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# Planning Applications for Development Relating to the Onshore Extraction of Oil and Gas

Guidance Notes and Checklists

## When to use this application form

The application form, and supporting checklist, should be used for a range of oil and gas applications, including:

· Full planning permission for oil and gas workings including exploratory, appraisal and production phases;
· Renewal of an unimplemented permission;
· Renewal of a temporary permission;
· Extension to an existing site;
· Variation of condition(s)

**Note**: Variation of Conditions - Regulations require applications for variation of condition to be submitted in writing and you are strongly advised to consult with the mineral planning authority to establish information requirements. Regulations require applicants for variation to submit an application in writing and give sufficient information to enable the authority to identify the previous grant of planning permission and any condition in question. Although in many cases this procedure may be achieved by letter, the mineral planning authority has powers to direct the applicant to supply any further information required. This may include the completion of the application form and the submission of any plans and drawings necessary to determine the application as is reasonable to consider the application.

## Information required

These guidance notes are to help you complete the 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 government legislation.

This document is only a general summary of the procedure for the submission of an application for your guidance and does not provide for the detailed procedure in every circumstance. If you are unclear about any item, please consult the relevant mineral planning authority.

**Normally, up to four copies of the application form together with four copies of each of the plans and any other material (e.g. supporting statements, etc) should be submitted to the mineral planning authority.**
**However, to assist the consultation process, additional copies of the form and supporting information may be helpful and it is recommended that you clarify such requirements with the authority prior to submitting the application.**

When preparing your application you are advised to take account of relevant development plan policies and designation, the National Planning Policy Framework and other planning practice guidance issued by the Secretary of State.

## Supporting statements or other information

The form is designed to give brief details of the proposed developments. In all cases it will be necessary to provide the mineral planning authority with additional information concerning your application. This will normally take the form of a supporting statement.

A series of checklists have been provided with the Application Form to remind applicants of the range of information required by the authority to assist them in making their decision. In the case of a supporting statement this should follow the order of the checklists. All additional information should be references to the checklists.

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# Planning Applications for Development Relating to the Onshore Extraction of Oil and Gas

Guidance Notes and Checklists

## Oil and gas planning application checklists

In addition to the application form a series of checklists are provided to be filled in by the applicant. The checklists are to remind applicants of the broad areas of information which should be submitted to the mineral planning authority in support of their proposal at the same time as their application.

Before completing these checklists, applicants are advised to read the accompanying guidance notes for each checklist. The checklists have a space provided where the applicant can cross-reference material to the information submitted with the application (preferably name of document and section or page no.). A clear indication should be given to the mineral planning authority as to where information can be found.

If, for some reason, information cannot be provided in whole in accordance with the guidance notes, then a clear indication should be given as to why this is the case in the supporting information, and cross-referenced accordingly. A note of this should also be made on the checklist in the space provided.

## Which Checklists to Complete?

All applicants must provide information relating to checklists A to D as set out below:

| Nature of development | Checklist to use |
|---|---|
| Ancillary Operations, Associated Development and Transport | Checklist A |
| Environmental Effects of Development | Checklist B |
| Restoration, Aftercare and Afteruse | Checklist C |
| Other Economic Benefits of the Development (optional) | Checklist D |

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# Planning Applications for Development Relating to the Onshore Extraction of Oil and Gas

Guidance Notes and Checklists

## Checklist A: Ancillary operations, associated development and transport

| | Information Provided | | Document/Section/Page No. |
|---|---|---|---|
| i) Other buildings, plant (including on-site electricity generation) and structures associated with the drilling and extraction of oil and gas not covered in Question 6 in the application form | Yes ☒ | No ☐ | Planning Statement |
| ii) Site access | Yes ☒ | No ☐ | Transport Chapter, ES |
| iii) Methods of transporting materials | Yes ☒ | No ☐ | Planning Statement |
| iv) Details of vehicular movements | Yes ☒ | No ☐ | Transport Chapter, ES |
| v) Methods of controlling transport impacts | Yes ☒ | No ☐ | Transport Chapter, ES |
| vi) What is the method of transport of oil and gas following extraction from the site? Please provide details? | Yes ☐ | No ☒ | N/A |

