with a statement of how the grading has been determined (eg using Department for Environment, Food and Rural Affairs (DEFRA) (formerly Ministry of Agriculture Fisheries and Food (MAFF)) Agricultural Land Classification Maps or a special survey).

(iii) and (iv) This should provide details of the provision for initial and subsequent topsoil and subsoil stripping and storage. The location and design and management of all soil storage mounds, the timing of their construction and removal should be described in the supporting statement and shown on a plan.

**3.2 (c) and 3.2 (d)** The application should provide a clear indication of the proposed scheme of filling and void to be filled. This information should be submitted in a supporting statement with reference to plans showing the following: phasing (site preparation, filling, capping and restoration), depth and direction of filling operations, surcharging, proposed final contours (pre and post settlement). Wherever practicable the proposals should provide for filling and restoration to be phased to ensure that amount of land taken out of beneficial use at any one time is minimised and which facilitates the early restoration of the site.

**3.2 (e) to (g)** It is important for us to be confident that waste materials for landfilling and landraising proposals will be available to allow the development to be carried out within the timescale indicated in the answer to Question 3.2 (g). For all proposals we need to be clear about the possible sources of waste in order to assess proposals in terms of how they comply with the aim of reducing the movement of waste generally and how they contribute to the development of a network of integrated waste management facilities within Surrey. You should therefore give as much information as possible of the expected sources of waste materials to be deposited/handled/treated at the site, including details of any contractual arrangements to secure waste.

**3.2 (h)** Sensitive properties include housing, hospital or schools but may include business premises. Regard should be had by developers when devising filling and restoration schemes of the presence of sensitive properties and the impact of the proposed development in terms of noise, dust and other matters as appropriate on the occupiers of such properties. The impact of a development on sensitive properties and their occupiers can be a material consideration in the determination of planning applications.

For proposals involving disposal of non-inert waste materials this information is required to ensure that the development will not expose the occupiers of premises, or the wider environment to risks associated with the presence of landfill gas. Applications may need to



provide information on how the potential risk from landfill gas has been assessed and specify proposed mitigation measures.

**3.2 (i)** Please state methods and systems for the monitoring and control and treatment of landfill gas and leachate during landfilling/landraising operations and following completion of operations and restoration. The County Planning Authority will wish to ensure at the planning application stage that adequate means of dealing with landfill gas and leachate have been devised. As gas and leachate control systems may have an effect on the afteruse or statutory aftercare of the site this information is needed to ensure that the proposed restoration and afteruse is feasible whilst monitoring/collection facilities are in place.

**3.2 (j)** Please specify the methods for controlling vermin and birds. Airport safeguarding areas for Heathrow, Gatwick, Biggin Hill and Fairoaks airports apply in Surrey and applicants are strongly advised to refer to the joint Department for Transport (DfT) and ODPM Circular 1/2003 'Safeguarding Aerodromes, Technical Sites and Military Explosive Storage Areas etc.' which is available on the DfT website at: [http://www.dft.gov.uk/stellent/groups/dft\\_aviation/documents/page/dft\\_aviation\\_040247.hcsp](http://www.dft.gov.uk/stellent/groups/dft_aviation/documents/page/dft_aviation_040247.hcsp) and contact the relevant airport authorities where the site falls within an airport safeguarding area to ensure the risk of birdstrike is addressed. (See also guidance below to Question 5.13 of the form)

**3.2 (k)** Please see Note to Question 2.12

**3.2 (l) to (o)** Please see Notes to Questions 2.13 to Question 2.16 above

Applicants will need to provide information on pre and post settlement levels and contours and relationship to surrounding land in response to question 3.2(l)

### **Waste Transfer Stations/Civic Amenity Sites/Waste Treatment/Recycling/Processing/Sewage Treatment/Waste Water Treatment and Composting Facilities**

**3.3 (a) to 3.3 (e)** Please provide full details of the type of facility including the type of operation and plant involved, processes to be carried out, means of construction, sources and types of materials to be handled/processed/stored/treated in the facility, products and residues and their destinations.

For all proposals we need to be clear about the possible sources of waste in order to assess proposals in terms of how they comply with the aim of reducing the movement of waste generally and how they contribute to the development of a network of integrated waste management facilities within Surrey. You should therefore give as much information as possible of the expected sources of waste materials to be deposited/handled/treated at the site, including details of any contractual arrangements to secure waste.

**3.3 (f)** Please see the note to Question 3.2(h) above and Question 5.10 below.

**3.4** If the proposal involves the erection of new fixed plant or buildings or the continued use of existing fixed plant or buildings you need to complete **Section 4** of the form.

### **Other matters**

Sustainable Waste Management - All waste proposals will be expected to be justified in accordance with the Government's key planning objectives for waste management as set out in PPS10 (July 2005)

## **SECTION 4 PLANT, BUILDINGS AND OTHER STRUCTURES**

Please complete this section if your proposal includes the erection of any fixed plant, buildings or structures, or for the retention of any existing fixed plant, buildings or structures, or the use of mobile plant. Such proposals may range from the installation of minor ancillary buildings or structures on a mineral or waste site, up to the construction of major facilities such as a new mineral processing plant, a rail aggregate depot, or a large facility for waste treatment, recovery or transfer.

