

# ARDS BOROUGH COUNCIL



*Petroleum (Consolidation) Act (NI) 1929*

## **Application for the Grant, Renewal or Transfer of a Petroleum Licence**

*For further details contact :-*

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# APPLICATION FOR THE GRANT OR RENEWAL OF A PETROLEUM LICENCE

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# Ards Borough Council



## PETROLEUM (CONSOLIDATION) ACT (N.I.) 1929 APPLICATION TO LOCAL AUTHORITY FOR PETROLEUM LICENCE

**Applicant details** - *name, address & telephone no:-*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ tel : \_\_\_\_\_

**Premises details** - *name, address & telephone no :-*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ tel : \_\_\_\_\_

**Petroleum details** - *litreage capacity & grade per tank :-*

<b>Tank 1 :</b>	<b>Tank 4 :</b>
<b>Tank 2 :</b>	<b>Tank 5 :</b>
<b>Tank 3 :</b>	<b>Tank 6 :</b>
<b>Total petroleum litreage stored :</b>	

**Other products stored at named premises** -

Petroleum spirit in containers \_\_\_\_\_ Litres

Diesel Fuel \_\_\_\_\_ Litres

LPG in cylinders \_\_\_\_\_ Kilos

Other flammable substances \_\_\_\_\_ Details

**Mode of operation** - tick as appropriate:-

Licensee Controlled Deliveries		Driver Controlled Deliveries	
Daylight Deliveries Only		Deliveries 24 Hours	
Attended Self Service		Attended Service	
Storage of Petroleum for Private Use Only			

**Storage quantities; scale of fees** - as from 19 January 2004:-

Litres stored	Fee
Less than - <b>2'500</b> ( 500 gallons )	<b>£ 35.00</b> per year of licence
<b>2'500 up to 50'000</b> ( 11'000 gallons )	<b>£ 50.00</b> per year of licence
More than - <b>50'000</b>	<b>£ 99.00</b> per year of licence
<i>Transfer of Licence</i>	<b>£ 8.00</b>

I ( *print name in full* ) ..... do hereby apply to Ards Borough Council for the **Grant / Renewal / Transfer** ( *delete as appropriate* ) 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 Ards Borough Council on 20 December 1993 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 above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Important note : failure to have application criteria completed within three months of submitting application form, shall result in a recommendation to Council that the application be refused.**

**Enforcement action shall be considered where a licensee permits their licence to expire before submitting renewal application.**

# Certifications required for licence Renewal / Grant



**The following certificates, where appropriate, shall accompany the application:-**

**Electrical Equipment** - A certificate from a competent electrical engineer who is on the role of the National Inspection Council for Electrical Installation Contracting (**NICEIC**), stating that the electrical installations on site have been examined and tested and found to be in a satisfactory condition.

**(Certification document from electrician)**

**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.

**(Alternative certification, page 3)**

**Interceptor** - Should the applicant wish to have the site's separating chambers and associated channels inspected/tested, the applicant should contact the licensing officer promptly in order to make the necessary arrangements. **Otherwise**, certification of cleansing of the **interceptor & associated channels** shall be acceptable.

**(Certification, page 4)**

**Tank Testing** - Where appropriate (in accordance with licensing condition No. 47), pressure testing certification confirming the integrity of the petroleum storage tanks. See page 5 for pressure testing schedule.

**(Certification from contractor)**

*(Not included with online forms - please inquire)*

**Vapour Recovery** - Where appropriate, (in accordance with conditions of authorisation to operate vapour recovery), certification of **(1)** testing or replacement of the site's Pressure Relief Valve (3 yearly) **and/or** **(2)** pressure testing of vapour recovery lines (6 yearly).

**(Certification from contractor)**

**Never undertake un-consulted modifications**

# FIRE FIGHTING EQUIPMENT

## (ALTERNATIVE) CERTIFICATION OF TESTING

NAME OF OCCUPIER \_\_\_\_\_

TRADING AS \_\_\_\_\_

PREMISES \_\_\_\_\_

I hereby certify that I have examined, tested and recharged where necessary the fire fighting appliances at the above address.

I am satisfied that the equipment is in good condition and capable of efficient operation. The equipment was found to be accessible and unobstructed. Each extinguisher has been tested by discharge at least once in the 3 year period prior to the date of this certificate. Extinguishers have fire ratings of not less than 34B in tests shown in BS 5423.

	Powder	Foam	Water	Co2	Blanket	Sand
<b>Appliances on premises</b>						
<b>Appliances serviced</b>						
<b>Appliances recharged</b>						
<b>Appliances condemned</b>						
<b>Appliances supplied</b>						

I further certify that I am aware that it is an offence under Article 31 of the Health and Safety at Work (NI) Order 1978 for any person to make a false entry on this certificate or schedule.