Additional information not provided elsewhere:

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# Planning Applications for Development Relating to the Onshore Extraction of Oil and Gas

Guidance Notes and Checklists

## Checklist A: Guidance notes

**Ancillary operations refer to those buildings or structures that do not require planning permission under a General Permitted Development Order. Associated development goes beyond this and refers to buildings or structures that do require planning permission.**

i) Information should be provided relating the type, number, location, external appearance, and dimensions of buildings and plant and structures to be erected, that have not been covered in Question 6 of the application form. Information should also be provided relating to whether or not the ancillary or associated operations would remain on site beyond the period of oil and gas extraction.

ii) Information should be provided on whether there is an existing means of 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 the method of construction used to alter this access.

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

Where there is a need for highway improvements to be carried out as a consequence of your development, applicants will normally be required to undertake them at their own expense or reimburse the highway authority for the cost of undertaking such improvements.

iii) Information should be provided relating to how material (and, if appropriate, waste) will be removed from the site. Details should be provided as modes of transport (e.g. road or rail).

iv) Information should be provided on the average and maximum number of vehicle movements entering or leaving the site daily. The average and maximum size of loaded vehicles entering or leaving the site daily and annual variation in traffic flows during operations. Information should be provided to explain how the operator or applicant will control transport facilities.

v) Information should go as far as to indicate the location of haul roads in proximity to the nearest properties; any speed limits operating within the site. Applicants should also indicate the extent to which transport operations will be under the control of the applicant, and if not the methods used to control transport movements. This might include erecting notices at the site exits requesting drivers to follow specific routes to avoid noise sensitive properties for instance. Applicants should also provide details of vehicle movements, for example number of movements by HGVs, arrangements for rig delivery on the local highways etc. Also the applicant should provide details of parking arrangements on the site.

vi) Information should detail how following the extraction of oil and gas, these products will be transported off the site for distribution, what mode of transport (e.g. road or rail) will be used.

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# Planning Applications for Development Relating to the Onshore Extraction of Oil and Gas

Guidance Notes and Checklists

## Checklist B: Environmental effects of development

This checklist is to indicate where to find additional information that is not covered in an Environmental Statement, where appropriate:

| | Information Provided | | Document/Section/Page No. |
|---|---|---|---|
| i) Noise issues | Yes ☒ | No ☐ | Noise & Vibration Assmt |
| ii) Dust and Air Quality | Yes ☒ | No ☐ | AQ Assessment |
| iii) Ground vibration | Yes ☒ | No ☐ | Noise & Vibration Assmt |
| iv) Water | Yes ☒ | No ☐ | HIA and FRA |
| v) Land stability | Yes ☐ | No ☒ | |
| vi) Visual impact of proposal and landscaping | Yes ☒ | No ☐ | LVI Chapter, ES |
| vii) Lighting of site | Yes ☒ | No ☐ | Lighting Assessment |
| viii) Land contamination | Yes ☐ | No ☒ | |
| ix) Nature Conservation | Yes ☒ | No ☐ | PEA |
| x) Archaeological and heritage features | Yes ☒ | No ☐ | Heritage Assessment |
| xi) Impact on best and most versatile agricultural land | Yes ☒ | No ☐ | ALC and Soils Survey |

Additional information not provided elsewhere:

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# Planning Applications for Development Relating to the Onshore Extraction of Oil and Gas

Guidance Notes and Checklists

## Checklist B: Guidance Notes

i) Applicants should provide as much detail as possible relating to noise, including: proposed noise levels, measures taken for controlling noise, and methods for noise monitoring.

ii) Applicants should state methods to control and suppress any dust arising from the extraction process and subsequent negative impacts on air quality.

