

**THE PETROLEUM REGULATION ACTS (NI)**

**1929 & 1937**

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

Completed Application to be sent to one of the below offices:

|  |  |
| --- | --- |
| **Oifig Dhún Padraig**  **Downpatrick Office**  Licensing Section  Enterprise, Regeneration and Tourism  Department  Downshire Civic Centre  Downshire Estate  Ardglass Road  Downpatrick  BT30 6GQ | **Oifig an Iúir**  **Newry Office**  Licensing Section  Enterprise, Regeneration and Tourism  Department  O’Hagan House  Monaghan Row  Newry  BT35 8DJ |
| For further details contact: | |
|  | |
| Tel: 033 0137 4030  Email: licensing@nmandd.org  [www.newrymournedown.org](http://www.newrymournedown.org) | |



***Ref: M/59/\_\_\_\_***

**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

Last 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: -

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.

Applying as a business or organisation,   
 including as a sole trader

Applying as an individual

**SECTION 1 OF 8** (continued)

**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**

This is your official address. An address required of you by law for receiving communications.

Building Number

or Name

Street

City or Town

District

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? Yes  No

(Select “No” to enter a completely new set of details.)

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? Yes  No

(Select “No” to enter a completely new set of details.)

First Name

Last 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**

|  |  |  |
| --- | --- | --- |
| Number of Pump Islands | Number of Petrol Dispensing Lines (or Nozzles)? | Make and Model of pump, and year of installation, if known |
|  |  |  |

**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 Number**

Tank type e.g. underground

Construction material

Date installed

Grade of petroleum spirit

Capacity (litres)

**Tank Number**

Tank type e.g. underground

Construction material

Date installed

Grade of petroleum spirit

Capacity (litres)

**Tank Number**

Tank type e.g. 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**

Fee payable 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 paid (£)

**Advisory Notes and 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.
* Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
* The Council to which you are submitting this application form, collects data for the purposes of the management and application of the Petroleum Regulations. The data may also be passed onto other related Government Agencies and to other Council Departments, to facilitate Statutory Requirements, Service Level Agreement of or similar purposes.
* Newry, Mourne and Down District Council collects the Data on this Form for the purpose administering Petroleum Licensing under the Petroleum Regulation Acts (NI) 1929 & 1937. The Data Collected on this Form will be shared with the relevant Council Departments under the Data Protection Act 1998.

The Council’s privacy notice can be accessed via our website [www.newrymournedown.org/privacy-policy](file:///\\prnwyfp01\Building%20Control\Licensing%20Section\GDPR%20-%20Application%20Forms\www.newrymournedown.org\privacy-policy)

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

|  |  |  |
| --- | --- | --- |
| **Application Signature by Licensee / Partner / Secretary** | **Official Use Only** | |
| Print Full Name: | Date Received: |  |
| Signature: | Receipt Number: |  |
| Date: | £ |  |

###### CONDITIONS OF APPLICATION

Items required as follows: -

1. **Site Location Map** *(New Application Only)* to a scale of 1:1250 or 1:2500 indicating all site boundaries.
2. **Site Layout Plan** *(New Application Only)* to scale 1:100 clearly indicating the present layout of complete Filling Station or Petrol Storage Depot. The **Layout Plan** must show the following: -
3. Location of storage tanks and tank capacities
4. Position of fill points and their identification
5. Location of pipework including all vent pipes etc
6. Location of metering pumps, dispensers etc
7. All site drainage and its discharge location
8. Petrol interceptor location & drainage discharge point
9. All other buildings within the site and their use
10. All neighbouring buildings within 6m from the boundary
11. Position of LPG storage, if applicable
12. Location of car wash and drainage if applicable
13. Main electrical intake points and distribution board
14. Position of all fire-fighting appliances

After the initial submission of plans it will not be necessary to submit further copies unless alterations / extensions of new tank installations are proposed. It will be necessary to notify Council of the proposed changes and new plans may be required. **Plan Enclosed: YES**   **NO**

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

1. **ELECTRICAL CERTIFICATES**
2. 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 approved engineer must have been assessed for the hazardous area extension under the UKAS accredited scheme. Current membership of NICEIC, Institute of Electrical Engineers (IEE), Electrical Contractors Association (ECA), or Electrical Contractors Association of Scotland (ECAS) is considered as an acceptable qualification. 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.

**Report & Certificate Enclosed: YES**   **NO**

**4. 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**

**5. 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**

**6. TANK and DELIVERY PIPEWORK CERFTIFICATION (from Contractor - where applicable)**

Where appropriate, precision or vacuum testing certification confirming the integrity of the petroleum storage tanks.

**Certificate Enclosed:** **YES**   **NO**

**7. RISK ASSESSMENT – DSEAR 2003 requires employers and self-employed to: -**

* Carry out a risk assessment of any work activities involving dangerous substances
* Provide technical and organisational measures to eliminate/reduce as far as reasonably practicable the identified tasks.
* Provide equipment and procedures to deal with accidents and emergencies.
* Classify places where atmospheres may occur into zones & to mark those zones where necessary.

**Enclosed: YES**   **NO**

**PETROLEUM LICENSING** **GUIDANCE NOTES**

1. An application for a Petroleum Licence consists of: -

* 1. Completed application form
  2. Completed certificates as required
  3. Appropriate fee, effective from May 2012  
       
     For details of fees see The Health and Safety (Fees) Regulations (NI) 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.

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

**All documentation may be submitted to us electronically by email   
(as PDF or MS Word format attachments)** **to** [**licensing@nmandd.org**](mailto:licensing@nmandd.org) **although we may ask for the original of any scanned or emailed document.**

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

**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: |  |

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 herby 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 five years.

|  |  |
| --- | --- |
| **Signature** of 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: |  |