



## **Application for a Schedule 13 Small Waste Incineration Plant (SWIP) Permit**

**Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2016**

### **Introduction**

#### **When to use this form**

Use this form if you are applying for a permit to a Local Authority to operate a small waste incineration plant as defined in Schedule 13 to the Environmental Permitting Regulations.

#### **Which parts of the form to fill in**

**Please fill in all of this form and enclose the appropriate fee. Then send it to:**

***When complete email submissions are preferred. Please email your named case officer.***

**Postal applications should be made to:** **Harlow Council**  
**Civic Centre**  
**The Water Gardens**  
**Harlow**  
**Essex**  
**CM20 1WG**

#### **If you need help and advice**

We have made the application form as straightforward as possible, but please get in touch with us at the local authority address given above if you need any advice on how to set out the information we need.

For the purposes of Section H of this form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

#### **Other documents you may need to submit**

There are number of other documents you may need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and the application reference number, if you have been given one, which will be at the top of the form overleaf. If you do not have either of these, please use the name of the installation.

#### **Copies**

Please send **the original and 1 copy** of the form and all other supporting material, to assist consultation. If you are submitting your application electronically, a single paper copy of the application must accompany your electronic data.

**SWIP application form:****For Local Authority use****Application reference****Officer reference****Date received****A The basics****A1 Name and address of the installation**Name of the installation: Harlow Asphalt PlantAddress of the installation: Station Approach, Harlow Mill, Harlow, EssexPostcode: CM20 2EL Telephone: [REDACTED]Ordnance Survey grid ref: TL 47013 12246**A2 Details of any existing environmental permit or consent** *(for waste operations, please include planning permission for the site, including established use certificates, a certificate of lawful existing use, or why the General Permitted Development Order)*

| Reference no.      | Issuing regulator | Type of permit      |
|--------------------|-------------------|---------------------|
| EPR/3.15/V5/Tarmac | EA                | EPR Permit          |
| ESS/01/03/HLW      | Harlow Council    | Planning permission |

**A3 Operator details** *(The 'operator' = the person who it is proposed will have control over the installation in accordance with the permit (if granted).)*Operator name (e.g. limited Co): Tarmac Trading LtdRegistered office address: Ground Floor T3 Trinity Park, Bickenhill Lane, Birmingham, UKPostcode: B37 7ES Telephone: Company registration number: 00453791Principal office address: As abovePostcode:  Telephone: **A4 Any holding company?**

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If "yes" please fill in details of the ultimate holding company.

No: ☒

Yes:

Holding Company name: Registered office address: Postcode:  Telephone: Company registration number: Principal office address:

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

**A5 Who can we contact about your application?**

Name & position: Sophie Rainey, Permitting Manager, Sol Environment

Email: [REDACTED]

Telephone: [REDACTED]

**B Site Plans**

Please provide:

- A suitable map showing the location of the installation clearly defining extent of the installations in red.

Document reference: Annex A1 Site Location

- A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere.

Document reference: Annex A4 Site Layout

- A suitable plan showing the site drainage system and all discharge points to drainage or watercourses.

Document reference: Annex A5 Site Drainage Plan

**C Waste types and activities**

**C1 Waste types to be incinerated**

Complete Table 1 to provide a complete list of waste types to be incinerated in the plant (use a separate sheet if required):

**Table 1:**

| Waste code: | Description: | Source: | Quantity (T per annum) |
|-------------|--------------|---------|------------------------|
|             |              |         |                        |
|             |              |         |                        |
|             |              |         |                        |

Or document reference: SOL\_24\_PO86\_UGG\_Application Support Document – Section 3.3.2 Table 3.2

**C2 Delivery and reception of waste**

Provide a description of the proposed waste reception and handling arrangements, including:

C2.2 how you will prevent the pollution of land, air and water.

C2.3 how you will prevent noise and odour and other potential risks to human health.

C2.4 how the mass of received waste will be measured.

Document reference: SOL\_24\_PO86\_UGG\_Application Support Document

### **C3 Information about waste arriving at the site**

Provide details of how information about waste being accepted on site will be collected and checked. You must include:

- C3.2 how you will check the documentation accompanying the waste.
- C3.3 how you will confirm the suitability of the waste for combustion, including physical and (as far as practicable) chemical information.
- C3.4 how you will determine the precautions to be taken in handling the waste.
- C3.5 the sampling of waste to be undertaken to check that the documentation is accurate.

Document reference: SOL 24 PO86 UGG Application Support Document

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## **D The small waste incineration plant**

### **D1 Description of plant**

Provide full details and specification of the incineration plant and describe how the plant is or will be designed, equipped and will be maintained and operated in such a manner that the requirements of Chapter IV of the Industrial Emissions Directive will be met, including all relevant emission limit values, taking into account the categories of waste to be incinerated or co-incinerated:

Document reference: SOL 24 PO86 UGG Application Support Document

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### **D2 Chimney height calculation and dispersion modelling**

Provide a chimney height calculation and full dispersion modelling information for the appliance described above, calculated in such a way as to safeguard human health and the environment:

Document reference: SOL 24 PO86 UGG Air Quality Assessment (provided within Annex E)

### **D3 Secondary combustion temperature and residence time**

Provide a secondary chamber residence time calculation or equivalent information from the manufacturer and state how this will be demonstrated on commissioning:

Document reference: SOL 24 PO86 UGG Application Support Document. This has also been provided to the Council separately to the permit application as the documentation is confidential.