Unless there are special factors preventing their submission detailed plans of all fixed plant, buildings or other structures should be explained and information provided relating to the purpose and need, type, number, location, external appearance (colour and materials), external lighting and dimensions of fixed plant, buildings or other structures to be erected.

**4.1 and 4.2** Please provide the details either on the form or in a supporting statement. The information is required to assess the impact of the plant. For 4.1d and 4.2 d (plant capacity), please provide answers in tonnes per hour, and per annum. The normal capacity of the plant should be your best estimate of the realistic average throughput of the plant. For the maximum throughput the figure should be based on the assumption that the plant will work to its maximum theoretical capacity throughout the year on the assumption of a 60 hour week (but allowing for appropriate breaks for maintenance during normal operating hours). Maintenance and repair work is expected to be carried out during normal working hours.

**4.4** The County Planning Authority will normally require that plant, buildings and other structures at mineral and waste sites involving landfill/landraising are removed when extraction or restoration activities have been completed. Exceptions would be where the plant, buildings and other structures are required in connection with pollution and environmental controls required by other legislation such as the Environmental Protection Act 1990.

**4.5** Please provide details of all external lighting including purpose, location and type of fixing (eg wall mounted or free standing columns), type and design, direction and hours of use. The County Planning Authority will wish to ensure that any lighting proposed is necessary and does not adversely impact on residential amenity, nature conservation interests or result in light pollution.

## **SECTION 5 TRAFFIC, TRANSPORTATION AND ENVIRONMENTAL CONSIDERATIONS**

### **Traffic and Transportation**

Most of the questions relating to traffic and transportation assume that materials will be taken to and/or removed from the site by road. If the proposal is likely to generate significant amounts of traffic and/or heavy goods vehicles and/or involve the use of roads of poor construction, width or alignment, you are strongly advised to contact the Transportation Development Control Division of Surrey County Council, details below, (the Highway Authority) to discuss the information and assessments required.

Transportation Development Control Division  
Surrey County Council  
Room 365  
County Hall  
Penrhyn Road  
Kingston upon Thames  
KT1 2DY

Telephone: 020 8541 9334

The Highway Authority may require a Traffic Impact Assessment (TIA) for proposals that would result in a material increase in traffic movements on roads, whether adjacent to or remote from the site.

If improvements to the highway will be needed as a result of the proposed development, these will normally have to be undertaken at the expense of the applicant or site operator who will be required to reimburse the Highway Authority for the cost of undertaking such improvements.

#### **5.1 Transportation**

If transportation by rail or water is proposed for all or some of the transportation of materials brief details should be provided on the form. Full details (including quantities likely to be involved, timing of movements, market/source areas for materials) should be provided in a supporting statement and shown on plans including details of application site facilities, if not included above.

If the mode or transport used to bring material to the site will be different from that used to remove material from the site, please make this clear in your answer.

#### **5.2 Access**

Information must be provided on whether there is an existing means of vehicular 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 method of construction to alter the access.

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

Applications should be accompanied by detailed drawings/plans showing the existing or proposed access points so that the suitability of the access and visibility can be assessed. It may be appropriate for junction design to ensure that vehicles enter or leave the site from/in a specific direction.

### **5.3 Traffic**

The figures provided in answer to this question should assume a working day of the length given in weekdays in the answer to 5.8 Hours of Operation below. The figure you give must be vehicle movements – so a lorry entering and leaving the site counts as two movements. Details should be provided of anticipated average daily movements, maximum daily movements, their distribution within the working day and variations during the course of the development. The statement should also deal with anticipated concentrations of vehicles arising from the start of operations or specific major contracts.

Please ensure to indicate whether the lorry capacities given are in tonnes or cubic metres. For waste lorries please provide details for each type.

### **5.4 Vehicle Routeing**

The routeing of vehicles should be considered. Information should be provided on the likely movement of heavy goods vehicles to and from the site and the extent to which the control of vehicles is likely to be feasible, for example where the applicant's/operator's own vehicles are wholly or partly involved. This may involve the roads such vehicles would use, as well as roads the applicant may seek to prohibit vehicles travelling to and from the site from using.

### **5.5 Methods of controlling traffic impacts**

The measures proposed for preventing/minimising the deposit or spread of mud, mineral or waste materials onto the public highway from the transportation operation (e.g. surfacing of haul roads and vehicle manoeuvring areas, wheel/chassis cleaning facilities, sheeting of lorries etc) should be specified and details provided.

### **5.6 Parking**

Adequate provision should be made within the site for parking (for staff and visitors), loading/unloading and manoeuvring of vehicles to satisfy the needs of the development.

## **Environmental Considerations**

Applicants should ensure from the outset that their proposals take account of all relevant statutory and non-statutory designations that affect the application site and land outside the site itself or adjacent areas. Applicants are advised to engage in pre application discussions with the County Planning Authority and/or relevant statutory and non-statutory bodies to identify such designations and to consult our 'Good Practice Guidance for applicants seeking planning permission for minerals and waste related development' for further information and advice on environmental consideration which may need to be addressed.

