

Guidance notes for completing the standard minerals application form for mineral working and associated development

These guidance notes are to help you complete the application form and provide the mineral planning authority with all the necessary information for your application to be efficiently determined. The information is requested in accordance with the provisions of the Development Management Procedure Order 2015.

These guidance notes are a general summary of the procedure for the submission of an application and do not provide for detailed procedures in every circumstance. Before making an application if you are in doubt about whether your proposal requires planning permission you are strongly advised to make an appointment to discuss your proposal with a minerals planning authority.

How to complete the form and relevant annexes.

- **Minerals application form**

Completion of questions 1-9 on the mineral application form is compulsory for all applicants in order that the application can be considered. It is therefore essential that these questions are completed as fully as possible.

- **Annex 1: Mineral extraction and processing**

This should be completed as far as possible by applicants as the information will help the mineral planning authority (MPA) to determine the application. However, applicants may choose to substitute a supporting statement for this section. If a supporting statement is used, applicants should cross reference pages or paragraph numbers in the supporting statement to questions on the form. Applicants may also choose a combination of approaches.

- **Annexe 2: Mineral exploration**

This should be completed by applicants whose proposals involve mineral exploration. As for Annexe 1, information can be provided in a supporting statement if preferred.

- **Annexe 3: Underground mining**

This should be completed by applicants whose proposals involve underground mining. As for Annexe 1, information can be provided in a supporting statement if preferred.

- **Annexe 4: Major surface disposal of mine or quarry wastes**

If your proposals involves major surface disposal of this kind, then this Annexe should be completed. As for Annexe 1, information can be provided in a supporting statement if preferred.

- **Annexe 5: Oil and gas operations**

This should be completed if your proposal involves oil or gas operations. As for Annexe 1, information can be provided in a supporting statement if preferred.

Number of application forms and supporting information to be submitted

Normally at least seven copies of the application form together with seven copies of each of the plans and any other material (eg supporting statements, environmental statements etc) should be submitted to the MPA. However, to assist the consultation process, additional copies of the form and supporting information will be required. It is recommended that you discuss this issue with the minerals planning authority prior to submitting your application.

Further information

When preparing your application you are also advised to take account of Minerals Planning Guidance Notes (MPGs), relevant development plan policies and designations, other guidance issued by the Department of the Environment in Planning Policy Guidance Notes and current best practice.

Where to submit the application

Planning applications for the winning and working of minerals in, or under land, associated and related development if on the same site or adjoining site, should be submitted to mineral planning authorities (MPAs). MPAs are defined by Schedule 1 of the Town and Country Planning Act 1990 as amended by Section 19 of the Planning and Compensation Act 1991 as follows:

Location of proposed development	Mineral planning authority
Non-Metropolitan County	County Council
Metropolitan District or Borough	Metropolitan District or Borough Council
London	London Borough Council
National Parks or the Broads	National Park Authority or Broads Authority

Applicants are reminded that this application is for planning permission under the Town and Country Planning Act 1990 only and does not convey any consent which may be required under building regulations or the legislation to statutory undertakers equipment, rights of way, listed buildings, advertisements, environmental protection, mines and quarries safety legislation or any other legislation