

## Appendix B – Waste Disposal or Treatment Supplement Form

### APPLICATION FOR PLANNING PERMISSION FOR WASTE DISPOSAL OR TREATMENT - GUIDANCE NOTES TO THE SUPPLEMENTARY APPLICATION FORM and SUPPORTING DOCUMENTS

Before we can consider an application for waste disposal or treatment, we need some extra information. This form is a supplement to the standard full planning application form, and you need to complete, sign, date and submit **both documents** (along with all the plans and drawings specified in the standard form), the correct fee, and the certificate of Ownership. The supplement forms part of the planning application, along with any other documents or extended responses to the questions. The guide notes enclosed with the standard planning application form also apply to this supplement.

#### WHAT IS WASTE?

Waste can be defined as anything that is not wanted or where there is an intention to discard, i.e. something that has been used and is now spent or surplus to requirements, or the unwanted product of a process, or a by-product of something else, e.g. packaging. Almost any substance can become "waste" if it is in the wrong place or needs to be disposed of. Not all waste treatment or disposal is immediately apparent as such, but the list of waste types given at question 5 on this form may be useful as a guide.

#### FEES

For your application to be valid, you need to send the correct fee with your application, so please ask us if you are not sure what fee is due. Cheques should be made payable to "**Herefordshire Council**"

#### FOR MORE ADVICE

If you need extra help with the form, or advice about plans, please contact the Council's Minerals and Waste Planning Services, at the Planning Office, on 02432 260385 or 260136.

#### PLANNING OFFICE OPENING HOURS

We are open 8.45 am – 4.45 pm Monday to Thursday and 8.45 am to 4.30 pm on Fridays  
For specific opinions on Minerals or Waste Planning you need to make an appointment to see the Minerals and Waste Planning Officer, telephone 01432 260136.

For general enquiries call at the **Hereford Centre, Garrick House, Widemarsh Street, Hereford**, open between 8.45 am and 5.15 pm Mon-Thurs, 8.45 am to 4.45 pm Fri and 9 am – 1pm Sat, telephone 01432 260386.

#### THE SUPPLEMENTARY APPLICATION FORM

The supplement covers a wide range of application types for waste treatment and disposal, and some of the questions may not apply to you. Please read each question carefully and answer as many as you can, wherever they are applicable. You can ask us for advice if you are not sure about any of the questions.

These notes explain each question in turn for you to refer to, as you work through the form. Some questions have an asterisk next to the number, and these questions may need extra or supporting information, which may be submitted on separate sheets if you wish. If you don't give us enough information we will ask you for more, but this may delay your application.

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**PLEASE REMEMBER TO SIGN AND DATE YOUR FORM!**

### THE QUESTIONS:

#### Question 1: DETAILS TO LINK TO THE PLANNING APPLICATION FORM

Please enter names and details as applicable. This is to ensure that we link your supplement to the correct planning application.

#### Question 2: GRID REFERENCE

Please enter an 8 digit grid reference to give either the centre of the site or the access to it.

#### Question 3: NATURE OF APPLICATION

Please tick the box that most closely corresponds with your proposal. Or write in the last box (“other”) if none of these is appropriate.

#### Question 4: TYPE OF WASTE\*

Please read the list carefully and tick as many boxes on the right hand side of the table as are necessary to include everything you wish to do. Then cross out any of the alternatives that do not apply. Please also tell us what percentage of the waste you wish to process would be **inert waste**.

Example: “Metal waste / scrap/ ~~tyres~~ / ~~vehicles~~” if you wishes to process scrap metal but not vehicles or tyres.

#### Question 5: WASTE QUANTITIES\*

Please tell us the maximum amount of waste (for each type) you would process in any year, and where it would come from. Please use the type numbers that you ticked for question 5, and write specific descriptions in the boxes, continuing on a separated sheet if necessary.

#### Question 6: PROCESS TYPES

Please tick as many boxes as necessary to describe all the processes you would carry out. A separate appraisal, methodology statement, manufacturer’s specification or brochure, or other information about your proposal would be very helpful, and should always be enclosed if any new or recent technology is to be used. This is especially important for renewable energy and/or recycling projects.