Examples of designations that might affect a site and the environmental effects of a proposal which need to be considered are given below together with notes about where you might find more information about them. The list of information/assessments, which may be required, is not exhaustive and applicants are advised to check relevant Government guidance and advice and with the relevant bodies for the latest requirements. If you have answered 'Yes' to any of the topics listed in question 5.7 below, please give details of the feature in question, show it on the applications plans and describe methods for protecting them and mitigating the impact of the development, diverting or closing them as appropriate. If any original investigations have been carried out on any part of these topics as part of the preparation of the application, for example, archaeological field evaluation or ecological surveys please give details in a Supporting statement.

## **5.7 (a) Archaeological and historical features**

Archaeological designations include Scheduled Ancient Monuments (sites of national importance, designated under the Ancient Monuments and Archaeological Areas Act 1979), and Areas of Archaeological Significance (sites of more local importance, designated in district and borough Local Plans (see Appendix A for contact details)). Much archaeological evidence exists outside these designated areas.

Surrey's Sites and Monuments Record (SSMR), a computerised database maintained by the County Council is a guide to all known archaeological sites and finds within the current administrative county of Surrey. For further information and advice on archaeology in Surrey please contact Principal Archaeologist Dr David Bird on 020 8541 8991.

It is recommended that you seek such advice if you think archaeological interests would be affected by your proposal. Please also refer to the Planning Policy Guidance Note 16 (PPG16) 'Archaeology and Planning', and to the 'Archaeological Investigations Code of Practice for Mineral Operators' published by the CBI in 1991.

If your proposal would affect a Scheduled Ancient Monument, a separate permission ('scheduled monument consent') may be needed as well as planning permission. Details are given in PPG16. Special provisions also apply to the sites of Historic Parks and Gardens, and to Historic Battlefield sites. Details of the sites concerned, and of the special arrangements that exist to protect them, can be obtained from English Heritage (020 7973 3000), [www.english-heritage.org.uk](http://www.english-heritage.org.uk), or the Garden History Society (020 7608 2409), [www.gardenhistorysociety.org](http://www.gardenhistorysociety.org).

### *Historic Sites and Buildings*

Historic Buildings may be protected by being 'listed' under the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended). The same Act empowers district and borough Councils to designate areas of special architectural interest as 'Conservation Areas'. The legislation then introduces various safeguards to protect these buildings or areas. The provisions affecting Listed Buildings and Conservation Areas are described in Planning Policy Guidance Note 15(PPG15) 'Planning and the Historic Environment'. Among other things, this explains that separate permissions may be needed, in addition to planning permission, if your development would affect a Listed Building or a Conservation Area. To find out whether your proposal would affect a Listed Building or Conservation Area, and advice on the steps you will need to take to ensure that these interests are safeguarded, please contact the relevant District or Borough Council (see Appendix A).

## **5.7 (b) Ecological and Geological Interests**

There is a whole range of designations for sites of nature conservation importance, extending from sites of international importance (Special Protection Areas (SPA), Special Areas of Conservation (SAC) and Ramsar sites), through sites of national importance (Sites of Special Scientific Interest (SSSI), National Nature Reserves (NNR)), to sites of more local importance (Local Nature Reserves), and other local wildlife habitats. Geologically important features may be protected by being designated as a SSSI, or as a Regionally Important Geological and Geomorphological Site (RIGS). Apart from sites of more local importance which are designated in District and Borough Local Plans (see Appendix A) all other sites are designated and protected under national legislation.

Under “The Conservation (Natural Habitats, &c.) Regulations 1994 (Statutory Instrument 1994 No. 2716) the County Council is required to undertake an ‘appropriate assessment’ of any planning application likely to affect the integrity of a European Site (e.g. SPA) or protected species (e.g. Great Crested Newts) designated under the European Birds and Habitats Directives.

Guidance and information on the various designations, and the legislation that protects them are explained in Planning Policy Statement 9 (PPS9) ‘Biodiversity and Geological Conservation’ and accompanying Good Practice Guide and Government Circular 06/05 ‘Biodiversity and Geological Conservation’.

You should discuss your proposal with the Surrey and Sussex Team of English Nature (01273 476595) if your site affects a SPA, SAC, Ramsar, SSSI or RIGS. For information on local nature reserves and sites of more local importance, and local wildlife habitats please contact the Surrey Wildlife Trust (SWT) 01483 795440 [www.surreywildlifetrust.co.uk](http://www.surreywildlifetrust.co.uk) who should be able to advise you on areas of more local ecological interest, and on the measures that should be taken to protect them.

Mineral workings and landfill/landraising sites frequently provide opportunities to create new wildlife habitats and sites of geological interest and you are encouraged to build such features into your restoration proposals where this is appropriate. For further guidance please refer to our Good Practice Guide for Mineral Site Restoration and Enhancement. The Surrey Wildlife Trust and English Nature may be able to provide advice on the creation of nature conservation features and future management.

Prior to making an application applicants should seek to explore as far as possible whether or not any ecological or geological interest exists either on the application site or in the adjacent area and wider vicinity which would need to be assessed and addressed in the application to ensure the proposal does not adversely impact on ecological or geological interests. Ecological surveys will be required where there are known to be or may be protected species on an application site or adjacent land. Examples of where ecological surveys may be required include; demolition or alteration of vacant buildings (bats), removal of trees (bats), development along watercourses (water voles), development on greenfield and some unoccupied brownfield sites (Great Crested Newts and badgers).

