

Mineral Workings Application Checklist

Part One:		
Minimum Statutory Requirements to make an Application Valid		
Requirement	Description	Required
Completed Application Form	4 copies of all forms completed, signed and dated. Applicants may use the Aberdeenshire Council planning forms or the e-form produced by Scottish Government.	✓
Certificate and notice to owners and agricultural tenants	The appropriate certificate must be completed, signed and dated. The applicant requires to certify that notification has been carried out to those persons who "to the applicant's knowledge" are owners.	✓
Appropriate Fee	The current scale of charges can be viewed on the Council's web site or obtained from the local planning office.	✓
Location Plan	Based on an up-to-date Ordnance Survey map at a scale of 1:2500 or smaller (1:1250), clearly identifying: <ol style="list-style-type: none"> a. the land to which the proposal relates (the site) and its situation in relation to the locality and in particular neighbouring buildings and land (land which, or part of which, is conterminous or within 20 metres of the boundary of the land for which development is proposed); b. the site boundary shown in red including any access route up to the public highway; c. Other adjoining land owned by the applicant outlined in blue; d. Surrounding buildings should be accurately shown and numbered or named to ensure that the exact location of the site is clear; e. At least 2 named roads should be identified; and f. If the site is in the countryside an Ordnance survey plan at a scale of 1:10,000 for identification purposes. 	✓
Site Plan and Working Plan	This should be of a scale of 1:500 or 1:200 as appropriate, showing: <ol style="list-style-type: none"> a. The direction of north; b. The site boundary clearly shown in red including any access route up to the public highway; c. The access arrangements (this shall also include details of visibility splays to be achieved within the applicants control, any passing places or location of any wheel wash facilities where proposed); d. Any landscaping proposals, including the location of earth bunds and embankments to be formed; e. Identify the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those on the boundaries; f. The extent and type of any hard surfacing; g. The location of storage areas for topsoil, over burden, and extracted material; h. The location of any on-site processing areas, for example screening, grading, washing or crushing facilities; i. The location of any settling ponds and discharges to a water course; j. The location and use of all buildings on site – e.g. offices, weighbridge, vehicle/machinery stores, workshops; k. The location of any fixed or mobile plant; l./ 	✓

	<p>l. The area of extraction, (including an indication of the proposed direction of extraction, method of extraction and phasing programme);</p> <p>m. Any proposed boundary enclosures;</p> <p>n. The location and layout of parking areas;</p> <p>o. All public rights of way crossing or adjoining the site where known;</p> <p>p. Any trees on site, plotted as accurately as possible; and</p> <p>q. If the proposal involves development adjacent to a river or watercourse, show the location of the works in relation to the top of the river bank/water course bank, including written dimensions.</p>	
Existing and Proposed Elevations	<p>This should be at a scale of 1:50 or 1:00, showing:</p> <p>a. Buildings or any other structures to be constructed, showing all elevations, including details of materials and colours; and</p> <p>b. Blank elevations, if only to show that this is in fact the case.</p>	✓
Proposed Floor Plans	<p>This should be at a scale of 1:50 or 1:100 showing the layout of proposed buildings where applicable;</p>	✓
Existing and Proposed Site Sections	<p>This should be at 1:50 or 1:100, showing:</p> <p>a. Existing ground levels, final extraction levels and final restoration levels (with levels related to a fixed datum point off site e.g. a road);</p> <p>b. Cross sections should be taken across the full extent of the site and the location of the cross sections identified on a layout plan;</p> <p>c. Details of any screen bunds and embankments proposed;</p> <p>d. All cross sections to have the same horizontal and vertical scale applied.</p>	✓
Restoration Plan	<p>This should be at 1:50 or 1:100, showing:</p> <p>a. The proposed restoration and after use of the site;</p> <p>b. Clarify how the proposed restoration levels are to be achieved, for example regrading works using on-site material only, or infill using imported material, confirming the volume, type and source;</p> <p>c. Length of period of restoration, including a phasing programme where applicable.</p>	✓
Pre-Application Consultation (PAC) Report	<p>Pre-application consultation (PAC) is required for all mineral applications with an extraction area exceeding 2ha or where the proposal falls within EIA (Schedule 1 development). This must be carried out at the pre-application stage and a report submitted, along with the application, setting out how the applicant has complied with the requirements. It must also demonstrate that the views of the local community have been sought and taken into account. The scope and content of the report should be in accordance with the regulations. Further guidance on PAC can be obtained from the Council's website.</p>	If criteria met

Notes:

Do not scale - Plans must not say "do not scale". Alternatively, plans submitted showing all scaled dimensions, including the distance to boundaries would be accepted. Scaled dimensions must be metric.

Number of Plans - Generally 4 copies of all documents, forms and plans should be submitted. In the case of mineral applications, particularly those involving large plans, additional copies may be required for consultation purposes. For electronic submissions (unless submitted via the Scottish Government's e Planning online planning application system) plans, documents and individual files should not exceed 5mb and should be in PDF format.

Plan titles and number - ensure that plans are titled, include the site address, have a drawing number, and revision number where applicable