

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

WHEN TO USE THIS FORM

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

- Full planning permission for mineral workings;
- Renewal of an unimplemented permission;
- Renewal of a temporary permission;
- Extension to an existing site;
- Variation of condition(s)

Note: Variation of Conditions – Applicants seeking permission for variation of conditions are strongly advised to consult with the Minerals 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 Minerals 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.

INFORMATION REQUIRED

These guidance notes are to help you complete the form and provide the Minerals Planning Authority with all the necessary information for your application to be efficiently determined.

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 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, Environmental Statements etc) SHOULD BE SUBMITTED TO THE MINERALS 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 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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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 Minerals 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 below 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 Minerals 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 in relating to checklists A to E as set out below:

NATURE OF DEVELOPMENT	CHECKLIST
Ancillary Operations, Associated Development and Transport	Checklist A
Environmental Effects	Checklist B
Restoration, Aftercare and Afteruse	Checklist C
Oil and Gas Development	Checklist D
Benefits of the Development	Checklist E

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CHECKLIST A: ANCILLARY OPERATIONS, ASSOCIATED DEVELOPMENT AND TRANSPORT

		Information Provided	Document/Section/Page No.
i)	Buildings, plant and structures associated with the winning or working of minerals, or deposit of waste(s) subject of this application	YES/NO	Ref.....
ii)	Site access	YES/NO	Ref.....
iii)	Methods of transporting materials	YES/NO	Ref.....
iv)	Details of vehicular movements	YES/NO	Ref.....
v)	Methods of controlling transport impacts	YES/NO	Ref.....

Additional information not provided elsewhere

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. Information should also be provided relating to whether or not the ancillary or associated operations would remain on site beyond the period of mineral winning or working.

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).

In addition, it will be necessary to specify the immediate end destination of material leaving the site (e.g. railhead, storage on land elsewhere), and routes intended to be used (whether on the major or minor road network or rail network) to reach this immediate end destination. A supporting diagram showing the existing and proposed traffic levels along the proposed routes is particularly helpful.

If the proposal is likely to generate significant amounts of traffic and / or heavy vehicles and / or would use roads of poor construction width or alignment, applicants are strongly advised to contact the Highway Authority.

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- 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.

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CHECKLIST B: ENVIRONMENTAL EFFECTS OF DEVELOPMENT

		Information Provided	Document/Section/Page No.
i)	Is an Environmental Statement appended to this application	YES/NO	Ref.....
ii)	Hours of working	YES/NO	Ref.....
iii)	Noise issues	YES/NO	Ref.....
iv)	Dust	YES/NO	Ref.....
v)	Blasting	YES/NO	Ref.....
vi)	Hazardous Material	YES/NO	Ref.....
vii)	Water	YES/NO	Ref.....
viii)	Land stability	YES/NO	Ref.....
ix)	Statutory designations	YES/NO	Ref.....
x)	Public rights of way	YES/NO	Ref.....
xi)	Visual impact of proposal	YES/NO	Ref.....
xii)	Landscaping during operations	YES/NO	Ref.....
xiii)	Nature conservation	YES/NO	Ref.....
	Additional information not provided elsewhere		

Guidance Notes

i) To be completed by all applicants.

Applicants should distinguish between baseline conditions (i.e. current state) and impacts arising from the development proposals.

ii) Details should be provided relating to the proposed total anticipated hours of working (excluding emergency and maintenance works) separately for different activities taking place on the site including specified separately in terms of weekday operations and weekend operations as well as Sundays and Bank Holidays.

If operations are likely to be intermittent then this should be clearly stated and the proposed periods of working given separately

iii) 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.

iv) Applicants should state methods to control and suppress any dust arising from the extraction process.

v) Applicants should provide any detail on the possible effects of any blasting proposed.

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- vi) Applicants who are uncertain whether or not the material in the proposal involves the use and storage of hazardous substances should contact the Minerals Planning Authority or Health and Safety Executive.

For materials that may create a hazard, applicants should indicate the hazardous materials, what special consideration will need to or has been given to the siting of development that involves the use of such materials, and how the material is intended to be stored. Further advice may be obtained from the Health and Safety Executive.

- vii) 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 Minerals Planning Authority of the outcome of these.

Measures taken to prevent the spillage or seepage of fuel oils during delivery and storage on site should also be given.

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

- ix) There are a wide variety of statutory designations, for example, National Parks; Areas of Outstanding Natural Beauty; Sites of Special Scientific Interest (SSSIs) Listed Buildings and Conservation Areas; Scheduled Ancient Monuments; or National Nature Reserves. Some nationally designated SSSIs have also been scheduled as internationally important for nature conservation such as Ramsar sites, Special Protection Areas (SPAs) for birds; and Special Areas in Conservation (SACs) for habitats and species. Applicants should seek to explore as far as possible whether or not any statutory designations exist either the surface area for the well pads or in the adjacent area.

- x) Please note that the receipt of planning permission does not give a right to extinguish or direct a public right of way e.g. public footpath, bridleway or road. If your scheme affects a public right of way in this manner you will require specific authority. Further advice on this matter is available from the Minerals Planning Authority or highway authority

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CHECKLIST C: RESTORATION, AFTERCARE AND AFTERUSE

	Information	Document/Section/Page No.
i) Scheme submitted	YES/NO	Ref.....
ii) Progressive scheme	YES/NO	Ref.....
iii) Details of restoration, aftercare and afteruse	YES/NO	Ref.....
iv) Use of soil materials	YES/NO	Ref.....
v) Methods and machinery to be used for restoration	YES/NO	Ref.....
vi) Arrangements for longer term management of restored site	YES/NO	Ref.....
vii) Access arrangements for restored site	YES/NO	Ref.....