### **5.7 (c) Public Rights of Way**

Where a Definitive Public Right of Way (public road, public right of way or bridleway) crosses the application site or would be affected by the proposed development it should be clearly shown on the submitted plans/drawings. If the proposal will affect a public right of way the potential impact of the proposal on the public right of way and users of the public right of way network should be assessed and mitigation measures identified, which may involve stopping up or diversion of the public right of way.

Please note that planning permission does not give a right to extinguish (stop up) or divert a public right of way. If your proposal affects a public right of way specific authority will be required to extinguish or divert a public right of way. Further information and advice on public rights of way in Surrey is available from the rights of way pages on the Surrey County Council website ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)) or by contacting Rights of Way on 020 8541 9331 or by email to [rightsofway@surreycc.gov.uk](mailto:rightsofway@surreycc.gov.uk)

### **5.7 (d) Overground or underground services (including pipelines)**

Where your proposed development will involve the provision of, or will affect gas, electricity, water, oil, or telecommunications services, you should give notice of the proposal to the relevant undertaker(s) and provide details in the application including measures to protect or divert services.

### **5.7 (e) Land Affected by Contamination**

When considering planning applications the County Planning Authority is under a duty to take account of whether a site may be affected by contamination. The presence of contamination on adjacent land or in the vicinity of the application site is also relevant in order to ensure that the development does not create new linkages or pathways to sources of contamination.

For further information and guidance on development on land affected by contamination and how it should be addressed in planning applications please refer to the ODPM Planning Policy Statement 23 (PPS23) 'Planning and Pollution Control' and PPS23 Annex 2: Development On Land Affected By Contamination.

### **5.7 (f) Green Belt**

Approximately 73% of Surrey is designated as Metropolitan Green Belt where there is a presumption against inappropriate development. Very special circumstances will need to be demonstrated to justify an exception being made to this presumption and applications for inappropriate development in the Green Belt will need to be supported by the necessary information and assessments to justify very special circumstances. Further detail is available in the ODPM Planning Policy Guidance Note 2 (PPG2): Green Belts (available on the ODPM website [www.odpm.gov.uk](http://www.odpm.gov.uk)), the Surrey Structure Plan 2004 Policy LO4 The Countryside and the Green Belt, Surrey Waste Local Plan 1997 Policy WLP5 and successor documents.

### **5.7 (g) Areas of Outstanding Natural Beauty**

Significant parts of the Surrey countryside are recognised nationally as of high landscape quality and designated as the Surrey Hills and High Weald Areas of Outstanding Natural Beauty (AONB). Special considerations apply to the AONB and applications for development in the AONB, as well areas adjacent to, or prominent in views from the AONB, will be subject to the most rigorous examination. For more information on development in the AONB and assessments and information required please refer to ODPM Planning Policy Statement 7 (PPS7), the Surrey Structure Plan 2004 Policy SE8, Surrey Waste Local Plan 1997 and Surrey Minerals Local Plan 1993 and successor documents and the Surrey Hills AONB Management Plan available at [www.surreyhills.org/managementplan.asp](http://www.surreyhills.org/managementplan.asp)

### **5.8 Hours of operation**

Proposed days and hours of operation should be provided including proposed hours of construction, if applicable. Where appropriate specify hours and days of operations for different elements of the proposal. Where operations are likely to be intermittent then this should be clearly stated and the proposed periods of working given separately.

Working hours will normally be controlled by a planning condition. Operations are usually allowed between 0700 to 1830 hours Mondays to Fridays and 0800 and 1300 hours Saturdays with no working allowed on Sundays, Bank or national/public holidays. Exceptions will be made where there is an overriding public or operational need such as Civic Amenity Sites and the disposal of waste arising from them. Any other proposals for working/operation outside the normal working hours will be subject to the amenity of local residents not being compromised.

### **5.9 Noise and Vibration**

Proposals which involve the use of heavy plant or machinery should be accompanied by a detailed background noise survey which identifies the existing noise climate at the site boundaries and/or the nearest noise sensitive properties (for example residential dwellings, schools, hospitals) or other noise sensitive areas occupied during the proposed hours of operation and provide details of the predicted noise levels at these locations. If there are no noise sensitive properties or areas that are likely to be affected, then noise levels at the site boundaries should be provided.

Information should be provided on the predicted noise levels though the different stages of work including the predicted or actual noise emissions from specific plant or machinery. Please specify any need for temporary increases of noise limits for activities of a temporary nature such as soil stripping and soil bund construction and specify what the activities are, the proposed hours of operation and their duration.

Proposed methods for noise monitoring and control should be specified.

Applicants should also refer to the more detailed advice contained in our Surrey County Noise Guidelines which may be obtained from Planning or viewed on the Surrey County Council website, the ODPM Minerals Policy Statement 2 (MPS 2) 'Controlling and Mitigating the Environmental Effects of Minerals Extraction in England' and Annex 2: Noise (which is also relevant for landfill/landraising operations), Planning Policy Guidance Note 24 (PPG24) – Planning and Noise or successor documents and relevant British Standards.

