# letterheader essex logo

**APPLICATION FOR PLANNING PERMISSION TO CARRY OUT**

**MINERAL WORKING AND ASSOCIATED DEVELOPMENT**

These notes should be read in conjunction with the [Supplementary Guidance Notes](http://www.essex.gov.uk/Environment%20Planning/Planning/Minerals-Waste-Planning-Team/Planning-Applications/Application-Forms-Guidance-Documents/Documents/Validation%20Checklist%20guidance.pdf)

These notes are designed to help you to complete your planning application form correctly and to help you to provide the necessary supporting information that will enable us to consider your application effectively and efficiently. The supporting information should make clear reference to the relevant section/question in the application form or checklist. Incorrect completion of your application form and insufficient supporting information may render your application invalid, which would delay the processing of your application. The information is requested in accordance with the provisions of the Town and Country Planning (Applications) Regulations 1988.

BEFORE MAKING AN APPLICATION, YOU ARE STRONGLY ADVISED TO SUBMIT DETAILS TO US SO THAT WE CAN THEN ARRANGE A PRE-APPLICATON DISCUSSION WITH YOU. YOU ARE ALSO ADVISED TO DISCUSS YOUR PROPOSALS WITH THE RELEVANT STATUTORY AND NON STATUTORY CONSULTEES (see the Consultee Checklist at appendix 1)

Essex County Council has produced a Statement of Community Involvement (SCI), which sets out the standards we aim to provide and to give guidance to applicants. The SCI encourages pre-application discussions, explains our consultation, notification and publicity arrangements, how the decision is made and what happens thereafter. More information is available via our web site [www.essex.gov.uk/minerals & waste planning](file://Chesfs05/Plan01Data1/Planning/Development%20Control/Minerals%20App%20Form%202013/www.essex.gov.uk/minerals%20&%20waste%20planning) including the [SCI](http://www.essex.gov.uk/Environment%20Planning/Planning/Minerals-Waste-Planning-Team/Planning-Policy/Documents/Adopted%20SCI%20First%20Review%20Dec12%20print%20version.pdf) and [Minerals Local Plan 2014](http://www.essex.gov.uk/Environment%20Planning/Planning/Minerals-Waste-Planning-Team/Planning-Policy/minerals-development-document/Documents/Essex%20Minerals%20Plan%20-%20Adopted%20July%202014%20v2.pdf).

ECC requires all applications to be submitted in digital form either on CD or other storage media. In addition, as a local requirement, the submission of 1 hard copy of all application forms, plans, drawings and other documentation supporting the application, as well as via digital form.

The electronic and hard copy submission requirements should be discussed with ECC Planning Officers, prior to any submission to ensure the application can be validated as quickly as possible.

Applications for planning permission for freestanding, concreting or coating plants (i.e. not adjoining sites used for the working or transport of minerals) should be submitted on application forms obtainable from, and considered by, the district or borough council. If in doubt, you are advised to consult the relevant Essex District/Borough Council.

The standard planning application form available from the national Planning Portal should be completed for any proposal to carry out waste development, including all types of waste handling, treatment and recycling facilities. **Do not** use the minerals application form.

With effect from 10 August 2006 – there is a statutory requirement to submit a Design and Access Statement (DAS) with certain types of minerals planning application – please speak to the Minerals & Waste Planning Team.

## NAME AND ADDRESS OF APPLICANT AND AGENT

If the form is completed by an agent, all correspondence will be sent to him, including the decision notice.

If the agent is a firm or partnership, please give the name of a person who can be contacted by telephone if necessary.

## PARTICULARS OF PROPOSED DEVELOPMENT

Please provide full details of the location of the application site and of your proposals. A supporting statement will also be required to accompany this form to provide the additional information described later.

## SITE AREA

You must indicate the area of the site to which your application relates. Failure to do so may result in delay. You must also submit a SITE PLAN with your application showing the site and adjoining properties and roads, with a red line drawn around the application area. The application area should include the land required to provide a means of access to the public highway. The scale of the site plan should be 1:1250. A blue line must be drawn around any other adjoining land owned or controlled by the applicant.

## TYPE OF APPLICATION

Outline applications cannot be accepted for mineral developments. This means that all mineral applications need to be for full planning permission and incorporate full details of your proposal. Identify which type of application you are submitting e.g. full, extension, temporary buildings or renewal.

If you wish to apply for permission to continue to a use or to retain buildings, works etc for which planning permission was only granted for a limited period, and the development has been carried out, you should say so, and give the date and reference number of the original permission.

If you are seeking a temporary permission you should explain why temporary permission is sought and for how long or until what date state how long you require the permissions to last.

If you are seeking permission not to comply with a condition(s) (to vary existing conditions) you should state the date and number of the existing planning permission and identify the particular condition(s) concerned. You should also state your reasons for the application in a supporting statement submitted with the application and what changes if any you are seeking to make. Please note that this type of application will require us to review all the conditions on the original permission. If changes are approved then a new planning permission would be issued.

If you are seeking retrospective planning permission because the development has already commenced, you should confirm when the development actually commenced.

If there are existing planning permissions affecting the site which could be replaced or updated if this proposal is granted planning permission, please indicate whether you and anyone else with an interest in the land would be willing to consolidate the existing permissions.

