

**APPLICATION FOR A
PETROLEUM STORAGE LICENCE**



For further details contact:

Environmental Health Department
Antrim and Newtownabbey Borough Council
Mossley Mill
Newtownabbey
BT36 5QA

028 90340160

envhealth@antrimandnewtownabbey.gov.uk

**Petroleum (Consolidation) Acts
(Northern Ireland) 1929 and 1937**

Your Reference

Are you an agent acting on behalf of the applicant? Yes No

APPLICANT DETAILS

First Name:

Family Name:

Email:

Main Telephone
Number (include
country code):

Other Telephone
Number:

Are you:

- Applying as a business or organisation including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby

APPLICANT BUSINESS

Is your business registered in the UK with Companies House?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is your business registered outside the UK

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Business Name

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VAT Number

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Legal Status

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If your business is registered, use its registered name
Put 'none' if you are not registered for VAT

Your position in the business:

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Home Country:

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Business Address:

The country where the headquarters of our business is located
If you have one, this should be your official address – that is an address required of you by law for receiving communications

Building number or name:
Street

District

--

City or Town

--

County or Administrative area
Post Code

Country

--

TYPE OF APPLICATION

Type of application:

New Renewal Transfer

PREMISES TO BE LICENSED

Name of Premises/Trading Name

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Premises Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If no, please enter details below:

Building number or name:
Street

--

District

--

City or Town

--

County or Administrative area
Post Code

--

--

Country

--

--

Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

Email:

--

Main Telephone Number:

--

Other Telephone Number:

--

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PREMISES DETAILS

Description of the premises:

Distance of premises from nearest residential accommodation:

PETROLEUM DELIVERIES AND SERVICE

Provide the following information about your petroleum deliveries and service

- Control of petroleum deliveries:

Licensee controlled deliveries

Driver controlled deliveries

- Timing of petroleum deliveries

Daylight deliveries only

24 hour deliveries

- Reason for storing petroleum

Manufacturing purposes

Private use

Sale to the public

PETROLEUM SPIRIT STORED IN TANKS

- Total capacity of petroleum spirit tanks (litres)
- Number of tanks

Provide the following details about each tank:

- Tank type (e.g. underground)
- Construction material
- Date Installed
- Grade of petroleum spirit
- Capacity (litres)

OTHER PRODUCTS STORED

Give the maximum amount (litres or kg) of other products stored and method of storage:

- Petroleum spirit in containers/cans (litres)
- Petroleum mixtures (litres/kg)
- Liquefied petroleum gas (LPG) (Litres/kg)
- Diesel (litres)
- Other flammable substances (specify)

ADDITIONAL DETAILS

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay by debit or credit card. Licence fees are determined by the quantities of petroleum only kept and are set out in the Health & Safety (Fees) Regulations (NI) 2012. The scale is as follows:-

- Not exceeding 2,500 litres - £ 42.00 per year
- Exceeding 2,500 litres but not exceeding 50,000 litres - £ 58.00 per year
- Exceeding 50,000 litres - £120.00 per year

Fee amount (£)

DECLARATION

I am aware of the provisions of The Petroleum (Consolidation) Acts (Northern Ireland) 1929 and 1937. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Ticking this box indicates you have read and understood the above declaration.

This section should be completed by the applicant, unless you answered 'Yes' to the question "Are you an agent acting on behalf of the applicant?"

• Full Name:

• Capacity:

Signature

ACCEPTABLE STANDARDS OF CERTIFICATION

The following Certificates, where appropriate, must be readily available at the licensed facility for inspection by the Council's authorised Petroleum Licensing Officer:

1 ELECTRICAL CERTIFICATES

- (a) Filling Station Electrical Periodic Inspection Report.
- (b) Certificate of Electrical Inspection and Testing at filling stations following the periodic inspection of existing installations in and associated with potentially flammable atmospheres, Health and Safety at Work (N.I.) Order 1978, Electricity at Work Regulations (N.I.) 1991, and Dangerous Substances and Explosive Atmospheres Regulations (N.I.) 2003.

A certificate should be from a competent engineer stating that the electrical installations on site have been examined and tested and found to be in a satisfactory condition. The defect report should be included with the certificate.

Current membership of NICEIC, ECA, ECAS, IET, ECSSA or RECI can be considered as methods of demonstrating that the contractor has appropriate skills and knowledge. Some organisations such as NICEIC and ECA/ECAS operate UKAS accredited schemes. This means that the member electrical companies are assessed against a specific set of competency requirements. Accreditation aims to ensure independence and integrity and focuses on safety and competency.

