

## GUIDE TO COMPLETING A SUBORDINATE QUARRY PERMIT APPLICATION

### Section A: Applicant Information

**Note:**

Under section 6 of the Quarry Materials Act, a person may apply for a subordinate quarry permit (“SQP”) to dig for, excavate, remove and dispose of a specified quantity of quarry materials from an area for which a permit has been issued.

This section requires information relating to the individual/company requesting authorization to extract quarry materials from an existing quarry permit issued to another individual/company.

- Provide information relating to the applicant. The SQP application will be processed under this individual or company name
- Provide the address and contact information for the company representative who will be responsible for the operations occurring under this permit, should it be approved.
- An email address MUST be provided

### Section B: Quarry Permit (site) Being Requested (“Host Quarry Permit”)

This section requires information relating to the quarry you are seeking approval to operate in.

“Host Quarry Permit Holder” refers to the name of the company/individual that holds the quarry permit for a particular site

- Provide the name that the host quarry permit is issued under, exactly as it appears on the quarry permit
- Provide the file number (starts with 711) of the host quarry permit number exactly as shown on the quarry permit
- DO NOT provide the file number of any previous Subordinate Quarry Permits you held for this site

### Section C: Contract Information – complete only if material is required for a contract

This section must be completed if the SQP is being requested in order to complete a contract.

- Completion of this section is only required if the material is required for a contract.
- Provide details relating to a contract(s).
- Clearly indicate whether you have been awarded a contract or not

A “contract” refers to an agreement to provide a set amount of quarry materials for a project. A project may be either a government or privately funded project.

- Municipal, provincial or federal government contract (e.g., highway maintenance project, breakwater contract, Department of Transportation & Works project, water and sewer, etc.)
- Private contract (e.g., subdivision development, residential development, etc.)

**Section D: Quarry materials and operation specifics**

**Unless otherwise stated in the terms and conditions, removal of topsoil is not authorized under this permit.**

Types of material to be removed:	Yes?	If yes, approx. volume (m3)
<p>List the types of material to be removed under the SQP.</p> <p>Provide an estimate of the amount of each that will be removed (volume; m3).</p>	<p>Identify which types of materials will be excavated.</p>	<p>Approximate volume of each to be removed.</p>

**Additional notes/comments:**

Provide any additional notes or comments on the types of material to be removed.

Quarry operations to occur:	Yes?
<p>List the types of operations you will perform at the site.</p> <p><u>Operations include:</u></p> <ul style="list-style-type: none"> <li>Types of activities performed to excavate the quarry material from its natural setting</li> <li>Types of activities required to process the material to prepare it for market or use.</li> </ul> <p>All operations must be approved under the host Quarry Permit.</p> <p>For example, if the host quarry permit is not approved for blasting, blasting is not permitted.</p>	<p>Identify which types of operations will occur under this SQP.</p>

**Additional notes/comments:**

Provide any additional notes or comments on the types of operations to occur at the site and how those operations will be carried out.

For example, identify the approximate area you plan to operate within the boundary (e.g., continuation of excavation on the western side of QP).

You are reminded that all operations proposed must be included on the host quarry permit.

**Where will this material be used (e.g., municipality, Avalon Peninsula, export, etc.)?**

Provide the general location (e.g., geographic location, municipality, or region). If the material is required for a specific project, please reference that project location.

**What is the intended use for this material (e.g., backfill, winter sand, asphalt, concrete, etc.)?**

State the reason the material is required. For example, to supply material for a winter sand contract, backfill, asphalt aggregate for a contract, concrete production, etc.

### Section E: To be completed by Quarry Permit holder (“host”)

This section requires information from the Host Quarry Permit holder relating to details of the subordinate quarry permit.

- This section must be completed by the host quarry permit holder before being submitted to the Department of Natural Resources.
- Provide contact information for the company representative who providing the approval to issue this Subordinate Quarry Permit.
- The host quarry permit holder must clearly state how much material has been approved for removal under the Subordinate Quarry Permit holder.
- Given that the host quarry permit holder is overall responsible for all operations within the quarry and any remediation work arising as a result of the work conducted under a Subordinate Quarry Permit, the host permit holder is encouraged to provide additional conditions or stipulations regarding the operations of the quarry site. This may include general areas where the work may occur, the types of material approved for removal, etc.
- Additional pages (e.g., lists of stipulations, maps, etc.) may be included as necessary. These pages will be attached to the SQP when issued by the Department of Natural Resources.

The host quarry permit holder must sign to acknowledge and certify that:

- all the information provided is accurate,
- the host quarry permit holder is ultimately responsible for any activity conducted by the subordinate quarry permit holder
- that they have reviewed the application in full and agree to the issuance of the subordinate quarry permit under the terms and condition identified on this application and on the quarry permit.

### Section F: Requirements Checklist

- The checklist must be completed to identify that all sections of this application have been completed and the required accompanying information is attached (e.g., copy of quarry permit, royalty payment, etc.)
- No material can be removed after the expiry date of the Subordinate Quarry Permit
- Once the specified amount of material has been removed, no additional material may be removed, regardless of the expiry date.
- Incomplete applications will not be processed.