

**Planning application for development relating to the onshore extraction of oil and gas**  
*Town and Country Planning Act 1990*  
*Environment Act 1995*

**1. Applicant Name and Address**

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

**2. Agent Name and Address**

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

**3. Site Address Details**

Please enter the full postal address of the site. If the application relates to open ground describe its location as clearly as possible (e.g. '*Land to rear of 12 to 18 High Street*' or provide a grid reference).

**4. Pre-application Advice**

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

**5. Type of Application**

Please tick the relevant type of application tick box. On occasion you may wish to consolidate existing permissions already on the site and associated development. If so, then please indicate in the space provided, whether you or anyone else with an interest in the land is willing to consolidate or update existing permissions and the date and reference numbers of the permissions to be consolidated.

**6. Type of Development**

For oil and gas applications you will want to specify phase or phases of the application for which you are applying for planning permission. You will also want to describe the main oils and gases to which the application applies and plant and machinery to be used.

## **7. Plans, Drawings and Other Supporting Material**

You will need to consider what plans and drawings to submit with your application so as to provide the mineral planning authority with the supporting materials it requires to process your application.

Further advice on preparing a location plan can be found at: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

The plans and drawings you provide in support of your application could cover details such as:

- Detailed site plan showing layout of cabins and other buildings, rig and associated plant and apparatus, such as water tanks etc.
- A site plan could show surface water drainage arrangements.
- Cross section plan (North, East, South and West) showing existing and proposed ground profiles, height of rig, cabins, apparatus, fencing and soil storage etc .
- A plan illustrating the underground geology, of the area where drilling and hydraulic fracturing (if applicable) may take place.

Other supporting material could be provided for example, were no Environmental Impact Assessment report is required, such as:

- Noise assessment report, including existing ambient noise and projected noise levels (24 hour).
- Ecology report.
- Traffic management report.
- Hydrology report (where applicable).

## **8. Equipment and Method used**

Please provide a description of the type of drilling rig you will use on site describing the proposal accurately and concisely, illustrating the type of plant, machinery and buildings which will be situated on the site to extract oil and gas and how you will limit its impact upon the site and immediate area whilst in operation.

## **9. Hours of Operation**

Provide details of the proposed hours of operation proposed on the site. (In sensitive areas, or where a use could cause nuisance to neighbours, it is likely that the planning authority will impose a condition restricting the hours of operation on your proposed development should approval be given.)

## **10. Pedestrian and Vehicle Access, Roads and Rights of Way**

You must indicate on your form whether you propose any new highway(s) and show the location of these on your plans. Any public highway, footpath or bridleway that crosses or adjoins the site or is affected must be shown clearly on the plans, including any proposals that may require a closure or diversion.

If you are proposing to undertake any works that will affect the pavement or roadway then it is advisable to seek advice from the local highways authority.

## 11. Employment

Please give details of the total number of existing people (i.e. already employed on the site) and any additional staff to be employed (in both full-time and part-time employment) as a result of the proposal being implemented, and calculate the total full-time equivalent posts.

Full-time equivalent numbers can be defined as a statistic representing the number of full-time employees that could have been engaged if the reported number of hours worked by part-time employees had been worked by full-time employees. This is usually calculated by dividing the 'part-time hours paid' by the standard number of hours for full-time employees and then adding the resulting quotient to the number of full-time employees.

## 12. Existing Use

When describing the current use of the site please also include any details of the part(s) of structure(s) being affected.

When answering whether the site is currently vacant, this means whether the site is currently not in active use.

### *Contamination*

Land affected by contamination covers all cases where the actual or suspected presence of substances in, on or under the land may cause risks to people, property, human activities or the environment.

### *Assessment of contamination of the land*

The need to provide an adequate assessment of land contamination, and advice on minimum information requirements, is outlined in the National Planning Policy Framework

<https://www.gov.uk/government/policies/making-the-planning-system-work-more-efficiently-and-effectively/supporting-pages/national-planning-policy-framework>

You should also consult your waste planning authority's website which should make clear what the statement should contain.

## 13. Trees and Hedges

'BS 5837: 2012 Trees in relation to design, demolition and construction – Recommendations' offers advice on how to identify trees on adjacent land that could influence the development.

