

Materials Management Plan (MMP) Form

This form should be completed once the lines of evidence have been marshalled in relation to suitability for use, certainty of use and quantity required.

The answers to the questions posed within this form, together with the supporting information will constitute the MMP and must be provided to the Qualified Person.

A Qualified Person may comment on draft versions of this MMP, but will not complete the Declaration until all the relevant documents, demonstrating lines of evidence have been provided for each site.

The person / organisation who will pay the Declaration fee should confirm that they have read and understand the Terms and Conditions relating to the payment of the Declaration fee to These can be found on the website.

The person / organisation agreeing to pay the Declaration Fee - Name, organisation and contact details inc. email address -	
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I confirm I have read and understood the Terms & Conditions.

Each question must be answered. If the question is not applicable please state this and provide a brief explanation.

1. Specify the scenario to which this MMP relates, as described in the Definition of Waste: Development Industry Code of Practice (DoW CoP) (1, 2, 3 or 4):

1. Reuse on the Site of Origin
2. Direct Transfer of clean naturally occurring soil / mineral materials
3. Cluster Project
4. Combination of any of the above

In the case of a combination of reuse scenarios, please describe it below (e.g. (i) Reuse on Site of Origin and Direct Transfer of clean naturally occurring unpolluted soils, (ii) Reuse on the Site of Origin with Direct Transfer of clean naturally occurring soil to x number of development sites etc:

(NB: A Declaration is required for reuse on the Site of Origin and for any 2 site arrangement i.e. there is no facility for a combination Declaration)

2. Organisation and name of person preparing this MMP	(Full address and contact details)
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Document Control

Date issued	
Revision date	
Summary of revision 1	
Summary of revision 2	

Insert additional lines to the table above for any subsequent revisions.

Note - revisions to the MMP do not trigger an additional Declaration by a Qualified Person, unless an additional site is added to the project.

Revisions to the MMP must be recorded and summarised in the Document Control box above.

Site Details

3. Site / Project name(s)	
Reuse / receiving site name :	

Donor site name (if Direct Transfer)	
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Landowners

4a. Name of Landowner(s) (full address and contact details) – where excavated materials are to be reused	
4b. Name of Landowner(s) (full address and contact details) – where excavated materials are arising from	

Summary and objectives

5a. Provide a brief description of the planned project and how excavated materials are to be reused.	
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General Plans and Schematics

6. Attach a location plan for the site(s) and a plan of the site(s) which identifies where different materials are to be excavated from, stockpile locations (if applicable), where materials are to be treated (if applicable) and where materials are to be reused.	Plan Document Reference(s):
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7. Attach a schematic of proposed materials movement. Where there is only one source area and one placement area briefly describe it. For all other projects a schematic is required.	Description & Schematic Document Reference:
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Parties Involved and Consultation – if more than one party please provide additional details for them and identify the location that they will be working e.g. where a site is zoned

8a. Main earthworks contractor(s) (full address and contact details) – Where excavated materials are to be reused	
8b. Main earthworks contractor(s) (full address and contact details) - Where excavated materials are arising from	
9. Treatment contractor(s) (full address and contact details) – for treatment on site of origin, or at a Hub site within a fixed STF / Cluster Project	
10. Where wastes and materials are to be transported between sites, provide details of the transport contractor(s) (full address, contact details and waste carriers registration details (if applicable))	
11. Provide Local Authority contact details (full address and named contacts) where excavated materials are to be reused	
12a. For the site where materials are to be reused and for Hub Site locations provide Environment Agency contact details (full address and named contacts):	
For all Cluster Projects:	EA references:

12b. Attach any relevant documentation from the EA relating to the excavation and reuse of the materials to demonstrate no objection to the proposals (see 3.37 of DoW CoP)

If the EA has not been consulted please explain why (see paragraph 3.39 of the DoW CoP).

Lines of Evidence

There is no one single factor that can be used to decide that a substance or object is waste, or when it is, at what point it ceases to be waste; as complete a picture as possible has to be created.

The following sections require completion to ensure the correct decision is made.

If a requested item is not relevant it is important to clearly state why this is so (e.g. no planning permission required because permitted development status exists).

Suitable for use criteria

13. Please describe or provide copies of the required specification(s) for the materials to be reused on each site.

Document Reference(s):

Where contamination is suspected or known to be present

Document Reference(s):

<p>14a. Please provide copies of or relevant extracts from the risk assessment(s) that has been used to determine the specification for use on the site. This must relate to the place where materials are to be used. This must be in terms of (i) human health (ii) controlled waters and (iii) any other relevant receptors. If a risk assessment is not relevant for a particular receptor given the site setting please explain why below:</p>	
<p>14b. Please attach any relevant documentation from the LA relating to the excavation and reuse of the materials to demonstrate no objection (see 3.37 of the CoP)</p>	<p>LA Document references:</p>
<p>14c. Please attach any relevant documentation from the EA relating to the excavation and reuse of the materials to demonstrate no objection (see 3.37 and Table 2 of the CoP)</p>	<p>EA Document references:</p>
<p>14d. Please attach any relevant documentation from any other regulators (if relevant) relating to the excavation and reuse of the materials to demonstrate no objection (see 3.37 of the CoP)</p>	<p>Document Reference(s):</p>