Additional information not provided elsewhere

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 Minerals Planning Authority may also require additional safeguards through planning obligations to ensure this removal takes place.

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

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CHECKLIST D: OIL AND GAS DEVELOPMENT

Nature of Proposals

For **Exploration**, complete 1,4 and 5
 For **Appraisal**, complete 2,4 and 5
 For **Production**, complete 3,4 and 5

		Information Provided	Document/Section/Page No.
1)	EXPLORATION		
i)	Area of Exploration	YES/NO	Ref.....
ii)	Methods used including route of survey	YES/NO	Ref.....
iii)	Effects of blasting	YES/NO	Ref.....
iv)	Criteria used and number of boreholes	YES/NO	Ref.....
v)	Duration of Operations	YES/NO	Ref.....

Additional information not provided elsewhere

2)	APPRAISAL		
i)	Equipment and methods used	YES/NO	Ref.....
ii)	Location of boreholes and site area	YES/NO	Ref.....

Additional information not provided elsewhere

3)	PRODUCTION		
i)	Site area	YES/NO	Ref.....
ii)	Equipment used	YES/NO	Ref.....
iii)	Volumes extracted	YES/NO	Ref.....
iv)	Nature and location of processing plant	YES/NO	Ref.....
v)	Method of transport to processing plant	YES/NO	Ref.....

Additional information not provided elsewhere

4)	SPECIFIC EFFECTS OF PROPOSALS	YES/NO	Ref.....
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Additional information not provided elsewhere

5)	SPECIFIC RESTORATION PROPOSALS	YES/NO	Ref.....
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Additional information not provided elsewhere

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Guidance Notes

Separate Information should be provided for the **Exploration, Appraisal and Production** elements of this type of development as well as the specific effects of the proposals. Guidance on the range and type of information is given below.

1) Exploration

- i) Applicants should provide information on the area of exploration (ha)
- ii) The applicant should indicate in brief the methods used for oil and gas exploration including seismic surveys and boreholes

If seismic surveys are to be used then it is accepted that seismic investigation generally involve very limited environmental effects, and in many cases this type of development – particularly involving vibroseis techniques – may be regarded as 'de minimus' (i.e. not requiring planning permission). Good practice requires that applicants notify the Minerals Planning Authority as well as district and highway authorities of the proposals. (Operators may also need to inform other statutory bodies such as the water companies and police in relevant circumstances). Information requirements are of the proposed seismic method; and ground vibrations at nearest affected properties (if relevant).

If seismic methods are used then it is also generally good practice to notify the Minerals Planning Authority of the route of the survey. This may best be illustrated by using plans and diagrams.

- iii) If seismic methods are used which require blasting then the applicants should provide information on the depth of charge and maximum instantaneous charge. Information should also be given relating to the proposed maximum and average number of blasts per day and ground vibrations at nearest affected properties.
- iv) If seismic methods are to be used as a method of exploration then the criteria used for selecting the borehole sites should be provided. The drilling of deep boreholes for exploration purposes requires an application to be made and restoration plan proposals prepared and submitted with the application. In submitting an application for borehole development, the applicant should provide information relating to the equipment to be used, the expected number and depth of boreholes; and the disposal methods for drilling wastes.
- v) In all cases, applicants should provide details of the duration of operations including anticipated start dates and likely completion dates.

2) Appraisal

- i) Applications for appraisal should include details of the appraisal site area, and the likely extent of the field (if known).
- ii) Information should be provided on the methods and equipment to be used in the appraisal. If there is any information of relevance gained from seismic investigations, then this should also be provided.

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- iii) Detailed information should be provided for boreholes including the number and depth of boreholes, the criteria for selecting borehole locations (using exploration findings as relevant) and their location. This is best shown on a plan.

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

3) Production

- i) Applications should provide details of the production site area. This may best be done using a location plan.
- ii) Details of equipment to be used in production should be given.
- iii) Anticipated volumes of oil and gas extracted should be given including total volume anticipated from the field and maximum barrels per annum.
- iv) The location of processing plant should be given. Information should also include the location of any existing or proposed off-site processing / storage and gathering facilities. In addition, the nature of any on-site processing / storage and gathering facilities should be given, with anticipated capacity for the plant.
- v) Methods of transporting oil and / or gas from well(s) to the gathering, processing and storage facilities should be given. This should include the mode of transport also e.g. piped.

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

4) Effects of Proposals

Applicants should also summarise other on-site works associated with the proposed development or designed to protect the environment. These could include:

- Oil spill contingency plans and measures for the protection of surface and ground water.
- Methods taken to prevent air pollution by gases.
- Methods taken to prevent noise pollution.
- Methods used to dispose of drilling wastes and other wastes arising (including the anticipated location of disposal facilities).

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

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CHECKLIST E: BENEFITS OF THE DEVELOPMENT (OPTIONAL)

	Information Provided	Document/Section/Page No.
i) Employment	YES/NO	Ref.....
ii) Commercial benefits to the Operator	YES/NO	Ref.....
iii) Meeting policy requirements / need	YES/NO	Ref.....
iv) Other benefits	YES/NO	Ref.....

Additional information not provided elsewhere

Guidance Notes

This is an opportunity for you to highlight the benefits of the proposed development to the Minerals Planning Authority. Oil and gas extraction invariably have some environmental effects and it is therefore often necessary to take account of economic and employment factors in assessing proposals.

Oil and gas extraction may also be needed to meet a specific requirement identified through policy and guidelines, or to achieve a particular after use on development or off the site.

For example, applicants may wish to draw to the attention of the Minerals Planning Authority the number of jobs created or retained by the proposals or bring to the attention of the Minerals Planning Authority other benefits you consider the proposal offers

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