#### Question 7: OPERATING PERIODS

We need to know how long you propose to operate the site for, during which months of the year, on which days of the week and at what times

#### Questions 8 & 9: TRANSPORT and TRAFFIC

Traffic and transportation can potentially have a major impact, so please give us as much information as you can about how materials would be moved into and out from your site, in what quantities and by what route. We may ask you to provide a transport assessment or appraisal, including what steps you might take to minimise hazards, congestion, noise or disruption. Please also refer to the notes to question 12 (environmental impact).

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### Question 10: PLANT AND MACHINERY

Please tell us about all the machinery you wish to use, including its size and capacity. If the plant is new, experimental or innovative technology, please enclose as much detail as possible,

### Question 11: WASTE STORAGE FACILITIES

We need to know what would be stored on your site, before and after treatment. If new buildings or hardstandings are proposed, these should be included in the planning application as shown in the main application form.

### Question 12: FINAL PRODUCTS

If you intend to sell off processed materials, please tell us the estimated annual quantities for each waste type, using the same type numbers you used for question 4.

### Question 13: WATER AND WATER USAGE

If your operation would use water for processing, please tell us how much and where you would take it from, and your drainage arrangements. If you need to take water from a watercourse you may need an abstraction licence. If there is any likelihood of waste water draining into a watercourse you would need to apply for a Consent to Discharge. Both of these are administered by the **Environment Agency**, and advice is available from their **Customer Services on 02920 770088**.

### Question 14: SECURITY

In the interests of public safety and protection of your property, your site needs to be secure and you should have a contingency plan for use in the event of an emergency, e.g. fire or flood.

### Question 15: POLLUTION & CONTAMINATION

If you are aware of any pollution or contamination from an earlier use on your site, please tell us so we can advise you on any safety and / or cleaning up operations that may be needed. **For more information, please contact the Council's Environmental Health Helpdesk on 01432 261761.**

*Example: an old garage site may still have underground fuel tanks holding petrol fumes*

### Question 16: NATURE CONSERVATION\*

Certain species, habitats, sites and areas of land and water have statutory protection. If your proposal affects any of these, you may be asked to undertake surveys before any development could be allowed. Surveys often have to be timed precisely and may cause delays.

### Question 17: ENVIRONMENTAL MITIGATION\*

Please enter details for as many items on the list as are relevant and "N/A" against those that are not. Contact the Environmental Health Helpdesk for further advice (see 14 above)

### Question 18: ENVIRONMENT AGENCY REQUIREMENTS\*

Under the Environment Acts, you may need to apply for a Waste Management Licence, PPC permit, or an Exemption Certificate. To check your obligations please contact the **Environment Agency or check their website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)**

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### Question 19: ENVIRONMENTAL STATEMENT / SUPPORTING STATEMENT\*

If your project is large or would have significant environmental effects, it may require an Environment Impact Assessment (EIA). There are statutory criteria to help establish if this is the case, and you may ask the Council to decide in advance by issuing a formal “SCREENING OPINION”. If your project is EIA, an Environmental Statement (ES) will be required. We can advise on the format and content of an ES by issuing a formal “SCOPING OPINION”. Please ask for more information if necessary, or you may need to take professional advice.

For screening and scoping opinions, you will need to write to us. There are statutory targets set for our responses (3 and 5 weeks respectively). Please write to:

Whether or not your proposal is EIA development, if it would be more than low key or small scale, you are advised to prepare a supporting statement. This should give details of the likely environmental effects of the proposal and how you have made your evaluation. This might include a traffic survey, wildlife and plant survey, geological and hydro-geological survey.

### Question 20: BENEFITS OF THE DEVELOPMENT

It would be helpful if you could summarise any aspects or consequences of the development that you feel will be beneficial e.g. waste recycling, CO2 emissions reductions, job creation, landscape restoration, habitat creation.

Note: questions 21 – 24 inclusive **only** apply if your application is for landfilling or landraising – i.e. adding or spreading additional material to an existing land form. You only need to answer these question if they relate to your proposal.

### Question 21: LAND USE

If your proposal involves landraising, landfilling spreading, bulk storage or void (unused) space, please tell us the area for this and the appropriate depth and heights and provide a survey of existing and final ground levels.

