

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



Environmental Services Department

Part 5

These guidance notes are to help you complete the application form and provide us with all the necessary information needed to consider your application. The information is requested in accordance with the provisions of the Town and Country Planning (Applications) Regulations 1988.

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 with us to discuss your proposal.

How to complete the form and relevant annexes

- **Standard minerals application form.** You must complete questions 1-9 on the mineral application form so that the application can be considered. It is essential that you complete these questions as fully as possible.
- **Annex 1: Mineral extraction and processing.** You should complete this form as far as possible as the information will help us to determine the application. However, you may choose to substitute a supporting statement for this section. If a supporting statement is used, you should cross reference pages or paragraph numbers in the supporting statement to questions on the form. You may also choose a combination of approaches.
- **Annex 2: Mineral exploration.** You should complete this if your proposal involves mineral exploration. As for Annex 1, information can be provided in a supporting statement if preferred.
- **Annex 3: Underground mining.** You should complete this if your proposal involves underground mining. As for Annex 1, information can be provided in a supporting statement if preferred.
- **Annex 4: Major surface disposal of mine or quarry wastes.** If your proposal involves involves major surface disposal of this kind, then this Annex should be completed. As for Annex 1, information can be provided in a supporting statement if preferred.
- **Annex 5: Oil and gas operations.** You should complete this if your proposal involves oil or gas operations. As for Annex 1, information can be provided in a supporting statement if preferred.

Number of application forms and supporting information to be submitted

Normally you should submit up to four copies of the application form together with four copies of each of the plans and any other material, for example, supporting statements and environmental statements to us. However, to assist the consultation process, additional copies of the form and supporting information may be helpful. We recommend that you discuss this issue with us before you submit 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

You should submit 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, to:

Wigan Council
Director of Planning and Regeneration
Planning and Regeneration Department
Civic Buildings
New Market Street
Wigan
WN1 1RP

You 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 relating to:

- statutory undertakers equipment;
- rights of way;
- listed buildings;
- advertisements;
- environmental protection;
- mines and quarries safety legislation; or
- any other legislation