## ENVIRONMENTAL STATEMENT

If your proposals are likely to have significant effects on the environment they may need to be the subject of a formal assessment of those effects. You are advised to seek a formal ‘screening opinion’ from us at an early stage to determine whether or not an Environmental Statement (ES) is required to be submitted with your application. Alternatively you can submit a voluntary ES. In the event that an ES is required you should allow sufficient time to prepare the ES, which can take many months. We will need sufficient details to provide a screening opinion. We can also provide a formal ‘scoping opinion’ if an ES is to be submitted. Further advice on environmental assessment is available at the Department for Communities and Local Government web site <https://www.gov.uk/environmental-impact-assessments>

## DESIGN AND ACCESS STATEMENT

There may be a requirement to submit a Design and Access Statement (DAS). The DAS should be one statement, which explains the design elements and access elements of the proposals.

## ADDITIONAL INFORMATION

The application form requires only basic information, but the form must be completed in full, the form should not just refer to the statement. You are strongly advised to provide a supporting statement to explain your proposal in detail. You should refer to the information contained in our [Supplementary Guidance Notes](http://www.essex.gov.uk/Environment%20Planning/Planning/Minerals-Waste-Planning-Team/Planning-Applications/Application-Forms-Guidance-Documents/Documents/Validation%20Checklist%20guidance.pdf)

For further guidance refer to the Minerals Local Plan; emerging Replacement Minerals Local Plan; the Development Plan for the area – which includes the Local Development Framework for District Councils; and national planning policy and guidance.

## PLANS

Plans and Drawings: All plans should be accurate and legible and on an Ordnance Survey base, clearly titled, given a clear and unique reference number, and dated. Any revised plans submitted after the initial application is made should also be given a revised reference number and dated.

You should provide plans to indicate the location and layout of your proposed site and any additional plans that you consider would assist us in understanding your proposals.

Location Plan: To a scale of 1:50,000 but not larger than 1:10,000, showing the location and boundary of the site in relation to its surroundings, the location of operations, and arrangements for traffic circulation.

Site Plan(s): At not less than 1:2500 scale a plan (or plans) to show the following information:

(a) the land to which the application relates, edged red. Please note that the access route between the site and the public highway, visibility splays, any landscaping works, amenity bunds, etc should also be included within the site edged red;

(b) any adjoining land under the applicant's ownership or control, to be shown edged in blue;

(c) the position of existing buildings, underground services, overhead lines, roads, public rights of way on or adjacent to the site;

(d) the position of any watercourses, culverts, drainage ditches or ponds within or bounding the site - showing, where appropriate, the direction of flow;

(e) existing contours at appropriate intervals or spot heights sufficient to give a clear indication of the surface ground form of the site area and its immediate surroundings.

(f) the position and species of any trees (including the spread), and the position of any hedgerows.

**Detailed Plan(s):** Should include the following information:

(a) proposals for screening and landscaping the operations, including details of screening bunds (if temporary, include date of removal) and advance tree planting;

(b) the location of plant, buildings, offices, weighbridge, wheel cleaners, internal haul roads, hard surfaced areas etc;

(c) the method, direction and phasing of excavations and restoration (note: the estimate duration of each phase should be given);

(d) the position of any diverted watercourses, lagoons, leachate collection systems, sources of water supply, and means of drainage; and the position of any water discharges going to existing watercourses;

## CERTIFICATES AND NOTICES

Your application must be accompanied by a completed Certificate which states the ownership of the application site. Complete Certificate A if the applicant is the sole owner of all the land to which the application relates. If the applicant is not the sole owner please complete Certificate B. Send a Notice to each owner of the site.

Complete an ‘Agricultural Holdings Certificate’ to accompany Certificate A or B (whichever is applicable).

If you do not know the name of all or any of the owners you will need to complete Certificate C or D and publicise details of the proposal with a notice posted on the site boundary and published in the local press.

The certificates and notices are available on our web site.

## FEES

Details of the fee to be paid with your application are listed on our web site, or contact us.

Cheques should be made payable to   
’Essex County Council’.

LEGAL AGREEMENTS

Where a legal agreement is likely to be required, heads of terms should be provided. The applicant should ensure all landowners or relevant parties are aware of the need for legal obligations and are willing to be a party to obligations. E.g. where an irrigation reservoir is being created all users of the water should be a party to legal agreement to demonstrate a genuine need for the water. Or for example where public rights of way have to be diverted onto other land whether the owner is not a party to the development.

## CHECKLISTS

Complete and attach the appropriate checklist, as necessary, to your application together with the additional supporting / accompanying information.

## DECLARATION

You must ensure all forms are completed in INK (or typed) and SIGNED, and submitted with the necessary plans and certificates.

Appendix 1

Essex County Council

CONSULTEE LIST for planning applications

This list is only indicative and other additional parties may need to be consulted.

Not all consultees would be consulted, only those required depending on the nature of the application

Internal

Minerals & Waste Policy

Highways Strategic Management (highways development control)

Public Rights of Way

Landscape – Place Services

Ecology – Place Services

Trees – Place Services

Historic Environment (Historic buildings and archaeology) – Places Services

Major Programmes & Infrastructure

Flood & Water Management (SuDs)

Noise advice (ECC consultant)

Fire & Rescue

External Statutory

Environment Agency

National Planning Casework Unit

Natural England

English Heritage

Sports England

Highways Agency

Network Rail

Airports

Forestry Commission

State Vetenary Agency

Pipelines

National Grid

Health Authority/Agency

Water Authority

External Non-Statutory

Essex Wildlife Trust

Learned Societies

CPRE

Essex Bridleways & British Horse Society

Ramblers Association

Open Spaces Society

RSPB

BT

National Grid