### **5.10 Dust and other emissions to air including bio aerosols**

The proposed methods for controlling and suppressing dust and other emissions (including fumes, odour and bio aerosols) arising from activities or processes at the site should be set out. For mineral working and waste disposal by landfill/landraising this should include the treatment of soil storage heaps and stockpiles.

Details should be provided on the impact of atmospheric emissions emanating from the proposed development. This would include emissions and odours from vehicles, stacks, the venting or burning of landfill gases, landfilling and composting operations.

Composting facilities – Bioaerosol risk assessment. Site specific risk assessment needs to be considered if composting operations are to be located within 250 metres of any sensitive property, which includes workplaces. The Environment Agency's current policy is to object to any planning application for any new composting process (or any modification to an existing process) where the boundary of the facility is within 250 metres of a workplace or the boundary of a dwelling, unless the application is accompanied by a site-specific risk assessment, based on clear, independent scientific evidence which shows that the bioaerosol levels are and can be maintained at appropriate levels at the dwelling or workplace. Applicants making planning applications for new composting facilities or modifications to existing facilities should contact the Environment Agency prior to making the planning application to establish whether or not a site specific risk assessment is required by the Environment Agency. If one is required it should be undertaken and submitted as part of the planning application.

Applicants should also refer to the more detailed advice and guidance contained in the ODPM Minerals Policy Statement 2 (MPS 2) 'Controlling and Mitigating the Environmental Effects of Minerals Extraction in England' and Annex 2: Dust (which is also relevant for landfill/landraising operations and waste processing and recycling operations) and Planning Policy Statement 23 (PPS23) 'Planning and Pollution Control'

Measures to minimise the spread of mud and other debris on the public highway are dealt with in the note to question 5.5 above.

### **5.11 Hazardous Materials (Substances)**

Where the development proposed involves the use or storage of materials (substances) which may create a hazard, applicants should provide details of the hazardous substances involved; identify what special consideration may need to be, or has been given to the siting of development which involves the use of such substances; and specify and how the substances is intended to be stored.



The role of the Health and Safety Executive in land use planning and matters to be addressed by applicants and local planning authorities is covered by planning legislation in particular, the Town and Country Planning The Planning (Hazardous Substances) Act 1990 and The Planning (Hazardous Substances) Regulations 1992 as amended by The Planning (Control of Major-Accident Hazards) Regulations 1999.

Under Section 4 of The Planning (Hazardous Substances) Act 1990, the presence of a hazardous substance on, over or under land requires the consent of the hazardous substances authority (HSA) unless the quantity concerned is less than the controlled quantity. This consent is known as Hazardous Substances Consent (HSC) and where the quantities of hazardous materials involved on a site are above the threshold levels separate Hazardous Substances Consent (HSC) may be required as well as planning permission.

Where HSC is required in relation to minerals and waste sites the application is determined by the County Council. In all other cases the relevant district or borough council will determine applications for HSC. The form of application for HSC is prescribed by Regulations, which also deal with matters of information to be supplied, publicity and consultation on HSC applications. HSC application forms are available from Planning or via our website ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)).

Further guidance on whether a proposal involves the use and storage of hazardous substances and the threshold quantities is contained in the ODPM Circular 04/00, 'Planning Controls for Hazardous Substances' which can be viewed on the ODPM website at [www.odpm.gov.uk](http://www.odpm.gov.uk) or from the Health and Safety Executive, details below or via their website at [www.hse.gov.uk/landuseplanning](http://www.hse.gov.uk/landuseplanning)

Applicants who are uncertain whether or not the proposal involves hazardous substances should contact the Health and Safety Executive at the following address:

Health and Safety Executive,  
East Grinstead House  
London Road  
East Grinstead  
Surrey  
RH19 1RR

Tel: 01342 334200

### **5.12 Water Environment (water pollution, drainage and flooding)**

This section of the form should be completed as fully as possible where relevant to the application proposal(s) and information provided in the supporting statement and shown on plans/drawings. Detailed hydrogeological information will be needed whenever minerals are to be extracted or waste deposited.

Applications should contain information and assessments of the effect on water quality, drainage and flooding both in relation to the application site and adjoining areas.

Flood Risk Assessments - If there are watercourses within or adjacent to the site, the site is liable to flooding or within an area at risk of flooding or involves built development or surfacing a flood risk assessment may be required. For further information and guidance on development and flood risk please contact the Environment Agency, details below, or visit their website at [www.environment-agency.gov.uk/flood](http://www.environment-agency.gov.uk/flood) and refer to the ODPM Planning Policy Guidance Note 25 (PPG25) 'Development And Flood Risk' and guidance in Adapting to Climate Change: A Checklist for Development, November 2005, issued by the Three Regions Climate Change Group.

Applicants are advised to discuss flood risk and other issues regarding the water environment with the Environment Agency and relevant water supply and sewerage company when preparing the application. Please include details of any such discussions with your application.

Environment Agency Contact details:

Whilst much of Surrey falls within the Thames Region of the Environment Agency, some areas in the east of the county fall within the Southern Region. There are three Environment Agency local offices that deal with planning matters in Surrey. Details of the broad areas within Surrey each office deals with are given below, **please note the areas covered are a guide only** and you are strongly advised to contact Environment Agency on 08708 506 506 for advice and confirm which office you need to contact.