If you intend to use agricultural land for your project, please state the area of each applicable land grade. Government advice about agricultural land grading is available on [www.defra.gov.uk](http://www.defra.gov.uk)

### Question 22: SOILS

Soils are a valuable resource, and we need you to tell us if any would be removed. Also how much would be removed off site and how soils may be stored.

### Questions 23 & 24: RECLAMATION, AFTERCARE AND AFTERUSE, LANDSCAPING

Please indicate the uses the site could be put to after you have finished with it, how you could restore it, who would do this work and when. Please consider alternative options to restoring it ‘to agriculture’, such as habitat creation or enhancement, or planting schemes. You can ask for advice from the Council’s Conservation Section on 01432 260386 or 260387. If you intend to change the landform by moving soil around the site or importing soil from elsewhere, you will need to give full details.

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### THE COMPLETED FORM

If you are sending the planning application and the supplement at the same time, please make sure that you sign and date both forms, check that all your other documents are enclosed, and send your forms, certificate of ownership, fee and plans to:

<b>HEREFORDSHIRE COUNCIL PLANNING SERVICES MINERALS AND WASTE SECTION PO BOX 230 BLUESCHOOL HOUSE BLUESCHOOL STREET, HEREFORD, HR1 2ZB</b>	<b>telephone numbers: 01432 260385 or 260136</b>
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#### HELPFUL TELEPHONE NUMBERS

<b><i>Council Depts</i></b>	Phone nos		Phone nos
Archaeologists	01432 260386 01432 260387	Transportation	01432 260966
Building Control	01432 260144	Tree Officer	01432 260135
Ecologist	01432 260386 01432 260387	Waste Management	01432 260051
Environmental Health	01432 261761	<b><i>Other organisations</i></b>	
Landscape Officer	01432 260386 01432 260387	Defra	01284 723136
Minerals and Waste Planning	01432 260136	Environment Agency Shrewsbury (Planning)	01743 283405
Planning reception	01432 261787 01432 260342	EA Cardiff (water abstraction, waste permits, flooding, discharge consents)	02920 770088 customer contact
Public rights of way	01432 383221		

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# WASTE DISPOSAL OR TREATMENT

*SUPPLEMENT TO A PLANNING APPLICATION*

**PLEASE READ ACCOMPANYING GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

\*Indicates where further clarification or plans are likely to be needed in a supporting statement



### 4\* Types of waste

Please answer question 1, and then all the questions that apply to your proposal.

### 1 Identifying details to link to your planning application

Applicant's name	
Agent's name	
Operator's name	
Site address inc postcode	

Brief description of proposal

.....

.....

.....

**Type of application (please tick as applicable)**

Full planning Permission		Retrospective application	
Variation or discharge of condition		Continued use without compliance with condition	

### 2 OS Grid Reference

either at the centre of or the access to the site

.....(6 or 8 digit)

### 3 Nature of application

(please tick as appropriate) ✓

Development of a new site

Development on an existing site

Extension of an existing site

Associated or ancillary operations, e.g. construction of buildings, plant, other structures, or hardstandings

Renewal of expiring permission that has not been commenced

Other (give details)

.....

(please tick boxes and delete as necessary)

no	type	✓
1	<b>Waste water</b> / Domestic / agricultural <b>sewage</b> / slurry / other wet waste / water treatment, storage / processing	
2	<b>Manure/slurry</b> :- poultry / pig / cattle / horses / other (indicate) .....	
3	<b>Animal</b> / veterinary / abattoir waste / poultry unit waste (other than faeces or manure)	
4	Municipal / Household <b>general</b> waste	
5	<b>Commercial</b> waste	
6	<b>Metal</b> waste / scrap / tyres / vehicles / other metals( please specify) .....	
7	<b>Clinical</b> waste	
8	<b>Construction</b> / building / demolition waste / rubble /soil / subsoil	
9	<b>Chemical</b> waste / paints / solvents	
10	<b>Paper / card / packaging</b> waste	
11	<b>Plastic</b> waste	
12	<b>Glass</b> waste	
13	<b>Green</b> waste / wood / woody materials / biomass	
14	<b>Oil</b> and related waste	
15	<b>Special Wastes*</b>	<b>*designated by the Environment Agency</b>
16	<b>Hazardous Waste*</b>	
17	<b>Radioactive Waste*</b>	
18	Other (indicate) .....	
<b>Proportion of inert waste</b>		%

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### 5\* Waste quantities

#### Estimated maximum annual amounts of materials to be imported / processed

Please enter details for all the types as ticked at question 4 above

Type no	Description	Tonnes / m <sup>3</sup>	Percent of total
Please state the source/s of this waste:			
.....			
.....			

