



**Causeway
Coast & Glens
Borough Council**

**THE PETROLEUM REGULATION ACTS (N.I.)
1929 & 1937**

**APPLICATION FOR THE GRANT, RENEWAL OR TRANSFER OF A
PETROLEUM LICENCE**

For further details contact:

Causeway Coast and Glens Borough Council
Environmental Services Department
Riada House
14 Charles Street
Ballymoney
BT53 6DZ
Tel: 028 2766 0233

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PETROLEUM LICENSING GUIDANCE NOTES

1 An application for a Petroleum Licence consists of:

- Completed Application Form
- Completed Certificates as required
- Appropriate fee

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.

2 The application must be signed by:

- in the case of a sole trader, the licensee
- in the case of a registered company, the company secretary
- in the case of a partnership, one of the partners

3 The premises will be inspected by an authorised Council Officer to ensure compliance with the Conditions (See pages 9-13).

4 Licence 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.

PETROLEUM REGULATION ACTS (N.I.) 1929 & 1937

APPLICATION FOR THE GRANT, RENEWAL OR TRANSFER OF A LICENCE TO KEEP PETROLEUM SPIRIT (and/or PETROLEUM MIXTURES)

LICENSEE DETAILS:

Name: _____	Telephone: _____
Address: _____ _____ _____	Mobile: _____
Postcode: _____	Email: _____

Please note: If the application is in respect of a legal partnership then the Trading Name (if applicable) and the name, address and telephone number of each partner must be listed on a separate page and enclosed with the application. Please indicate if this is a partnership: **YES/NO** (delete as appropriate)

IF A LIMITED COMPANY:

Name: _____	Company Secretary: _____
Registered Address: _____ _____ _____	Company Reg No. _____
Postcode: _____	Telephone: _____
	Fax: _____

SITE DETAILS:Do you own this site: **YES/NO** (If no, please give details)

Premise Name: _____	Site Owner's Name: _____
Premise Address: _____ _____ _____	Site Owner's Address; _____ _____ _____
Postcode: _____	Postcode: _____
Telephone No: _____	Telephone No: _____
Email: _____	Email: _____

DESCRIPTION OF PREMISES: _____**DISTANCE OF PREMISE FROM NEAREST RESIDENTIAL ACCOMMODATION:** _____**FUEL DETAILS:**

Type of Fuel	Quantity (litres)	Mode of Storage If underground tanks – state number and size of tanks If cans or drums – state where the cans or drums are to be kept
Petroleum Spirit (Petrol)		
Petroleum Mixtures		
Liquefied Petroleum Gas		
Diesel		
Paraffin / Kerosene		
Heating Fuel		
Other flammable substance		

PUMPING EQUIPMENT:

No of Pump Islands	No of Petrol Dispensing Lines (Or Nozzles)?	Make and Model of pump, and year of installation, if known

TANKS: SAFE WORKING CAPACITY NOT TO EXCEED 97% OF MAX. TANK CAPACITY

No of Tanks	Grade	Capacity	Date Installed (if known)	Construction Material

MODE OF OPERATION: – tick as appropriate:

Licensee Controlled Deliveries		Driver Controlled Deliveries	
Daylight Deliveries only		Deliveries 24 hours	
Attended Self Service		Attended Service	
Unattended Service			
Storage of petroleum for private use only			

I (print name in full)

do hereby apply to Causeway Coast and Glens Borough Council for the renewal of a licence to keep the listed substances at the named premises. I further certify that I have read and understood the conditions of licence agreed by Causeway Coast and Glens Borough Council and undertake to fully comply with these conditions and other relevant statutory obligations. I enclose the licence fee relevant to my storage requirements as according to the scale of fees detailed on page 2.

Signed Date.....

(In the case of a Limited Company or Club, signature must be that of Secretary)

(In the case of a Partnership, the signature must be that of one of the partners)

IMPORTANT NOTE: Failure to make a full application i.e. completed forms, required certificates, site plan (if required) and appropriate fee could result in a recommendation to Council that the application be refused.

Privacy Notice

As a public authority, Council takes your rights and freedoms seriously and are collecting this information in order to process your application under its legal obligation. You can see the full privacy notice at <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/causeway-coast-and-glens-borough-council-privacy-notice> or alternatively email environmentalhealth@causewaycoastandglens.gov.uk to obtain a copy. Council will only release information when required under law or with your consent. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found on the privacy section of the website.

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 (NI Order 1978, Electricity at Work Regulations (NI) 1991, and Dangerous Substances and Explosive Atmospheres Regulations (NI) 2003.

A Certificate should be from an approved competent electrical 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 the following bodies is considered as an acceptable qualification:

- NICEIC Contractor who has been assessed for the hazardous area extension under UKAS accredited scheme
- Electrical Contractors Association (ECA) or Electrical Contractors Association of Scotland (ECAS) where the contractor has been assessed for working in hazardous areas under UKAS accredited scheme.

Causeway Coast and Glens Borough Council will also accept certificates from electrical contractors who possess the Compex qualification modules 07 & 08 relating to Petrol Filling Stations.

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 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 BS5306 (2009).

Certificate Enclosed: YES NO

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 unincorporate. 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** means 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 Causeway Coast and Glens Borough Council.

1.10 Petroleum-spirit means the same as that defined in section 23 of the Petroleum (Consolidation) Act (Northern Ireland) 1929

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.

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 years 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 securely 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 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) 1991¹.
- Design, Construction, Modification, Maintenance & Decommissioning of Filling Stations (2nd edition). ISBN 0-85293-419X. 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.