### **D4 Energy recovery**

Provide a description of the proposed energy recovery from the incineration process, including measures taken to recover the heat generated during the incineration process as far as practicable through the generation of heat, steam or power:

Document reference: SOL 24 PO86 UGG Application Support Document

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### **D5 Monitoring**

Provide full details of the proposed emissions monitoring, including continuous monitoring, recording systems and periodic extractive monitoring. If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions and emission limits in Annex VI of the Industrial Emissions Directive. If no monitoring has been undertaken please state this:

Document reference: SOL 24 PO86 UGG Application Support Document

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**D6 Prevention of operation in certain circumstances**

Describe how in the case of a breakdown or where the secondary combustion chamber temperature is less than 850°C you will reduce or closedown operations as soon as practicable until normal operations can be restored.

Detail the systems to be employed to prevent the feeding of waste into the plant until the secondary combustion chamber is at least 850°C during operation or in the event of the failure of waste gas cleaning systems:

Document reference: SOL 24 PO86 UGG Application Support Document

**D7 Minimisation of residues**

Provide a description of the techniques/measures to be used to minimise the amount and harmfulness of any residues from the incineration process, including any proposed recycling:

Document reference: SOL 24 PO86 UGG Application Support Document

**D8 Disposal of residues**

Provide a description of the techniques/measures to be used to dispose the residues which cannot be prevented, reduced or recycled in conformity with national and Union law:

Document reference: SOL 24 PO86 UGG Application Support Document

**D9 Accidents and incidents**

Describe the action you propose to take in the event of accidents or incidents involving the incinerator. You should describe each type of incident and the appropriate response:

Document reference: SOL 24 PO86 UGG Accident Management Plan (provided within Annex F).

**D10 Waste waters**

Describe the precautions to be taken against the pollution of the soil, surface water or ground water. In particular, describe the containment arrangements for contaminated rainwater run-off from fire-fighting operations:

Document reference: SOL 24 PO86 UGG Application Support Document

**E Management and training**

**E1 Competent persons**

Describe how the person who will be responsible for the day to day operation of the incineration plant will be selected and trained, and how that person's competence to operate the plant will be checked and reviewed:

Document reference: SOL 24 PO86 UGG Application Support Document

## E2

Describe the management systems to be used to ensure that you comply with the conditions of an environmental permit if the application is granted. In particular describe:

- |      |   |
|------|---|
| E2.2 | the schedule of maintenance covering all plant and equipment at the installation.   |
| E2.3 | record keeping systems covering the acceptance of waste, recording of maintenance, records of emission monitoring, training.                        |
| E2.4 | how employees are to be trained in their responsibilities in respect of compliance with the conditions of an environmental permit if it is granted. |
| E2.5 | notification of relevant bodies in the event of an incident or abnormal emissions.  |

Document reference: SOL 24 PO86 UGG Application Support Document

**F**

The application cannot be processed unless the correct application fee is enclosed or payment has been made by another means (please contact us for payment options).

## F1

The application fee is **£3,363**. Please ask for an invoice to be raised, quoting your invoicing address and any relevant purchase order number here:

Contact name & position: \_\_\_\_\_

Invoice address:

Purchase order No.:

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**We will confirm receipt of this fee when we write to you acknowledging your application.**

## F2

If we grant you a permit, you will be required to pay an annual subsistence charge. Failure to do so will result in revocation of your permit and you will not be able to operate your installation. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

Contact name & position: Sarah Small – Permitting Team Co-Ordinator

Email: [REDACTED] Telephone: [REDACTED]

Invoice address: Accounts Payable, T3 Trinity Park, Bickenhill Lane

Postcode: B37 7ES Telephone: N/A

## **G Protection of information**

### **G1 Any confidential or national security information in your application?**

If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. General guidance manual chapter 8 advises on what may be excluded. (Don't include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything can be made public.)

Document reference: n/a

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### **G2 Data protection**

The information you give will be used by the Council to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and or disclose any of the information you give us in order to:

- consult with the public, public bodies and other organisations,
- carry out statistical analysis, research and development on environmental issues,
- provide public register information to enquirers,
- make sure you keep to the conditions of your permit and deal with any matters relating to your permit
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- offer you documents or services relating to environmental matters,
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)
- assess customer service satisfaction and improve our service.

We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.

### **G3 It is an offence to provide false or misleading information**

It is an offence under regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else), to:

- make a false statement which you know to be false or misleading in a material particular,
- recklessly make a statement which is false or misleading in a material particular
- intentionally to make a false entry in any record required to be kept under any environmental permit condition
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

If you make a false statement

- we may prosecute you, and
- if you are convicted, you are liable to a fine or imprisonment (or both).

## H Declarations A and B for signing, please

*These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.*

### Declaration A: I/We certify

**EITHER-** No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

**OR-** The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the regulations:

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Signature: Lisa Sumner Name: L i s a S u m n e r

Position: National Environmental Permitting Manager Date: 28/08/2025

**Declaration B:** I/We certify that the information in this application is correct. I/We apply for a permit in respect of the particulars described in this application (including the listed supporting documentation) I/we have supplied. *(Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.)*

Signature: Lisa Sumner Name: L i s a S u m n e r

Position: National Environmental Permitting Manager Date: 28/08/2025

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_