### 6\* Process types

please tick the right-hand boxes as appropriate, and delete anything that does not apply)

Waste processing:- biological / chemical / filtering / composting / digestion	✓
Waste sorting	
Waste storage	
Incineration	
Landfilling	
Landraising / spreading	
Crushing / shredding / compressing / physical processing	
Recycling	
Energy / heat / power production	
Other(indicate)	
.....	
.....	
.....	

### 7 Operations

duration of the operation, including any restoration and aftercare	Years
From (date)	To (date)

#### Proposed operating periods:

<b>Months</b>	From:	To:
---------------	-------	-----

#### Days / times:

Operations	hours		days	
	from	to	From	to
Soil stripping or removal				
Land-filling or raising				
Waste processing				
Vehicular movements				
Other (indicate)				

If any ancillary operations would last beyond the operating period, please give details

.....

### 8\* Transport

How will you move materials to and from the site?

.....

Vehicles and trips:	Average	Maximum
Estimated number of vehicles likely to enter and leave the site daily		
Estimated daily number of trips (into and out of the site) for each vehicle	In	in
	Out	out
Vehicle size		
Estimated vehicle load capacity		

### 9\* Traffic

What route will be used to reach the primary road network from the site?

.....

.....

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How could traffic impact be controlled or reduced?

.....

.....

.....

### 10 Plant and machinery

What plant and machinery will be used?

.....

.....

**(indicate siting on a plan)**

maximum height of plant / machinery from existing ground level	m
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	Average/ normal	Maximum
Estimated capacity of processing plant - tonnes <b>per hour</b>		
Estimated capacity of processing plant - tonnes <b>per year</b>		

### 11 Waste storage facilities

Note: any proposed new uses, buildings, containers, hardstandings etc should be included on the main planning application form and plans.

Storage methods: ..... .....	
Max height of storage buildings	m
Max storage floor space In buildings	m <sup>3</sup>
Max storage capacity in containers	m <sup>3</sup>
Max storage area on hardstanding	m <sup>3</sup>
Max height of stockpiles of <b>untreated</b> material	m
Max height of stockpiles of <b>treated</b> material	m

### 12 Final products

estimated maximum annual quantities of processed materials to be sold off site

Please enter all the types as ticked at question 5

Type no	Description	Tonnes / m <sup>3</sup>	Percent of total
Estimated annual amount of unusable waste produced			
How will this be disposed of?			

### 13 Water

Will **water** be used in processing?

yes	no
-----	----

**If yes**, what metric quantity?

	Litres / m <sup>3</sup> per month / year
--	--

Obtained from:

.....

Will the processing involve settlement ponds / tanks / lagoons / lakes /other drainage methods?

**If yes**, describe on a plan including sections and construction designs

yes	no
-----	----

How will waste water be disposed of?

.....

Has a Consent to Discharge been applied for?

yes	no
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### 14\* Security - please give details of:

site supervision

.....

site security

.....

emergency contingency procedures

.....

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### 15\* Pollution and Contamination

Are you aware of any existing **pollution or contamination** on the site from previous uses? (e.g. fuel oil / chemicals / earlier waste storage.)

If **yes** please give details:

yes	no
-----	----

.....

.....

### 16\* Wildlife / fauna / flora

Are you aware of any statutory designations on the site? (if yes indicate below)

yes	no
-----	----

SSSI / SWS / protected species / habitat / SAC / TPO / other

.....

### 17\* Environmental mitigation

Do any watercourses cross or adjoin the site?

yes	no
-----	----

How do you propose to control water pollution / drainage / floods? (refer to plans)

.....

If working will be below the natural water table will the operation be

wet	or	dry
-----	----	-----

Please indicate proposals for:

Dewatering method	
Water dispersal methods	
Mitigation measures	
Spillage / seepage control	
Dust control/ Suppression	
Vehicle cleaning	
Noise reduction	
Odour restriction	
Litter/ vermin control	

How will you minimise the spread of material onto the public highway?

