How to use the guidance

It is important to remember that the guidance represents the experience of staff working on MAFF/Defra’s behalf to promote Government policy. It should be used as a “tool kit”, not followed slavishly, with the user selecting the relevant issues and tailoring them to site specific circumstances. Not every issue will need to be addressed on every site, but the guidance should be a useful starting point for flagging up the agricultural issues, and then pointing the way for “good practice”.

The guidance includes an index in the form of a “tree diagram” which is divided into 4 colour-coded sections (application, site working, restoration and aftercare) and then sub-divided into a number of colour-coded sub-sections. The first page(s) of each sub-section sets out the various issues and considerations with a column of tick boxes for different phases, enabling users to confirm that they have been considered. There are also boxes for references and cross-references to other sub-sections of the guidance. The Annex of each sub-section replicates the paragraphs and sub-paragraphs of the first page(s) and provides more detailed information on the issues raised, including advice on “good practice” and where to source further information if appropriate.

This guidance may be used as part of a quality assurance or audit paper trail. For example, users may print off relevant pages, annotate them when visiting sites and then place the pages on the case file as a record of the issues considered and any actions taken.

Text, which is in italics, refers to waste specific considerations.

The user will note that some guidance is repeated within the guide: this is to make it more user-friendly, by removing the need for too much cross-referencing to other sections. Also, some repetition occurs where matters normally dealt with at the “Application” stage, for example, are dealt with or amended at the “Site Working” or “Restoration” stages, and hence the guidance relating to these matters is repeated within those sections.

The guide makes use of hyperlinks for ease of use and cross referencing. Any blue underlined text contains a hyperlink. Click on the text to go straight to the relevant section. Using the ‘back’ button on the toolbar returns you to the previous screen.