'BS 5837: 2012' also contains detailed guidance on survey information and plans that should be provided. Using its methodology should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Please note this is an application for development relating to the onshore extraction of oil and gas. It is not an application or notice relating to removing or pruning protected trees (i.e. trees which are subject to a Tree Preservation Order or located in a conservation area).

If you are granted full planning permission, you will not need to obtain separate consent for, or give notice of, works to protected trees which are required to implement the planning permission.

However, you must make a separate application, using the tree works form, for works to trees which are subject to a Tree Preservation Order if those works are not required to implement the planning permission. For works to trees in a conservation area that are not subject to a Tree Preservation Order you must give separate notice if those works are not required to implement the planning permission. You may use the tree works form for giving such notice.

## 14. Biodiversity, Geological and Archaeological Conservation

Where a development proposal is likely to significantly affect features of biodiversity, geological and archaeological conservation interest, it will be necessary to submit with the application sufficient information on what those effects are, in order for the planning authority to determine it. The planning authority may have produced a list of which features in their area will require such additional information. In some cases this additional information may be required based on a survey of affected species, habitats or geological features and an assessment of impacts. What is required will depend on the significance of the features and the scale and significance of the likely impacts, and what information the planning authority already has. It will be advisable to discuss with the planning authority what is required, and who may be competent to carry out any survey and assessment work required, prior to compiling the information and submitting the application.

It is possible that survey information can be collected only at certain times of the year and the applicant will need to take this into account in preparing an application and considering the timing for the development. Depending on the survey information which the planning authority requires, the following factors may need to be considered:

- the numbers and range of habitats, species of flora and fauna and/or geological features found on and where appropriate around the site;
- the potential development impacts likely to harm the biodiversity or geological conservation features (both direct and indirect effects both during construction and afterwards). Including how:
  - alternatives designs or locations have been considered
  - adverse effects will be avoided wherever possible
  - if adverse effects are unavoidable, how will impacts be mitigated or reduced
  - if impacts cannot be avoided or mitigated how they will be compensated

Further information on the legislative and national planning policy context for biodiversity and geological conservation can be found in the following documents:

*National Planning Policy Framework*

<https://www.gov.uk/government/policies/making-the-planning-system-work-more-efficiently-and-effectively/supporting-pages/national-planning-policy-framework>

The Institute of Ecology and Environmental Management have produced *Guidance on Survey Methodology*; available at:

<http://www.ieem.net/survey-sources/>

This may provide useful information on possible survey methods.

There will be archaeological interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets include designated heritage assets and assets identified by the planning authority (including local listing).

Further information on the national planning policy context for the conservation of heritage assets with archaeological interest again can be found in the following document:

*National Planning Policy Framework*

<https://www.gov.uk/government/policies/making-the-planning-system-work-more-efficiently-and-effectively/supporting-pages/national-planning-policy-framework>

## 15. Designated Areas

Please identify if the site where the proposed extraction of oil and gas is to take place falls within wholly or partly any of the designated areas, listed.

## 16. Assessment of Flood Risk

Owners have the primary responsibility for assessing the flood risk to and from their property. Site-specific Flood Risk Assessments are generally carried out by prospective developers (or their agents) for specific development proposals. Further details are provided in the Technical Guidance of the National Planning Policy Framework:

<https://www.gov.uk/government/publications/national-planning-policy-framework-technical-guidance>

### *Establishing the need for a Flood Risk Assessment*

The requirements for a site-specific Flood Risk Assessment to accompany a planning application are set out in the National Planning Policy Framework (footnote 20).

Maps showing areas of land at risk of flooding are available on the Environment Agency's web site at

[www.environment-agency.gov.uk/subjects/flood/?lang=e](http://www.environment-agency.gov.uk/subjects/flood/?lang=e).

These maps should be the starting point for identifying areas at risk of flooding. But developers should also check the Strategic Flood Risk Assessment for the area, and other information which may be held by local authorities (e.g. drainage maps).

