



Validation checklist for applications for waste management, including the transfer, recycling, treatment or incineration of waste.

This checklist sets out the “**minimum**” requirements applicants need to submit to enable the proper validation of applications. This will ensure that applications can be processed without delay and reduce the need for the submission of further information at a later stage.

In order for the County Council to deal properly and efficiently with the planning applications it receives it is essential that the correct information is submitted from the outset. This in turn will enable the County Council to provide a more efficient planning service. (see also *Note 1* below).

Part 1

Please refer to the guidance notes for submitting an application for waste transfer or waste processing for more detailed information on the following requirements. If you have any queries when completing the checklist please contact an officer from the Planning Development Control Group.

Your application **MUST** include the following:

	Please Tick
4 copies of the completed application forms, signed and dated	<input type="checkbox"/>
4 copies of the Application Form 3, signed and dated (if required)	<input type="checkbox"/>
4 copies of the site location plan (scale 1:10,000 - 1:2500)	<input type="checkbox"/>
4 copies of a site survey/existing layout plan (1:500 or 1:200 scale)	<input type="checkbox"/>
4 copies of the proposed site layout (showing existing and proposed buildings where applicable)	<input type="checkbox"/>
1 copy of the Section 66/Article 7 certificate, signed and dated	<input type="checkbox"/>
4 copies of the Design and Access Statement (if appropriate – see Note 2)	<input type="checkbox"/>
The correct fee	<input type="checkbox"/>

Note 1:

The County Council is implementing new systems which entail the electronic submission of planning applications. It would be helpful if you were able to supply all or some of the required documents electronically in PDF format. It may also assist the County Council to process the application if more than 4 paper copies of the various plans are supplied.

Note 2:

If your waste transfer/treatment planning application also involves the erection of buildings or fixed plant a Design and Access Statement is likely to be required. Planning officers at Shropshire County Council will be able to provide further information on this requirement.

Part 2

In addition to the requirements listed in Part 1, the following information **may** also be required where appropriate. For more detailed information please refer to the guidance notes on submitting an application for waste transfer or waste processing when completing this checklist. If you have any queries when completing the checklist please contact an officer from the Planning Development Control Group.

Please tick the following boxes to confirm the information has been submitted.

- | | |
|--|--------------------------|
| Environmental Statement (if appropriate) | <input type="checkbox"/> |
| Supporting planning statement (which should contain the following information where appropriate) | <input type="checkbox"/> |
| Description of existing site | <input type="checkbox"/> |
| Details of waste types to be processed/managed | <input type="checkbox"/> |
| Details of Development Plan policies applicable | <input type="checkbox"/> |
| Method of working/operations | <input type="checkbox"/> |
| Details of waste operations including any recycling, pre treatment or incineration proposals | <input type="checkbox"/> |
| Assessment of dust and air quality issues | <input type="checkbox"/> |
| Assessment of noise | <input type="checkbox"/> |
| Timescale of operations (permanent/temporary) | <input type="checkbox"/> |
| Hours of operation | <input type="checkbox"/> |
| Assessment of the effects on the landscape and ecology/biodiversity | <input type="checkbox"/> |
| Assessment of the effects on archaeological features and cultural heritage | <input type="checkbox"/> |
| Details of screening and landscaping | <input type="checkbox"/> |
| Details of traffic, access and routes | <input type="checkbox"/> |
| Details of plant/processing equipment | <input type="checkbox"/> |

Construction materials to be used

Details of site construction (including hours of operation and temporary contractor's compound)

Drainage and flood protection

Details of existing and proposed employment

You may also be asked to provide more detailed information to cover the following:

Contaminated land

Waste audit statement/waste assessment