

**Oxfordshire County Council
Minerals and Waste Development Framework**

**Waste (and Secondary/Recycled Aggregate) Site Nomination Form
Guidance Note**

The Minerals and Waste Development Framework (the Plan) will make provision for sites to meet the County's waste management requirements for the period up to 2026. The Waste (and Secondary/Recycled Aggregate) Site Nomination Form allows sites to be put forward for possible inclusion in the Plan. Completed forms must be submitted to the County Council by **Friday 30 January 2009**.

Although we expect that in most cases a Waste Site Nomination will be made by a Waste Operator, anyone may put forward a site for consideration. The circumstances in which this form should be completed include the following:

- to confirm the existence of an existing waste management facility that is expected to contribute to Oxfordshire's waste management needs during the Plan period;
- to put forward proposals for expansion or diversification of an existing waste management facility;
- to put forward proposals for the continuation of an existing temporary waste management facility either for a further period or permanently;
- to confirm an intention to cease an existing waste management use during the lifetime of the Plan;
- to put forward new sites for waste management development;
- to put forward general areas (in particular existing industrial estates) that may accommodate waste uses such as recycling or transfer.

The Waste Site Nomination Form now incorporates the Secondary and Recycled Aggregates Nomination Form and nominations for such facilities should now be made on this new form. Sites for the provision of this form of aggregate will help meet Oxfordshire's minerals needs, but the waste site nomination form is better designed to capture the information required to assess proposals: also, such facilities are often sited on waste disposal (as well as mineral extraction) sites.

In all of these cases, the Nomination Form is designed to give us sufficient information to allow a site to be properly assessed for inclusion in the Plan. Guidance on which sections of the form you may need to complete is set out on the reverse of this page. If you have any questions about whether and how to complete the Form, contact the Minerals and Waste Policy Team as follows:

Telephone: 01865 810431

Email: minerals.wasteplan@oxfordshire.gov.uk

Website: www.oxfordshire.gov.uk/links/public/mineralsandwastepolicy

Section 1: Nominee. You will probably be a waste operator, but anyone can put forward a site for consideration.

Section 2: Agent Details. If you prefer that we contact you through a professional agent, give their details here.

Section 3: Site Details. Give the name by which the site is known, its full postal address, an O.S. grid reference and the size of the site in hectares (or part).

Section 4: Site Plan. Please include a plan (to at least 1:2500 scale) identifying the site boundary in red. If an existing site is to be expanded in size, differentiate the areas of the existing and proposed new activity.

Section 5: Existing Waste Facility. This section is sub-divided to allow for information to be provided separately for landfill and non-landfill operations. Where a site has more than one non-landfill facility (e.g. where there is a composting facility alongside a transfer station) separate forms should be completed. We are keen to identify a realistic capacity for each facility, so if this is different to the licensed capacity (e.g. there are constraints that make this capacity unachievable) say what this is in the alternative box. If the facility handles more than one waste stream (e.g. a transfer station handling C&I and C&D waste) it is important that we have a throughput figure for each.

Section 6: Potential New Development. Where a new or expanded waste activity is proposed give details of the new development in this section. If the new development is proposed to take place on an existing waste site, make sure you have also completed section 5; this will allow us to understand how the proposal relates to the existing facility(ies). Give the anticipated capacity of the site and when the development could become operational. Traffic generation should be expressed as the total number of 'in' and 'out' movements: if an alternative mode of transport is available use the information box (section 7) to give details.

Section 7: Any other relevant information. Use this section to either amplify information given in the form or where there has been no opportunity to provide something that may be useful. For example, you may wish to explain the background to the nomination here. If the site is unlicensed, give details of how it has been registered as exempt. Anything that helps us build a broader picture of waste movements within the County and into adjoining areas is helpful e.g. any regular movements of waste to a particular area. If environmental difficulties are anticipated, state how these might be mitigated, for temporary facilities say how the site might be restored etc.

For secondary and recycled aggregate processing, give details of the type of equipment likely to be used, the frequency of deployment or degree of permanence, and (if possible) the likely end use of the product produced.

Section 8: Ownership Details. You *must* give the owner's contact details if you don't own the site. It would be helpful to know the length remaining on an unexpired lease.

Section 9: Declaration. If you are concerned about the sensitivity of any of the information requested, please discuss this with the Minerals and Waste Policy Team (see contact details on the Nomination Form).