<p>Where contamination is not suspected</p> <p>15a. Please attach copies or relevant extracts from the Desk Top Study that demonstrates that there is no suspicion of contamination.</p>	<p>Document Reference(s)</p>
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15b. Please attach copies of or relevant extracts from the site investigation/testing reports that adequately characterise the clean materials to be used (if appropriate).	Document Reference(s)
15c. Please attach copies of any other relevant information (if available) confirming that land contamination is not an issue.	Document Reference(s)

NB: It is your responsibility to assess the nature of the material to be used and that it fits within the limitations of the scenario under which it is to be used

Certainty of use

Various lines of evidence are required to demonstrate that the materials are certain to be used. This includes:

- The production of this MMP
- An appropriate planning permission (or conditions that link with the reuse of the said materials)
- An agreed Remediation Strategy(ies)
- An agreed Design Statement(s)
- Details of the contractual arrangements

Please identify in the following sections what lines of evidence relate to the site(s) **where the materials are to be used**.

16a. Planning Permission(s) relating to the site where materials are to be reused	Document Reference:
Please provide a copy of the relevant planning permission	
16b. Explain how the reuse of the excavated materials fits within the planning	

permission(s) for each site.	
16c. If planning permission is not required for any one site please explain why below e.g. permitted development, clean up of a chemical spill, surrender of an Environmental Permit, re-contouring within the existing permission.	

Where contamination is suspected or is known to be present	Document Reference(s):
17. Please provide a copy of any Remediation Strategy(ies) that have been agreed with relevant regulators.	

Where contamination is not suspected	Document Reference(s):
18. Please provide a copy of any Design Statement(s) that have been agreed (e.g. with the planning authority or in the case of permitted developments the client).	

Quantity of Use

19. Please provide a breakdown of the excavated materials for each site and how much will be placed at each site or sub area of each site.	Document Reference(s):

Where this is not specific to a single readily identifiable source refer to an annotated plan, schematic or attach a tabulated summary.	
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20a. How has consolidation/compaction being considered in the above mass balance calculations?	
20b. How has loss due to treatment being considered in the above mass balance calculations (if applicable)?	
20c. How has the addition of treatment materials being considered in the above mass balance calculations (if applicable)? Note - An exact figure is not required but one that is reasonable in the circumstances and can be justified if challenged.	

Contingency arrangements

Explain what is to happen in the following situations and **identify the appropriate clauses** in the contract(s) (Such clauses must be provided to the Qualified Person, preferably as a summary document): or

21a. What is to happen to, and who is to pay for out of specification materials?	Reference:
21b. What is to happen to, and who is to pay for any excess materials?	Reference:
21c. What happens if the project programme slips in relation to excavated materials or materials under -going treatment?	Reference:

21d. Other identified risk scenarios for the project (relating to excavated materials)?	Reference:
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The Tracking System

Where contamination is suspected or known to be present, state the procedures put in place to:

22a. For all sites please describe the tracking system to be employed to monitor materials movements.	
<p>Where contamination is suspected or known to be present, state the procedures put in place to:</p> <p>22b. Prevent contaminants not suitable for the treatment process being accepted</p>	
<p>Where contamination is suspected or known to be present, state the procedures put in place to:</p> <p>22c. Prevent cross contamination of materials not in need of treatment, wastes awaiting treatment and treated materials</p>	
<p>Where contamination is suspected or known to be present, state the procedures put in place to:</p> <p>22d. Demonstrate that materials that do not require treatment and successfully treated materials reach their specific destination</p>	
<p>Where contamination is suspected or known to be present, state the procedures put in place to:</p> <p>22e. Ensure that waste for off-site disposal</p>	

or treatment is properly characterised and goes to the correct facility	
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<p>23. Please attach a copy of the tracking forms / control sheets that are to be used to monitor materials movements.</p> <p>To include transfer of loads on site into stockpiles prior to treatment (if applicable), stockpiled after treatment (if applicable), stockpiled awaiting use (as appropriate) and final placement.</p>	Document reference(s)
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<p><i>For Hub Sites within Cluster Projects & where materials need treatment before reuse</i></p> <p>24. Please attach a copy of the Environmental Permit covering the treatment process.</p> <p>Alternatively if the treatment is covered by a Mobile Plant Permit and associated Deployment Form, attach a copy of the EA agreement to the Deployment Form.</p>	Permit reference / EA letter reference:
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Records

<p>25. Where, and in what form, are records to be kept?</p> <p>Note – records e.g. transfer notes, delivery</p>	
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tickets, Desk Top Study, Site Investigation, Risk Assessment(s), Verification Report(s) need to be kept for at least 2 years after the completion of the works and production of the Verification Report

Verification Plan

26. Provide or explain the Verification Plan which sets out how you will record the placement of materials and prove that excavated materials have been reused in the correct location and in the correct quantities within the development works (see 3.4 of the DoW CoP).

Document Reference