INSPECTION DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

INSPECTOR NAME \_\_\_\_\_

INSPECTOR SIGNATURE \_\_\_\_\_ POSITION



# PETROLEUM INTERCEPTOR CLEANING / MAINTENANCE CERTIFICATE

If requested by the applicant, an officer of the Council can inspect the interceptor and supervise a waterflow test on the installation and associated channels in order to determine the necessity for it's cleaning. To facilitate this inspection/test, all applicants shall assist the Officer in gaining access to the installation and shall provide the equipment necessary to conduct the test.

This does not however mitigate the licensee's responsibility to regularly monitor the condition of the installation and **take remedial action** where necessary.

This service is not mandatory, and submission of this completed form certifying the cleaning of the site's interceptor and associated channels will be accepted in support of a licence application.

### CUSTOMER DETAILS

OCCUPIER NAME	_____
TRADING NAME	_____
TRADING ADDRESS	_____

### CONTRACTOR DETAILS

TRADING NAME	_____
OPERATIVE NAME	_____
TRADING ADDRESS	_____ ( Tel. ) _____

### INTERCEPTOR DETAILS

INTERCEPTOR CAPACITY	_____
DISPOSAL SITE TYPE	_____
DISPOSAL SITE ADDRESS	_____

I hereby certify that I ( *print name* ) \_\_\_\_\_ on ( *date* ) \_\_\_\_\_

have examined the petroleum interceptor and drainage channels ( *where present* ) at the above mentioned premises and have taken appropriate action to clear these in order to prevent restriction of surface drainage. I further certify that the details above are correct and that I am aware it is an offence under Article 31 of the Health and Safety at Work (NI) Order 1978 for any person to make a false entry on this certificate.

Signed \_\_\_\_\_  
\_\_\_\_\_

Date

## COMMITMENT TO OUR CUSTOMERS

The Borough Inspector's Office aims to provide an efficient, effective, economical and high quality service to the residents of the Borough. The staff undertake to:-

- ◆ be polite and helpful at all times
- ◆ act fairly
- ◆ produce either formal identification or wear name badges
- ◆ respond to urgent calls ( those affecting public safety ) as quickly as possible
- ◆ respond to all other calls (except anonymous calls) within 2 working days
- ◆ give information and advice to customers on all aspects of their work
- ◆ process all applications as quickly as possible, but taking no longer (where an application is completed satisfactorily) than 10 working days, from the completion of the application and subsequent Council approval, to the issue of the licence
- ◆ to advise an applicant as soon as possible, but at least within ten working days, of any deficiencies with the application or associated arrangements

## HOW TO TELL US WHAT YOU THINK

If you are pleased or displeased with the service you have received from the Borough Inspector's Office, then we would like to hear from you. Comments and complaints will help us improve our service. If you have a complaint you can raise it informally with the officer who has been at your service. Alternatively, if you prefer or if you remain dissatisfied, you can contact the Borough Inspector, by telephone, letter or email, who will deal with your complaint in the first instance. If you complain in writing, it will be acknowledged within 3 working days. The Borough Inspector will investigate the complaint thoroughly and give a response within 5 working days. If after contacting the Borough Inspector you still remain dissatisfied, you can write to the Head of Administration, who will respond to your complaint within 10 working days.

You also have the right to complain to the Chief Executive of the Council if you continue to be unhappy with the service provided.

If you are still not satisfied you can contact the Ombudsman at 0800343424 or by writing to the Northern Ireland Ombudsman, FREEPOST, Belfast, BT1 6BR.

### COMMENTS

Please provide your details if you require a reply. \_\_\_\_\_

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# CONTRACTORS APPROVED FOR TESTING FORECOURT INSTALLATIONS

**Total Electrical Inspection & Testing Ltd (John Rice)**

81 Ballymageough Road

KILKEEL

BT34 4SX

02841 764254

**Test N I (Aiden Moore)**

5 St. Joseph's Park

DOWNPATRICK

BT30 7EN

[www.testni.co.uk](http://www.testni.co.uk)

02844 841631

**Little Electrical**

LURGAN

07714 696841

**Image Electrical Ltd**

20 – 21 Lowes Estate

Carryduff

BELFAST

BT8 8EH

02890 815505

**Central Group Services Ltd**

Unit 12 Tamar Commercial Centre

25 Tamar Street

Belfast

BT4 1HR

02890 466566

**The above selection of contractors is provided for information purposes.  
The list is not exhaustive, nor is it to be considered as recommendations of  
Ards Borough Council.**