



A photograph of a green truck parked on a dirt road. The truck is facing away from the camera. In the background, there are some buildings and trees. A large, irregular white shape is superimposed over the top half of the image, resembling a splash or a large drop.

V.1 May 2013

This guidance is primarily for property owners, developers, environmental consultants, architects and surveyors who require information to assist their submissions to the Local Planning Authority (LPA)/ Contaminated Land Officer (CLO)/ Environmental Health Officer (EHO) in support of planning conditions applicable to the importation of soils, stones or any other similar materials to a development, for the purposes of garden, landscape or engineering use.

It is strongly recommended that, before importing any material to site, the intended sampling regime for that material is discussed and agreed in advance with the Local Authority LPA/CLO/EHO

The process for ensuring all information is submitted in relation to the relevant planning condition is outlined in **TABLE 1** in a series of step by step actions. Adherence to these will greatly assist the LPA/ CLO/EHO to effectively make final recommendation for discharge and will also ensure that contaminative risks from imported materials are avoided.

STEP 1.

Please use **Table 2**, below as an initial screening tool to use when assessing what testing requirements will be required when considering importing material for use at a development site. The Colour Coding is explained as follows:

Green - Usually no testing required go to **Step 3** - *However this category does not include soils being imported from 'greenfield sites'. Where such sources are identified the developer must initially consult with the CLO/EHO, and as a minimum provide Site Investigation data from the proposed site demonstrating chemical testing of the identified soils. Based on the data the CLO/EHO will agree the requirements for further testing (if deemed necessary) in line with Step 2.*

Yellow - Chemical Testing Required. **Go to Step 2** for specific requirements.

Amber - Where it is proposed to import waste/ processed waste materials chemical testing is required, **Go Step 2. However**, in addition to the chemical testing required, please provide exemption reference number/ Environmental Permit Number/ or waste protocol being used, **PRIOR TO THE COMMENCEMENT OF ANY IMPORTATION.**

Red - Importation of such materials prohibited.

Step 2.

Please refer to Table 3. This details the specific sampling frequencies and analytical requirements, which are dependent on the required quantities and the proposed end use of the development

Step 3.

Please complete and sign the attached declaration form with all necessary information in support of the relevant planning condition number. Failure to complete all sections of this form will result in delays when discharging the relevant planning condition

Table 1 – Process for Submitting Relevant Information on Imported Materials

STEP	RESPONSIBILITY	TASK	REQUIREMENT
1	APPLICANT	Submit information relating to proposed materials for import	Application needs to complete an Imported Materials Declaration Form, which can be found at the end of this document.
2		Sampling of intended material(s) (topsoil, subsoil, stone, aggregates etc)	Either the supplier or importer must arrange for a suitably competent third party to undertake necessary sampling of intended materials prior to their importation to the development in line with the sampling frequency of TABLE 3 . Imported Materials Declaration form to be completed and returned to CLO/EHO.
		Notify intentions to use “Other” Imported Materials (if applicable)	Imported Materials Declaration completed to notify CLO/EHO of the type of materials such as by-products of any chemical manufacturing or processing e.g. furnace slag must be submitted. Such products must be subject to additional laboratory testing to those set out in TABLE 3 to determine for example a product's chemical stability/leachability etc. Additional testing proposals must be submitted to and agreed with CLO/EHO prior to importation to ensure that potential contaminative risks are avoided.
3	LABORATORY	Analysis of submitted samples	Analysis of submitted samples for determinands relevant to the specific development as outlined in TABLE 3 . All analysis (where applicable) must be subject to MCERTS accreditation(*) at a certified laboratory.
4	APPLICANT	Employ a suitably qualified consultant to review analysis	Submission of a report interpreting the laboratory results and a conclusion on the suitability for the sampled material(s) to be used for the intended purpose at the development site.
5	CLO/EHO	Review the consultant's comments and raw data	If satisfactory partial discharge to be recommended of relevant planning condition.
6	APPLICANT	Notify CLO/EHO following import completion	Confirm the total volume and type(s) of material imported to site to CLO/EHO.
7	CLO/EHO	Check receipt of all required information	Consideration to be given to discharge planning condition in full.

(*) Further information is available from Natural Resources Wales at www.naturalresourceswales.gov.uk
Telephone: 0300 065 3000.