For proposals within the following district/borough council areas in Surrey: Guildford, Runnymede, Surrey Heath, Waverley, Woking:

Planning Liaison Team  
Environment Agency  
Thames Region  
South East Area Office  
Frimley Business Park  
Camberley  
Surrey  
GU16 7SQ

For proposals within the following district/borough council areas in Surrey: Elmbridge, Epsom and Ewell, Mole Valley, Reigate and Banstead, Spelthorne and some parts of Tandridge

Planning Liaison Team  
Environment Agency  
Thames Region  
Thames South East  
Wah Kwong House  
10 Albert Embankment  
London  
SE1 7SP

For proposals within the following district/borough council areas in Surrey: parts of Tandridge:

Planning Liaison Team  
Southern Region  
Kent Area Office  
Orchard House  
Endeavour Park  
London Road  
Addington  
West Malling  
Kent  
ME19 5SH

### **5.13 Airport Safeguarding**

Airport safeguarding areas for Heathrow, Gatwick, Biggin Hill and Fairoaks airports apply in Surrey. To find out whether the application site falls within a safeguarding area please contact Planning. The County Planning Authority is obliged to consult the relevant Airport Authority on certain categories of application to ensure the development does not have an adverse safety impact on aircraft. Safeguarding maps indicate where consultation is necessary to:

- reduce the hazard to aircraft from bird strikes by controlling development likely to significantly increase bird movements close to flight paths (for example proposals involving waste disposal, waste treatment sites, developments involving the creation of new or modified water areas and proposals involving landscape planting as part of a landscaping scheme or restoration scheme);
- protect the air corridors by restricting the height of development;
- protect the integrity of navigational aids;
- protect visual aids to approach and runway lighting (e.g. from other light sources)

Applicants are strongly advised to refer to the information and guidance in the joint Department for Transport (DfT) and ODPM Circular 1/2003 'Safeguarding Aerodromes, Technical Sites and Military Explosive Storage Areas etc.' which is available on the DfT website at:

[http://www.dft.gov.uk/stellent/groups/dft\\_aviation/documents/page/dft\\_aviation\\_040247.hcsp](http://www.dft.gov.uk/stellent/groups/dft_aviation/documents/page/dft_aviation_040247.hcsp) and contact the relevant airport authorities where the site falls within an airport safeguarding area.

### **5.14 Landscaping and Visual Impact**

Minerals and waste developments can often have a very substantial impact on the area where they are located. Sufficient information should be provided to show the extent of the visual impact of the proposed development and operations. The requirements for landscaping will vary with the nature and duration of the proposal, the proposed afteruse for mineral extraction or waste disposal/landraising proposals, and the sensitivity and prominence of the area.

Landscape proposals should not be seen as a cosmetic exercise to be prepared after the form and external appearance of the development have been decided. Consideration needs to be given at the inception of the project of how the scheme will fit into the landscape. A landscape analysis of the existing site, using visual envelope maps or photomontages as appropriate, should be provided together with an assessment of the impact of the proposal on existing feature, landscape character and views from surrounding land.

Measures to mitigate the visual impact or screen the development from view incorporating important landscape features and landscaping the development should be provided. Information should be provided on the timing, nature, extent and location of any screening (planting, earth mounding, fencing or other measures) to be provided and other measures such as direction of working and phasing for mineral extraction and waste disposal and colours and finishes on buildings to mitigate the visual impact of the development. These should distinguish between permanent and temporary features.

Applicants should consider the possibility of providing planting in advance so that it becomes an established and effective screen. Consideration should also be given how planting would relate to the afteruse of the site and possibly provide for hedgerows as well as replacement plants. Proposed planting should be designed using primary indigenous species in proportions and arrangements that simulate natural models. Planting should be structured to reflect and complement the landform and any variation in soil types. A degree of ecological

diversity is also encouraged both to create a good range of habitat and provide a range of seed sources for subsequent natural regeneration. This diversity should be reflected in a variety of planting in a variety of planting mix types and not in a single mixture, containing numerous species, used throughout. For further guidance please see The Future of Surrey's Landscape and Woodlands publication and supporting technical reports (Part 1 Assessment and Part 2 Landscape Strategy) which are available from the Surrey County Council online shop [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or via our Contact Centre (telephone 08456 009 009)

### **Other matters which may be required to be addressed in applications.**

Please contact Planning to discuss the requirements for applications to include information not specified on the application form but which may be required for particular sites and proposals. Such matters include the following:

#### **Air Quality Assessment**

An Air Quality Assessment should be submitted where the proposal would result in an adverse impact on a designated Air Quality Management Area (AQMA). AQMAs are designated by district and borough councils and details of designated AQMAs in Surrey are available from district/borough councils (see Appendix A for contact details) or visit Surrey Online ([www.surreyonline.info](http://www.surreyonline.info))

#### **Design**

Minerals and waste development, even where no buildings are involved should be designed and landscaped to a high standard in order to make a positive contribution to the character and quality of the area in which it is located. Surrey Structure Plan 2004 Policy SE4 and the design guide, Surrey Design, provide further information on design. Applicants should also refer to the Surrey Waste Local Plan 1997 Policy WLP7 and Surrey Minerals Local Plan 1993, and advice in the relevant district or borough local plan and successor documents and Government advice on design issues on Planning Policy Statement 1 (PPS1): Delivering Sustainable Development. Design statements may be required for developments involving built development for example mineral processing and manufacturing facilities such as brickworks and waste processing and treatment facilities that raise design issues relating to the relationship of the development to its environment or surroundings.