### *Objectives*

The objectives of a Flood Risk Assessment are to establish:

- whether the proposed development is likely to be affected by current or future flooding from any source
- whether it will increase flood risk elsewhere
- whether the measures proposed to deal with these effects and risks are appropriate
- whether the development will be safe

### *Scope*

Once it is established whether a Flood Risk Assessment is required the scope of the Flood Risk Assessment should be agreed with the local planning authority using the Environment Agency's Standing Advice on flood risk (see below), or where appropriate, in direct consultation with the Agency and any other relevant flood risk management bodies. The Flood Risk Assessment should always be proportionate to the degree of flood risk and the scale, nature and location of the proposed development. The scoping of the Flood Risk Assessment should be done as early as possible in developing the planning application as avoiding or mitigating flood risk may require important design considerations which are generally easier and more cost-effective to incorporate when developing the proposal.

### *Other sources of information*

Where a Strategic Flood Risk Assessment has been completed by the local planning authority and used to formulate policy and allocate development using the sequential approach in the Local Development Document, Flood Risk Assessment should only need to focus on site-specific issues. The Local Development Document policies should make it clear what issues need to be covered in the Flood Risk Assessment.

The Environment Agency has Standing Advice on flood risk which can assist in the preparation of a Flood Risk Assessment, particularly for smaller developments which do not raise significant flood risk issues. The Standing Advice is available at:

<http://www.environment-agency.gov.uk/planning>

## **17. Foul Sewage**

If you propose to connect to the existing drainage system please show the details of the existing system on the application drawing(s). Note that in most circumstances surface water is not permitted to be connected to adopted foul sewers. The use of infiltration for disposal of final effluent (i.e. drainage fields) will require satisfactory percolation tests to have been undertaken.

If the proposed development results in any changes or replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will need to be provided. This will include a location plan, cross sections/elevations and specifications. Building Regulations approval may need to be obtained. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

## **18. Trade Effluent**

Please describe the type, quantities and means of disposal of any trade waste or effluent. If there is to be none please mark as 'NO'.

## **19. Hazardous Substances**

Please give details, including type and quantity of hazardous materials to be used or stored on site. If your application involves the use or storage of hazardous materials above a certain quantity, Hazardous Substances Consent will be required. A list of these materials and the permitted quantities is set out in the *Planning (Hazardous Substances) Regulations 1992*:

[http://www.opsi.gov.uk/si/si1992/Uksi\\_19920656\\_en\\_3.htm](http://www.opsi.gov.uk/si/si1992/Uksi_19920656_en_3.htm)

## **20. Storage**

Please identify what provision has been made for the storage of waste and recycling as part of the proposal. The location of waste storage and recycling facilities should be clearly identified on the plans.

## **21. Site Ownership**

Please indicate all surface landowners on the site.

If insufficient space is provided to indicate all surface owners, then please attach a separate sheet and ensure that this is brought to the attention of the planning authority.

Please also refer to question 23 which asks for details of ownership certificates.

## **22. Voluntary Agreements / Planning Obligations**

Please provide details of any outline or draft agreements you may have entered into before submitting your planning application with a third parties.

### **23. Ownership Certificate and Agricultural Land Declaration**

An ownership certificate must be completed stating the current ownership of the land to which the application relates under Article 14 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

It is an offence, knowingly or recklessly, to complete a false or misleading certificate.

'Owner' means a person having a freehold interest or a leasehold with at least seven years unexpired.

'Agricultural tenant' means a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates. Certificates A to D illustrate the type of certificates you may be required to submit with your application.

- Certificate A - Sole Ownership and no agricultural tenants
- Certificate B - Shared Ownership (All other owners/agricultural tenants known)
- Certificate C - Shared Ownership (Some other owners/agricultural tenants known)
- Certificate D - Shared Ownership (None of the other owners/agricultural tenants known)

### **24. Planning Application Requirements - Checklist**

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.
- **Local** - The planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

### **25. Declaration**

Please sign and date your application.

### **26. Applicant Contact Details**

Please provide contact information for the applicant.

### **27. Agent Contact Details**

Please provide contact information for the agent.

## **28. Authority Employee / Member**

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

Serving elected members or planning officers who submit their own planning applications should play no part in their determination and such applications should be determined by the planning committee rather than by planning officers under delegated powers.

For the purposes of this question, 'related to' means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility of bias on the part of the decision-maker in the local planning authority.

## **29. Site Visit**

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.