Whatever electrical contractor is employed, you must satisfy yourself that he is competent. Furthermore it is important that you ensure that he has been assessed for the hazardous area extension so that he can work in potentially explosive atmospheres such as petrol stations. The relevant qualifications for such work are known as CompEx 7&8 certificates. Membership of a trade body does not necessarily mean competency to inspect and test or carry out work on petrol filling stations where there may be hazardous atmospheres.

2 FIRE FIGHTING EQUIPMENT

A Certificate confirming that all fire fighting equipment on site is in good working condition and suitable for the purpose for which it is intended to British Standard BS 5306 (2009).

3 SEPARATOR/INTERCEPTOR (where applicable)

Routine inspection and maintenance should be undertaken at least every six months and a log maintained of inspection date, depth of oil and any cleaning that is undertaken. A copy of the most recent certificate of maintenance should be provided for inspection.

Petroleum Licensing Conditions

Part 1 – Definitions

In the licence and for the purpose of these conditions (except in so far as the context otherwise requires) the following expressions shall have the meanings respectively assigned to them:

- 1.1 Approved means the acceptance in writing by the Petroleum Licensing Authority.
- 1.2 Approved arrangements means those arrangements relating to the design, construction and mode of operation of the licensed premises, which accord with the plans and specifications approved by the Petroleum Licensing Authority.
- 1.3 Inspector means a person duly appointed in writing by the Petroleum Licensing Authority, under Section 21 of the Health & Safety at Work (Northern Ireland) Order 1978.
- 1.4 Competent Person means a person with enough practical and theoretical knowledge, training and actual experience to carry out a particular task safely and effectively. The person should have the necessary ability in the particular operation of the type of plant and equipment with which they are concerned, an understanding of relevant statutory requirements and an appreciation of the hazards involved. That person should also be able to recognise the need for specialist advice or assistance when necessary and to assess the importance of the results of examinations and tests. A 'person' can be taken to mean more than one, or a body corporate or unincorporated. It is therefore possible to appoint appropriate organisations (e.g. insurance companies or inspection bodies) to carry out tasks designated for competent persons.
- 1.5 Dangerous substance means the same as that defined in the Dangerous Substances & Explosive Atmospheres Regulations (Northern Ireland) 2003.
- 1.6 Licence means a licence authorising the keeping of petroleum-spirit issued by a Petroleum Licensing Authority pursuant to the Petroleum (Consolidation) Act (Northern Ireland) 1929 and 1937.
- 1.7 Licensed premises means the premises in respect of which the licence is in force and shall include all buildings or parts of a building, tanks, pipework, pumps, dispensers, drainage, ancillary equipment, and forecourt area within that part of the premises relevant to the storage, delivery and dispensing of petroleum-spirit.
- 1.8 Material alterations mean any alteration, which could affect the risks from fire and explosion at the Licensed Premises and will include:-
- the change of or cessation of use of the licensed premises;
 - the removal, temporary or permanent decommissioning, repair, replacement, modification or installation of any tank used for the storage of petroleum-spirit and any, pipeline or vapour pipeline associated with the storage and dispensing of petroleum-spirit;
 - the change in use of a tank used to store petroleum-spirit;
 - the removal without replacement of any petroleum-spirit pumps/dispensers;
 - the installation of any pump/dispenser in a new location.
 - the removal or installation of any part of the site's leak detection, spillage or delivery control system;
 - a change in the Mode of Operation of the dispensing equipment;
 - the removal or installation of any electrical equipment within the hazardous areas of the licensed premises;
 - the construction of any buildings or works within the hazardous areas or elsewhere on the licensed premises; and
 - the storage or cessation of storage of any other dangerous substances on the licensed premises
- 1.9 Petroleum Licensing Authority means Newtownabbey Borough Council.
- 1.10 Petroleum-spirit means the same as that defined in section 23 of the Petroleum (Consolidation) Act (Northern Ireland) 1929 as amended.
- 1.11 Mode of operation means: -
- 'attended service' where a trained attendant operates the dispensing equipment;
 - 'attended self-service' where the customers operate the dispensing equipment under the supervision of a trained attendant; and

- 'unattended self-service' or unmanned sites' where the customers operate the dispensing equipment without the supervision of a trained attendant.

1.12 Suitable container means: -

- a metal container satisfying the constructional and labelling requirements of the Petroleum-Spirit (Motor Vehicles etc) Regulations (Northern Ireland) 1930; or
- a plastic container satisfying the constructional and labelling requirements of the Petroleum-Spirit (Plastic Containers) Regulations (Northern Ireland) 1983; or
- a demountable fuel tank of a motor boat or similar vessel; or
- a United Nations approved container for the carriage of petrol.