#### **Development on unstable or potentially unstable land**

Where development is proposed on unstable or potentially unstable land a land stability report will be required. The report should establish the nature and extent of the instability. For further information please see the ODPM Planning Policy Guidance Note 14 (PPG14): Development on Unstable Land, which is available on the ODPM website at [www.odpm.gov.uk](http://www.odpm.gov.uk)

#### **Sustainability appraisal**

The sustainability appraisal should outline the elements of the proposed development that address sustainable development issues, including the positive environmental, social and economic implications. For further information and guidance please refer to relevant guidance in Government Circulars, Planning Policy Guidance Notes and Planning Policy Statements such as PPS1: Delivering Sustainable Development and the Surrey Structure Plan 2004 and guidance in Adapting to Climate Change: A Checklist for Development, November 2005, issued by the Three Regions Climate Change Group.

#### **Plans and Drawings**

Applications should include a location plan and site plan together with other plans and cross sections necessary to describe and explain the proposal. The plans, drawings and cross sections required will vary depending on the proposed development.

All plans should preferably be on an Ordnance Survey base. These should be clearly labelled, giving the title, a unique reference number, signed and dated. All plans are required to be submitted in metric format and the scale should be clearly marked, please ensure that you show the direction of North.

#### **Location Plan:**

This should identify the location of the site, the site boundary and the surrounding area. It should be submitted on an A4 or A3 paper, normally 1:50,000 but not larger than 1:10,000.

#### **Site Plan:**

The site plan must be at a scale of 1:2500 to 1:1250, although larger scale plan(s) may be appropriate to identify particular detail(s).

Site plans should show:

- a) the application site, including the official boundary of the application site, edged in **red** (including the proposed access to the public highway, landscaping works; amenity bunds and landfill gas monitoring boreholes (where applicable) etc.).
- b) any other land owned or controlled by the applicant edged in **blue**;
- c) existing vehicular access to the application site;
- d) the position of existing buildings, underground services, overhead lines, roads, public rights of way, footpaths or bridleways within or adjacent to the application site;
- e) the position of trees, hedges and walls within or adjacent to the application site;
- f) existing contours at appropriate intervals to provide a clear indication of the immediate surrounding topography (normally up to 250 metres outside the application site). *For oil or gas developments*, a greater distance of at least 500 metres outside the site is necessary;
- g) the position of any existing watercourses, culverts, drainage ditches or ponds within or on the official boundary of the application site (where applicable please identify the direction of flow);

#### **Detailed Plans**

The detailed plans must be at a scale of 1:2500 to 1:1250, although larger scale plan(s) may be appropriate to identify particular detail(s) and show the following information where appropriate to the development.

- a) exploratory investigation plans showing the position and detail of trial borings and sections, grade and depth of topsoil, subsoil and overburden; the depth thickness and quality of the mineral deposit or underlying structure and details of ground water levels, flow rates and directions
- b) areas of land to be excavated/filled. The boundaries of areas for excavation/filling should allow sufficient margins to protect public rights of way, railway lines, water courses, services, buildings, trees, which are to remain undisturbed;
- c) proposals for storage of topsoil, subsoil and overburden (other than screening bunds); if temporary include date for removal;
- d) proposals for screening and landscaping the operations, including details of screening bunds and advance tree planting (including type, size, maintenance and aftercare);
- e) the method, direction and phasing of extraction, landfilling and restoration (please give the estimated duration of each phase)

- f) the position of any diverted watercourses, lagoons, leachate collection systems, sources of water supply and drainage and the position of any water discharges going to existing watercourses;
- g) internal traffic routes within the site (including widths) and the position of any conveyors or pipelines;
- h) the location of plant, buildings, structures, offices, weighbridge, wheel cleaners;
- i) the position of landfill gas monitoring and control facilities, if relevant;
- j) details of proposed measures to divert, remove and avoid overhead lines and other services, or to stop up, remove or divert public rights of way, including footpaths and bridleways;
- k) the location of lorry, staff and visitors parking, vehicle manoeuvring areas, skip storage areas (waste disposal/transfer sites).
- l) for oil or gas proposals, where relevant, the intended route of the survey, the location of well sites, number of wells, pipelines, ancillary services and siting of gathering facilities, including screening, landscaping and design

**Restoration, Aftercare and Afteruse Plan(s):**

These plans will show for mineral working and waste disposal/landraising proposals or other waste developments where a temporary period is applied for, how the site will be restored during and following the completion of operations. The plan must be at a scale of 1:2500 or 1:1250. If a larger scale is required to identify special detail(s), please discuss with the planning officer.

These plans should show:

- a) 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.

*For waste disposal/landraising proposals the plans should show proposed final levels*

- i) before allowing for any settlement; and
  - ii) final levels inclusive of settlement.
- b) the replacement depths of soil and their sources;
- c) the position of any permanent water features, together with estimated depths of water and details of typical marginal treatment;
- d) proposals for the drainage of the restored land, if known, including the position of field drains, ditches, pumps and watercourses (including direction of flow) and permanent discharge points to surrounding watercourses;
- e) 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 date of planting);
- f) any other landscaping proposals and provision for public or other access;
- g) the position of any buildings, structures or roadways or retained and their proposed use (for example landfill gas and leachate monitoring and control facilities), and duration if temporary;
- h) for oil or *gas proposals*, remedial measures to prevent ground contamination after extraction and processing ceases (if relevant).

