



## **Part B Variation Form**

# **Application for the Variation of a Part B Permit**

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

### **Introduction**

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

Use this form if you already have a permit and wish to vary the permit conditions or wish to make a change to your installation.

#### **Before you start to fill in this form**

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2013 and available at [www.defra.gov.uk/environment/ppc](http://www.defra.gov.uk/environment/ppc). This contains a list of other documents you may need to refer to when you are preparing your application for the transfer of the permit, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note as relevant The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at: <http://www.opsi.gov.uk/stat.htm>.

#### **Where to submit this form**

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**

#### **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.

In the case of the questions on the application form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

#### **Copies**

Paper: Please send the original and a copy

Digital: Send one digital application and one paper copy.

LAPPC Variation Application Form		
For Local Authority use only:		
Application Reference:	Officer Reference:	Date received:

## A1 The Basics

### A1.2 Name of the installation

Harlow Asphalt Plant

### A1.2 Please give the address of the site of the installation

Station Approach, Harlow Mill, Harlow, Essex

Postcode: CM20 2EL

Telephone:

### A1.3 Permit reference number

EPR/3.15/V5/TARMAC

## A2.1 The Operator

Please provide the full name of company or corporate body:

Tarmac Trading Ltd

Trading/business name (if different):

n/a

Registered Office address:

Ground Floor T3 Trinity Park, Bickenhill Lane, Birmingham, UK

Postcode: B37 7ES

Telephone:

Principal Office address (if different):

As above

Postcode:

Telephone:

Company registration number: 00453791

### A3.1 Who can we contact about your application?

*It will help to have someone who we can contact directly with any questions about your application. The person you name should have the authority to act on behalf of the operator. This could be an agent or consultant rather than the operator.*

Name: Sophie Rainey

Position: Permitting Manager at Sol Environment Ltd

Address: Unit 5.3, Paintworks, Bristol

Postcode: BS4 3EH Telephone: [REDACTED]

Facsimile:

Email: [REDACTED]

### B1 About the installation

Please fill in the table below with details of all the current activities and proposed activities at the whole installation.

In Column 1, Box A, *Activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the EP Regulations that are carried out in the stationary technical unit of the installation.

In Column 1, Box A(i), *Proposed new activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be carried out in the stationary technical unit of the installation.

In Column 1, Box B, *Directly associated activities*

Please identify any directly associated activities that are carried out on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution

In Column 1, Box B(i), *Directly associated activities*

Please identify any directly associated activities that are proposed, to be carried out on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution

In Column 2, Both Boxes A and B, please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [For example, *Manufacturing glass and glass fibre where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)]. In the case of mobile plant please list any serial number which apply to plant or equipment.

**B1.1** Installation table for variation of permit conditions

COLUMN 1	COLUMN 2
Box A Activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Asphalt Plant	Section 3.5 Part B (e)
Box B Directly associated activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box A(i) New activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B(i) New directly associated activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Small Waste Incineration Plant	Schedule 13

**B1.2** Why is the variation application being made?

- ☒ the application may amount to a substantial variation.
- ☒ specific permit conditions will require amending.
- ☐ we are unsure whether the proposed changes will require a variation and wish the local authority to advise on this.

### B.1.3 Site Maps

Please provide:-

A suitable map showing the location of the installation clearly defining extent of the installations in red and indicating the extent of the installation affected by the proposed change

Document ref: Annex A1 - Site Location

Document ref: Annex A2 - Site Installation Boundary

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, indicating which activities will be affected by the proposed change

Document ref: Annex A3 - Point Source Emissions to Air Plan

Document ref: Annex A3 - Existing Site Layout

Document ref: Annex A4 - Site Drainage Plan

## B2 The Installation

*Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.*

- B2.1** Describe the proposed change to the installation and activities and identify the foreseeable emissions to air from effecting this change (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation). A full list of plant and equipment is required, including storage capacity.

*The use of process flow diagrams may aid to simplify the operations*

Document ref: Please refer to Annex B - Technical Data

- B2.2** Once all foreseeable changes in emissions as a result of the proposed change have been identified each emission should be characterised (including odour) and quantified.

Atmospheric emissions should be categorised under the following

- i. point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- ii. fugitive source (e.g. from stockpiles / storage areas).

Document ref: Please refer to SOL\_24\_P086\_UGG\_Application Support Document I1

- B2.3** For each emission which will be affected by the proposed change describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions.

Document ref: Please refer to SOL\_24\_P086\_UGG\_Application Support Document I1

- B2.4** Describe the proposed measures for additional monitoring of all identified emissions as a result of the proposed change.

Document ref: Please refer to SOL\_24\_P086\_UGG\_Application Support Document I1

**B2.5** Describe the effect the proposed change will have on your environmental management techniques, in relation to the installation activities described.

Document ref: \_\_\_\_\_ Please refer to SOL\_24\_P086\_UGG\_Application Support Document I1

**B2.6** Detail in the table provided below, or on an additional sheet if preferred, the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition
	TBC - for discussion with the Council

**B2.7 Additional information**

Please supply any additional information which you would like us to take account of in considering this variation application.

Document ref: \_\_\_\_\_ Please refer to SOL\_24\_P086\_UGG\_Application Support Document I1

Document ref: \_\_\_\_\_

Document ref: \_\_\_\_\_

Document ref: \_\_\_\_\_

**C1 Fees and Charges**

**C1.1** Application fees are variable depending on the type of application being made.

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

**C1.2** Please give any company purchase order number or other reference you wish to be used in relation to this fee.

TBC

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**C2 Annual charges**

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.

**C2.1** 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.

Sarah Small - Permitting Team Co-Ordinator

Accounts payable, T3 Trinity Park, Bickenhill Lane

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Postcode: B37 7ES

Telephone:

**C3 Commercial confidentiality**

**C3.1** Is there any information in this application to surrender, or partially surrender your permit, that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No: ☒

Yes: ☐

Please provide full justification, considering the definition of commercial confidentiality within the PPC Regulations.

Document ref: \_\_\_\_\_

**C3.2** Is there any information in the application to surrender, or partially surrender your permit, that you believe should be kept from the public register on the grounds of national security?

No: ☒

Yes: ☐

Do not write anything about this information on the form. Please provide full details on separate sheets.

## C4 Data Protection

The information you give will be used by the Local Authority 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. 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.

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).

### C4. Declaration

#### C4.1. Signature of Operator(s)\*

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 supporting documentation) I / We have supplied. Please note that each individual applicant must sign the declaration themselves, even if an agent is acting on their behalf.

Premises name: Tarmac Trading Ltd

Signature: Lisa Sumner

Name: Lisa Sumner

Position: National Environmental Permitting Manager

Date: 17/09/25

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

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

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

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

*\* Where more than one person is defined as the applicant, all should sign. Where a company or other body corporate - an **authorised person should sign and provide evidence of authority from the board of the company or body corporate if not a Director.***