TABLE 2. Screening Tool to Assess if Chemical Testing is Required

Nature of Imported Materials	Comments	Chemical Testing required
Bagged or bulk bag quantities of soils / compost and sand.	Applicable only to materials available from retail outlets such as garden centres, DIY Superstores, builder's merchants. All other sources will require testing in accordance with TABLE 3 overleaf, unless otherwise agreed with a CLO/EHO.	TESTING NOT REQUIRED
Bagged / bulk quantities of aggregate, gravel and stone.	Applicable only to material available from retail outlets such as garden centres, DIY Superstores, builder's merchants. All other sources will require testing in accordance with TABLE 2 overleaf, unless otherwise agreed with a CLO/EHO.	
Naturally sourced materials.	Includes quarry products and peat which have accompanying British Standard certification.	
Recycled, sieved, blended or screened soils, stones or aggregates.	Testing required regardless of whether these are from one source or several sources / suppliers.	TESTING REQUIRED
By products from industrial processes. Mechanically screened and sorted demolition wastes.	Additional testing to that in TABLE 3 will be required to determine the suitability of these materials for specific uses prior to CLO/EHO acceptance for import. This is likely to include leachability testing in line with WAC testing or Remedial Targets Methodology Appendix B Leachate testing.	
Any Unprocessed / unsorted demolition wastes.	Where potential waste materials or previously contaminated materials are to be imported and processed for reuse the Developer must ensure that such materials are suitable for use in accordance with the Definition of Waste: Development Industry Code of Practice V2. Prior to any importation the developer MUST provide details of an exemption reference number/ Environmental Permit Number/ or waste protocol being used. Under no circumstances should such materials be imported without the above documents being provided, and formal written agreement received from the relevant CLO/EHO and or Environment Agency officer. Additional testing to that in TABLE 3 will be required to determine the suitability of these materials for specific uses prior to CLO/EHO acceptance for import. This is likely to include leachability testing in line with WAC testing or Remedial Targets Methodology Appendix B Leachate testing.	TESTING REQUIRED
Any materials originating from a site confirmed as being contaminated or potentially contaminated		
Materials containaig Japanese Knotweed stems, leaves and rhizome infested soils	It is an offence under the Wildlife and Countryside Act 1981 to spread this invasive weed.	IMPORTATION PROHIBITED

TABLE 3 – Sampling Frequencies and Analytical Requirements for Imported Materials

QUANTITY TO BE IMPORTED	DEVELOPMENT TYPE				
	Residential	Allotments	Parks, Play Areas, & POSs	Commercial & Industrial	
				With Landscaping	Hardstand Only
NUMBER OF SAMPLES REQUIRED					
Less than 20m ³	Please contact CLO/EHO to agree sampling requirements				
	4	4	3	2	2
	4 per 250m ³	4 per 250m ³	4 per 250m ³	4 per 250m ³	4 per 250m ³
>1000m ³	Where significant volumes of subsoil/topsoil are required, it is appreciated that laboratory costs for suitable frequency of analysis could be cost prohibitive. As such an appropriate sampling scheme should be agreed with the CLO/EHO.				
DETERMINAND	LABORATORY ANALYSIS				
Arsenic / Cadmium/ Chromium (Total) / Lead / Mercury and Selenium					Optional
Boron / Copper / Nickel and Zinc				Optional	Optional
Speciated PAHs					Optional
TPH (1) Phenol & Asbestos					

(1) Further testing will be required for BTEX compounds if significantly elevated concentrations are present in the sample(s) tested.

IMPORTED MATERIALS DECLARATION FORM

1.	Planning Permission Number	2.	Development Address	
	P 2022/0311		GLASS SYSTEMS LIMITED. BALGAN WAY, PORT TALBOT	
3.	Proposed use(s) of ALL imported material(s)	4.	Description of material imported	British Standard Certification supplied
				Yes No
☒	Engineering use/works (e.g. backfill, sub formation, foundation)	☐	Topsoil	☐ ☐
☐	Domestic Garden use (inc. crop growing)	☐	Subsoil	☐ ☐
☐	Landscaping (play areas, communal areas, roadside)	☐	Aggregate	☐ ☐
☐	Other Please specify	☒	Quarry stone	☒ ☐
			Other (Please specify)	☐ ☐
5.	Origin of Imported Material(s)			
☐	Greenfield Site (Please specify) YES CORNELLY QUARRY TARMAR			
☐	Brownfield Site (Please specify)			
☐	Recycling / Process supplier (Please specify)			
	Other (Please specify)			
6.	Volume(s) of Material to be Imported	7.	No of samples taken (per source)	
☐	Less than 20m ³	☐	2-3	
☐	Between 20m ³ - 100m ³	☐	4-6	
☒	More than 100m ³	☐	More than 6 (please specify) (NB: All analyses (where applicable) must be subject to MCERTS accreditation ⁽¹⁾ at a certified laboratory)	
8.	Suitability of Use			
Confirmation that soil imported does not contain any evidence of Japanese Knotweed stems, leaves and rhizomes. YES ☒ NO ☐				
Confirmation the imported soil does not contain any unprocessed / unsorted demolition waste YES ☒ NO ☐				
Confirmation that the soil imported does not contain contaminated or potentially contaminated by chemical or radioactive substances YES ☒ NO ☐				
Confirmation that the soils imported is suitable for use for the intended purpose on site YES ☒ NO ☐				
Signed: Date: 29/8/25.				
Name: Jimmy Wynn Position: OM.				
Company Name and Address				
WOLDNORTH EXCAVATIONS				
UNIT 1, WOLDNORTH BUSINESS PARK, WHALEY ROAD.				
BALUSH GREEN, BAENSLEY, S75 1FJ.				

Alternatively, on some sites it may be convenient to use data from level surveys made before and after cover system placement from which the thickness of cover materials can be calculated.

For housing developments the frequency of thickness verification will be dependant on the number of plots and also whether the capping material came from a variety of sources/locations. Table 4 below provides a **suggested minimum frequency** based on plot numbers. However advice and approval should always be sought from the LPA/CLO/EHO before commencing work.

Table 4. Verification of Capping Thickness

Development Size	Frequency for Verification
1- 5 Plots	1 per plot
5-20 Plots	1 in every 2 plots
20-30 Plots	1 in every 3 plots
> 30 Plots	1 in every 4 plots

Adapted from NHBC Technical Extra Note Issue 8 Nov 2012