### **Cross Sections**

Sections of buildings and landform are required. Representative cross sections showing as appropriate to the proposal:

- existing and proposed contours (including pre and post settlement);
- the development in relation to surrounding land to show existing and proposed contour/buildings on the site, buildings on adjoining land and the height and nature of hedges, walls or fences on boundaries.;
- depths of working, filling, the position of the watertable for extraction and filling proposals;
- or mineral extraction details of depths of soils, mineral and overburden.

### **Plans of Buildings, Plant and Structures**

Unless there are special factors preventing their submission, detailed plans of all fixed plant, buildings and structures (including weighbridges and fixed wheel cleaning equipment) should be submitted at the same time as the remainder of the application. Plans for these should normally be at a scale of 1:100 and include ground plans, elevations of all exposed sides (of buildings, structures and plant) indicating the proposed external building materials to be used (type and colour), including roofs, doors and windows. These should clearly show the proposed development in relation to what is already there.

Roof plans will be required for larger buildings where multiple pitches are involved or where roofscape is not evident from the elevations.

For 'off the shelf' development such as fences, lighting columns, portacabins and structures; manufacturers' promotional brochures will often provide the necessary detail and these may be submitted instead of a dedicated elevation drawing where they contain typical elevations and finishes.

<b>Appendix A Contact Details for District and Borough Councils in Surrey</b>	
<p>Director of Planning &amp; Environmental Sciences <b>Elmbridge Borough Council</b> Civic Centre High Street Esher Surrey KT10 9SD</p> <p><b>Tel: 01372 474474</b></p> <p><b>Website: <a href="http://www.elmbridge.gov.uk">www.elmbridge.gov.uk</a></b></p>	<p>Head of Development <b>Epsom &amp; Ewell Borough Council</b> Town Hall The Parade Epsom Surrey KT18 5BY</p> <p><b>Tel: 01372 732391</b></p> <p><b>Website: <a href="http://www.epsom-ewell.gov.uk">www.epsom-ewell.gov.uk</a></b></p>
<p>Head of Development <b>Guildford Borough Council</b> Millmead House Millmead Guildford Surrey GU2 4BB</p> <p><b>Tel: 01483 505050</b></p> <p><b>Website: <a href="http://www.guildford.gov.uk">www.guildford.gov.uk</a></b></p>	<p>Head of Planning <b>Mole Valley District Council</b> Pippbrook Dorking Surrey RH4 1SJ</p> <p><b>Tel: 01306 885001</b></p> <p><b>Website: <a href="http://www.molevalley.gov.uk">www.molevalley.gov.uk</a></b></p>
<p>Head of Building and Development Services <b>Reigate &amp; Banstead Borough Council</b> Town Hall Castlefield Road Reigate Surrey RH2 0SH</p> <p><b>Tel: 01737 276000</b></p> <p><b>Website: <a href="http://www.reigate-banstead.gov.uk">www.reigate-banstead.gov.uk</a></b></p>	<p>Borough Technical Services Officer <b>Runnymede Borough Council</b> Civic Offices Station Road Addlestone Surrey KT15 2AH</p> <p><b>Tel: 01932 838383</b></p> <p><b>Website: <a href="http://www.runnymede.gov.uk">www.runnymede.gov.uk</a></b></p>
<p>Head of Planning and Building Control <b>Spelthorne Borough Council</b> Council Offices Knowle Green Staines Middx TW18 1XB</p> <p><b>Tel: 01784 451499</b></p> <p><b>Website: <a href="http://www.spelthorne.gov.uk">www.spelthorne.gov.uk</a></b></p>	<p>Head of Built Environment <b>Surrey Heath Borough Council</b> Surrey Heath House Knoll Road Camberley Surrey GU15 3HD</p> <p><b>Tel: 01276 707100</b></p> <p><b>Website: <a href="http://www.surreyheath.gov.uk">www.surreyheath.gov.uk</a></b></p>



<p>Director of Environmental Protection  <b>Tandridge District Council</b>  Council Offices  Station Road East  Oxted  Surrey RH8 0BT</p> <p><b>Tel: 01883 722000</b></p> <p><b>Website: <a href="http://www.tandridge.gov.uk">www.tandridge.gov.uk</a></b></p>	<p>Borough Planning and Development  Manager  <b>Waverley Borough Council</b>  Council Offices  The Burys  Godalming  Surrey GU7 1HR</p> <p><b>Tel: 01483 523333</b></p> <p><b>Website: <a href="http://www.waverley.gov.uk">www.waverley.gov.uk</a></b></p>
<p>Borough Planning Officer  <b>Woking Borough Council</b>  Civic Offices  Gloucester Square  Woking  Surrey GU21 1YL</p> <p><b>Tel: 01483 755855</b></p> <p><b>Website: <a href="http://www.woking.gov.uk">www.woking.gov.uk</a></b></p>	