



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

**Newry, Mourne
and Down**
District Council

THE PETROLEUM REGULATION ACTS (NI) 1929 & 1937

APPLICATION FOR GRANT/RENEWAL/TRANSFER OF A PETROLEUM LICENCE

Completed Applications to be sent to:

**Oifig an Iúir
Newry Office**
Licensing Section
Regulatory and Technical Services
Department
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

**Oifig Dhún Padraig
Downpatrick Office**
Licensing Section
Regulatory and Technical Services
Department
Downshire Civic Centre
Downshire Estate
Ardglass Road
Downpatrick
BT30 6GQ

For further details contact:

Tel: 0300 013 2233
Email: council@nmandd.org
www.newrymournedown.org

PETROLEUM LICENSING GUIDANCE NOTES

1. An application for a Petroleum Licence consists of:
 - a. Completed application form
 - b. Completed certificates as required
 - c. Appropriate fee, effective from May 2012

For details of fees see The Health and Safety (Fees) Regulations (N I) 2012. This legislation can be accessed from the following website: <http://www.hseni.gov.uk>

To keep a quantity not exceeding 2,500 litres	£ 42.00
Exceeding 2,500 not exceeding 50,000 litres	£ 58.00
Exceeding 50,000 litres	£120.00
Transfer of a licence	£ 8.00

The applicant must ensure that an up to date site plan, showing the general layout of the fuel installations including tanks, pipe work, drains, vents and any building or shop is lodged with the Council.

2. The application must be signed by:
 - a. in the case of a sole trader, the licensee
 - b. in the case of a registered company, the company secretary
 - c. in the case of a partnership, one of the partners
3. When received the application will be recorded, receipted and checked and acknowledged within 10 working days.
4. The premises will be inspected by an authorised council officer to ensure compliance with the conditions
5. A licence may be issued following satisfactory completion of all above criteria.
6. Dangerous Substances and Explosive Atmosphere Regulations (Northern Ireland) 2003 shall be referred to as DSEAR within this application pack.

CONDITIONS OF APPLICATION

The following Certificates, where appropriate, shall accompany the application:

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.

Certificate Enclosed: YES NO

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).

Certificate Enclosed: YES NO

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.

Certificate Enclosed: YES NO

4. TANK TESTING (where applicable)

Where appropriate, precision or vacuum testing certification confirming the integrity of the petroleum storage tanks. **(Certification from contractor)**

Certificate Enclosed: YES NO

5. PLAN OF INSTALLATION (Where applicable)

Plan of installation is required if this is first application or if new tanks have been installed since last application. Plan should show location of tanks, fill points, vent pipes, dispensers, road tanker delivery stands and buildings.

Plan Enclosed: YES NO

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL
PETROLEUM (CONSOLIDATION) ACT (NORTHERN IRELAND) 1929**

FIRE FIGHTING EQUIPMENT

Name of Licensee: _____

Address of Licensee: _____

Address of Licensed Premises: _____

I/We hereby certify that every Fire Extinguisher installed in connection with the above Petroleum Installation complies with the requirements of the Model Code of Principles of Construction and Licensing Conditions (Part 1), and the relevant British standards and B.S. Codes of Practice, and it is mechanically sound, in efficient working order, and last charged on the _____ and that every Fire Extinguisher has been tested by discharge at least once in every three years.

Signature of person accepting
responsibility for this certificate _____

For and on behalf of: _____

(Name and address of suppliers of
the Fire Fighting Equipment or a
competent Service Agent)

Date: _____

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

MAINTENANCE OF PETROLEUM INTERCEPTORS

Name of Licensee: _____

Address of Licensed Premises: _____

I am the person undertaking the work regulated by this certificate and I have inspected the petroleum interceptor installed at the above named premises and can therefore complete this certificate. I am aware that it is an offence under **The Health and Safety at Work (NI) Order 1978 Article 31(1)** for any person to willfully or recklessly make a false statement for the purpose of obtaining the issue of a licence.

Signed: _____ Print Name: _____

Name of Contractor: _____

Address: _____

Telephone Number: _____

Date of Inspection: _____

Capacity of Interceptor (litres): _____

Contents removed to: _____

Signed: _____ Print Name: _____

Date: _____



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

**Newry, Mourne
and Down**
District Council

PETROLEUM (CONSOLIDATION) ACTS (NI) 1929 AND 1937

APPLICATION FOR GRANT/ RENEWAL/TRANSFER OF A PETROLEUM STORAGE LICENCE

SECTION 1 OF 8

Please Tick appropriate box

- Application for the Grant of a Petroleum Storage Licence
 Application for the Renewal of a Petroleum Storage Licence
 Application for the Transfer of a Petroleum Storage Licence

Are you an agent acting on behalf of the applicant yes no
(Put "no" if you are applying on your own behalf or on behalf of a business you own or work for)

Applicant Details

First name

Family name

Email

Main telephone number

include country code

Other telephone number

indicate here if you would prefer not to be contacted by telephone

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? yes no

Is your business registered outside the UK? yes no

Business name If your business is registered, use its registered name.

Vat number Put "none" if you are not registered for VAT

Legal Status

Your position in the business

Home Country The Country where the headquarters of your business is located.

Business Address

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

Postcode

SECTION 2 OF 8

Premises to be Licensed

Name of Premises/
Trading Name

Premises Address

Is the address the same as (or similar to) the address given in section one?
(Select "no" to enter a completely new set of details)

Yes no

Building number
or name

Street

District

City or Town

Postcode

Contact Details

Are the contact details the same as (or similar to) those given in section one?
(Select "no" to enter a completely new set of details)

Yes no

First name

Family name

Email

Main telephone number

include country code

Other telephone number

Premises Details

Description of the premises

Distance of premises from
nearest residential
accommodation

SECTION 3 OF 8

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)

SECTION 4 OF 8

Pumping Equipment

No of Pump Islands	No of Petrol Dispensing Lines (Or Nozzles) ?	Make and Model of pump, and year of installation, if know
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 5 OF 8

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

SECTION 6 OF 8

Petroleum Spirit Stored in Tanks

Total capacity of petroleum spirit tanks (litres)

Number of tanks

Provide the following details about each tank

Tank No

Tank type eg underground

Construction material

Date installed

Grade of petroleum spirit

Capacity (litres)

Tank No

Tank type eg underground

Construction material

Date installed

Grade of petroleum spirit

Capacity (litres)

Tank No

Tank type eg underground

Construction material

Date installed

Grade of petroleum spirit

Capacity (litres)

Continue on separate page if necessary

SECTION 7 OF 8

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)

SECTION 8 OF 8

Payment Details

This fee must be paid to Newry, Mourne and Down District Council.

To keep a quantity of petroleum spirit: -	£
Not exceeding 2,500 litres:	42.00
Exceeding 2,500 litres and not exceeding 50,000 litres:	58.00
Exceeding 50,000 litres:	120.00
Transfer of a Petroleum Storage Licence	8.00

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.

Full name

Signature

Capacity

Date