iii) Applicants should provide details about any ground vibrations which may be generated by the development proposal

iv) Applicants should give an outline of proposed measures to control potential pollutions to protect ground and surface water. They should also give an indication of any necessary drainage and flood control measures; and proposed monitoring measures, the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

If any discussions with the Environment Agency have taken place prior to submitting this application, then the applicant may wish to inform the mineral planning authority of the outcome of these. Measures taken to prevent the spillage or seepage of fuel oils during delivery and storage onsite should also be given.

v) If any land stability studies have been undertaken then the results of these should be summarised and provided.

vi) Applicants should provide full details of the landscaping works they will design and implement to mitigate the visual impact upon the surrounding landscape of the of the development of a oil and gas extraction site. Such a landscaping scheme shall include a planting plan and schedule of plants noting species, plant sizes and proposed numbers/densities. This scheme if approved shall be implemented in full.

vii) Applicants should provide details of proposed lighting, including siting, height, design and position of floodlights, on the site. The lighting shall be implemented in accordance with these details and no other flood lighting shall be implemented on the application site without future approval by the local planning authority.

viii) Applicants should provide details about how they will mitigate the potential of land contamination by oil, grease or other pollutants used on or in connection with site operations.

ix) Applicants should provide details about any impacts and mitigation the proposed development could have on nature conservation.

x) Applicants should provide details about any impacts and mitigation the proposed development could have on archaeological and heritage features.

xi) Applicants should provide details about any impacts and mitigation the proposed development could have on best and most versatile agricultural land.

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# Planning Applications for Development Relating to the Onshore Extraction of Oil and Gas

Guidance Notes and Checklists

## Checklist C: Restoration, aftercare and afteruse

| | Information Provided | Document/Section/Page No. |
|---|---|---|
| i) Scheme submitted | Yes ☒ No ☐ | Planning Statement |
| ii) Progressive Scheme | Yes ☐ No ☒ | |
| iii) Details of restoration, aftercare and afteruse | Yes ☒ No ☐ | Planning Statement |
| iv) Use of soil materials | Yes ☐ No ☒ | |
| v) Methods and machinery to be used in restoration | Yes ☒ No ☐ | Planning Statement |
| vi) Arrangements for longer term management of restored site | Yes ☐ No ☒ | |
| vii) Access arrangements for restored site | Yes ☐ No ☒ | |

Additional information not provided elsewhere:

## Checklist C: Guidance Notes

Applicants should take account of the following:

The restoration of sites following unsuccessful exploration drilling should present few difficulties and should normally be undertaken immediately or as soon as possible after drilling has ceased.

In the case of appraisal and production sites, a comprehensive restoration and aftercare scheme should be submitted with this application.

For sites containing processing facilities, applicants should demonstrate that the design of plant allows its straightforward removal at the end of the permitted period. Applicants should note that the mineral planning authority may also require additional safeguards through planning obligations to ensure this removal takes place.

If any discussions with the Environment Agency have taken place prior to submitting this application, then the applicant may wish to inform the mineral planning authority of the outcome of these. Measures taken to prevent the spillage or seepage of fuel oils during delivery and storage onsite should also be given.

In all cases, applicants should provide details of the duration of operations including anticipated start dates and likely completion dates.

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# Planning Applications for Development Relating to the Onshore Extraction of Oil and Gas

Guidance Notes and Checklists

## Checklist D: Other economic benefits of the development (Optional)

| | Information Provided | Document/Section/Page No. |
|---|---|---|
| Economic benefits to the local economy due to the development of oil and gas developments | Yes ☒ No ☐ | Planning Statement |

Additional information not provided elsewhere:

## Checklist D: Guidance Notes

This is an opportunity for you to highlight any future economic benefits to the locality of the proposed development to the mineral planning authority.

For example, the employment opportunities the development could potentially offer during its life time of operation and associated training opportunities, the use of local supply chains which could offer local businesses with an opportunity to provide goods and services etc.