

PETROLEUM LICENSING GUIDANCE NOTES

1. An application for a Petroleum Licence consists of:
 - i. Completed application form
 - ii. Completed certificates as required (Electrical & Fire Appliance)
 - iii. 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

Plans of the premises

The applicant should ensure that an up to date site plan to scale 1:1250 or 1:2500, 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

Verifying the condition of the electrical installation/equipment at a petrol filling station has two important purposes:

- To show that it satisfies the statutory safety requirements of Electricity at Work Regulations 1989 and in particular the requirements appertaining to the storage and dispensing of petrol.
- To provide the site operator with sufficient information to enable him to comply with his statutory duties.

The Petrol Filling Station Certificate relates to the electrical installation and other electrical equipment in and around the hazardous areas that are subject to licensing requirements. It makes provision, amongst other things, for recording details and test results of circuits supplying equipment in and adjacent to the hazardous areas, which will be of interest to the Petroleum Enforcing Authority.

It does not cover other circuits, associated switchgear and other equipment that do not encroach into the hazardous areas. These must be the subject of separate verification and certification, in accordance with the requirements of BS 7671.

Required:

- i. Filling Station Electrical Periodic Inspection Report.
- ii. 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.

No other form of certificate will be accepted by the council for petroleum licensing purposes

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.

What is mean by a competent person?

Whatever electrical contractor is employed, you must satisfy yourself that he is competent. A competent person will, as appropriate to their function in undertaking such inspections and tests, have: a sound knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in BS 7671:2018.

All approved bodies must have in force a Policy of Public and Employees Liability Insurance Cover insuring them to carry out electrical inspections and testing.

If the contractor is not a member of any of the groups listed above, they should be approved by the council prior to any work being commenced and hold acceptable insurance indemnity. 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 ComEx 7 & 8 Certificate.

Electrical Certificate Enclosed: YES NO

2. FIRE FIGHTING EQUIPMENT

A certificate of inspection / maintenance to BS 5306-3:2017 should be obtained from the equipment suppliers or other approved competent person, stating that either two or more dry powder or two or more foam extinguishers have been serviced, and giving the date of the last charge. This certificate must be provided annually.

The type of extinguisher must clearly be stated. A mixture of extinguisher types is not acceptable.

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

6. RISK ASSESSMENT

DSEAR 2003 requires employers and the self-employed to:

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

Enclosed:

YES

NO