1.13 Supply means sell or provide.

Part 2 - General conditions

2.1 The licence and any licence conditions issued, or copies of these documents, shall be kept on the licensed premises.

2.2 Where the licensee wishes to have the licence transferred to some other person or body, he shall notify the Petroleum Licensing Authority of the name and address of the proposed transferee at least 28 days before the occupation or ownership of the licensed premises is transferred to that other person or body

2.3 The Licensee shall not undertake or permit to be undertaken any material alterations to the approved arrangements, unless the written consent of the Petroleum Licensing Authority has been obtained in advanced.

2.4 The Licensee shall as soon as is reasonably practicable, notify the Petroleum Licensing Authority and confirm in writing the details of any:-

- fire or explosion at the licensed premises;
- significant spillage of petroleum-spirit or other dangerous substance at the licensed premises;
- actual or suspected leak of petroleum-spirit or other dangerous substance from the storage tanks, dispensers and the pipework installation at the licensed premises; and
- other significant incident, which could affect the safe operation of the licensed premises.

Part 3 – Dispensing and Supply of Petroleum-Spirit

3.1 No operating attendant shall be under the age of 16 and when open for business the licensed premises shall be supervised by a competent person who shall not be under the age of 18 years.

3.2 The licensee shall not supply petroleum-spirit or any other dangerous substance to any person under the age of 16 years.

3.3 Except where a petroleum-spirit dispenser is being tested for accuracy or during the course of repairs to the installation or any part thereof, petroleum-spirit shall only be dispensed into the fuel tank of an internal combustion engine, or into a suitable container. Any container used for this purpose shall immediately be secured closed and removed from the licensed premises or kept in a safe place.

Part 4 – Record Keeping

4.1 The Licensee shall ensure that adequate records are kept of the petroleum-spirit monitoring and reconciliation system or the operation of any other suitable leak detection system or leak prevention system such that any leak of petroleum-spirit from the storage tanks or associated pipework is detected before a hazardous situation can arise.

Such records and documents should be retained for a minimum of 12 months and if requested be made available to the Petroleum Licensing Authority as soon as is reasonably practicable

4.2 The licensee shall ensure that adequate records are kept of the maintenance regime and repairs carried out to the: -

- petrol installation; including the storage tanks, pipework, pumps and dispensers;
- the spillage containment system; including drainage gullies and oil separators; and
- any other plant or equipment located in areas classified as 'hazardous' within the meaning of regulation 7 of the Dangerous Substances & Explosive Atmospheres Regulations (Northern Ireland) 2003.

Part 5 – Additional Information

5.1 As the licensee, you are reminded that compliance with Parts 1 to 4 of these Conditions of Petroleum Licence does not, in any way, absolve you from your statutory duties under the:-

- Electricity at Work Regulations (Northern Ireland) 1991
- Health and Safety at Work (Northern Ireland) Order 1978.
- Management of Health & Safety at Work Regulations (Northern Ireland) 2000; and
- Dangerous Substances & Explosive Atmospheres Regulations (Northern Ireland) 2003 (DSEAR) to control the risks of fires or explosives arising from the unloading (from road tankers), storage and dispensing of petroleum-spirit or any other dangerous substance. 5.2 Practical advice on how to comply with the requirements of the above Regulations and in particular DSEAR can be found in the following documents:-

- 'Petrol Filling Stations – Guidance on Managing the Risks of Fire & Explosions' <http://www.hse.gov.uk/LAU/LACS/65-58.htm>
- L138 'Dangerous Substances & Explosive Atmospheres - Approved Code of Practice & Guidance' 1. ISBN 0 7176 2203 7.
- L133 'Unloading Petrol from Road Tankers – Approved Code of Practice & Guidance' 1. ISBN 0 7176 2197 9.
- HSE NI 01 02-A 'Memorandum of Guidance on the Electricity at Work Regulations (Northern Ireland) 1991'¹.
- Design, Construction, Modification, Maintenance & Decommissioning of Filling Stations (3rd edition). ISBN 978 0-85293-600-9. Available from the Energy Institute, 61 New Cavendish Street, London, W1G 7AR. 020 7467 7157.
- L21 'Management of Health and Safety at Work' – Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and Guidance (2 nd Edition) 1. ISBN 0 7176 2488 9.

¹ Health & Safety Executive publications are available from [HSE Books](#), PO Box 1999, Sudbury, Suffolk, CO10 2WA. Tel: 01787 881165.