.....

.....

What screening, landscaping or planting is proposed during the operating period? (refer to plans)

.....

.....

How will you ensure stability of any working faces, tips, heaps, stockpiles of materials?

.....

.....

How do you propose to monitor and control

- Landfill gas?

.....

.....

- Leachates?

.....

.....

### 18\* Environment Agency Requirements

If any of the proposed processes are to be registered under Part A and B of the Environmental Protection Act 1990, please describe them

.....

.....

Has a **Waste Management Licence** or **PPC Permit** been applied for?

yes	no
-----	----

Have any been granted to date? (enclose copy)

yes	no
-----	----

If any of the proposed processes are exempt, please describe them

.....

.....

Has an **Exemption Certificate** been issued?

If yes, enclose copy

yes	no
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### 19\* Environmental Impact Assessment

**Please read the notes for this question**

a) Is an **Environmental Statement** submitted with this application?

yes	no
-----	----

**If yes:**

Is the applicant willing to make copies of the Environmental Statement available for public inspection at locations other than the offices of the Planning Authority?

yes	no
-----	----

**If yes**, at what address?

.....

.....

.....

What is the charge for copies of the Environmental Statement?

£	
---	--

b) Is a **Supporting Statement** submitted with this application?

yes	no
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### 20 Benefits\*

Please describe any benefits (economic, environmental, ecological etc) that will arise from this proposal

.....

.....

**Questions 21 –24 relate to land filling and land raising only. Only answer them if they apply to your application**

### 21 Land use

<b>Area</b> of proposed void space / landraising / storage land	m <sup>2</sup> / ha
<b>Max</b> depth of void space	m
<b>Max</b> height of raised land above original ground level	m
<b>Average</b> height of raised land above original ground level	m
<b>Max</b> depth of landfilling	m
<b>Average</b> depth of landfilling	m

Please specify the affected area of agricultural land (hectares) and its grade under the Agricultural Land Classification

Grade	Ha	Grade	Ha
1		3b	
2		4	
3a		5	

### 22 Soils and overburden

	Depth (mm)		Volume (metres <sup>3</sup> )
	(Average)	(Ranges)	
Topsoil existing on site			
Subsoil existing on site			
Overburden to be removed			

Will soils be stripped?

yes	no
-----	----

**Metric soil quantities to be moved off site:**

	Depth	Volume (m <sup>3</sup> )
Topsoil		
Subsoil		
Overburden		
Other material		

What temporary or permanent storage provision will be made for soils or overburden?

Topsoil

.....

Subsoil

.....

Overburden

.....

### 23 Reclamation, Aftercare and Afteruse

Is any reclamation work likely to take place within 12 months of commencement of working?

yes	no
-----	----

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will reclamation be

phased?		progressive?	
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(please tick)  
please summarise the number and duration of phases:

.....

.....

Who would carry out aftercare operations?

.....

.....

Please Indicate all the intended afteruse/s:

	✓	Total area (ha)
Agricultural		
Forestry		
Habitat Creation		
Nature Conservation		
Informal Recreation		
Formal Sports		
Other		
.....		
.....		
.....		

### 24\* Landscaping

What is proposed? (include plans)

during operations	
in reclamation afteruse	

details of soil use in restoration:

	Total m <sup>3</sup> to be stripped	Average depth stripped	Total m <sup>3</sup> to be spread	Average depth spread
Topsoil from site				
Subsoil from site				
Overburden from site				
Other soil sources				
(state where from)				
Other materials				
(describe)				

What methods and machinery would be used for stripping / soil restoration / formation of storage mounds?

.....

.....

### Please remember to sign and date your form

Signed .....(Applicant/Agent)

Date .....

Applicants are advised that information forming this application may be made available to the public by virtue of the obligations imposed under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004

**Please send all your documents to:**

<p><b>Herefordshire Council Planning Services, Minerals and Waste Section</b>  <b>PO Box 230, Blueschool House, Blueschool Street, Hereford, HR1 2ZB</b></p>
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<p>For advice on plans, forms or fees please telephone Registration on 01432 260437 or 01432 261953</p>
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<p>For advice on Minerals or Waste Development Control please telephone 01432 260385 or 01432 260136</p>
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