# CHECKLIST FOR LICENCE APPLICATION

SCHEDULE 1 of the Regulations provides a list of publications that each application must take into consideration.

1. Application Form (SCHEDULE 2)
2. Appropriate Fee
3. Risk Assessment (SCHEDULE 5)
4. Maps & Drawings (SCHEDULE 6)

## SCHEDULE 1

*Publications for good practice for retail and kerbside retail flammable liquids and fuels stores.*

As per Regulation 5(3), updated or revised versions of these guidance documents will be published periodically on the relevant websites of Local Authorities, the Appeals Authority, and the Minister.

## Part 1 – Publications which all stores must adhere to as far as is reasonably practicable

* Energy Institute Design, construction, modification, maintenance and decommissioning of filling

stations (known as the Blue Book).

* PELG Petrol filling stations – Guidance on managing the risks of fire and explosion (The Red Guide).

## Part 2 – Publications which must be adhered to as far as is reasonably practicable if they apply to the store

* British Compressed Gas Association (BCGA) Code of practice 41 – The design, construction, maintenance and operation of filling stations dispensing gaseous fuels, Revision 1
* CONCAWE Environmental sensitivity assessment of retail filling stations in selected European

Countries

* CSN EN 13616-1 Overfill prevention devices for static tanks for liquid fuels - Part 1: Overfill prevention devices with closure device
* CSN EN 13616-2 Overfill prevention devices for static tanks for liquid fuels - Part 2: Overfill prevention devices without a closure device
* CSN EN 13617-1 Petrol filling stations - Part 1: Safety requirements for construction and performance of metering pumps, dispensers and remote pumping units
* CSN EN 13617-2 Petrol filling stations - Part 2: Safety requirements for construction and performance of safe breaks for use on metering pumps and dispensers
* CSN EN 13617-3 Petrol filling stations - Part 3: Safety requirements for construction and performance of shear valves
* CSN EN 13617-4 Petrol filling stations - Part 4: Safety requirements for construction and performance of swivels for use on metering pumps and dispensers
* CSN EN 14125 Thermoplastic and flexible metal pipework for underground installation at petrol

filling stations

* CSN EN 16321-1 Petrol vapour recovery during refueling of motor vehicles at service stations - Part 1: Test methods for the type approval efficiency assessment of petrol vapour recovery systems
* CSN EN 16321-2 Petrol vapour recovery during refueling of motor vehicles at service stations - Part 2: Test methods for verification of vapour recovery systems at service stations
* CSN EN 16657 Tanks for the transport of dangerous goods - Transport tank equipment for overfill prevention devices for static tanks
* CSN EN13012 Petrol filling stations - Construction and performance of automatic nozzles for use on fuel dispensers
* Energy Institute – A risk-based approach to hazardous area classification
* Energy Institute – Model code of safe practice Part 1: The selection, installation, inspection, and maintenance of electrical and non-electrical apparatus in hazardous areas
* Energy Institute – Model code of safe practice Part 12: Pressure vessel examination
* Energy Institute – Model code of safe practice Part 13: Pressure piping systems examination
* Energy Institute – Model code of safe practice Part 14: Inspection and testing of protective instrumentation systems
* Energy Institute – Model code of safe practice Part 15: Area classification code for installations handling flammable fluids
* Energy Institute – Model code of safe practice Part 16: Tank cleaning safety code
* Energy Institute Guidance document on risk assessment for the water environment at operational

fuel storage and dispensing facilities

* Energy Institute Report on the risk of static ignition during vehicular refuelling: A study of the available relevant research.
* Energy Institute Guidance on external cathodic protection of underground steel storage tanks and

steel pipework at petrol filling stations

* Energy Institute Quantified risk assessment of the ignition of flammable vapour on petrol filling station forecourts during road tanker offloading due to thermite sparking
* Energy Institute Electrical installations of facilities for the storage and dispensing of LPG and CNG automotive fuels at vehicle refuelling stations
* Energy Institute Guidelines for uplift of product from retail filling stations and customer tanks
* Energy Institute Code of practice for entry into underground storage tanks at filling stations.
* Energy Institute Guidance on reducing human failure in petroleum product distribution loading and unloading operations
* Energy Institute Code of safe practice for Contractors and retailers managing contractors working

on filling stations

* Energy Institute Guidance on the declassification of tanks previously in leaded gasoline service
* Energy Institute Guidance on the implications of groundwater protection: principles and practices

(GP3) on the refurbishment ore redevelopment of petrol filling stations

* Energy Institute Report A comparison of risks related to the storage of hydrocarbons in above- ground and underground tanks at petrol filling stations
* Energy Institute Guidance on design and operating limits for fuel storage tanks at retail filling

stations

* Energy Institute Guidelines for an emergency action plan for fire and explosion risks at filling

stations

* Energy Institute Guidance for a product identification system for petroleum products and other

fuels

* Energy Institute Guidance for the storage and handling of biofuels at filling stations
* Energy Institute Guidance on environmental management at filling stations
* Energy Institute Guidance on inspection and testing of safety critical equipment in retail filling

stations

* Health and Safety Authority (HSA) – Fire and Explosion Risks at Service Stations
* HSA – Emergency Response Plans for Petrol Stations
* HSA – Information Note - Handling Petrol Safely
* HSA – Wetstock reconciliation for petrol stations
* Health and Safety Executive (HSE) (UK) Portable petrol storage containers
* Health and Safety Executive (HSE) (UK) L133 Unloading of petrol from road tankers

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| **SCHEDULE 5 – RISK ASSESSMENT (see Regulation 17)**  *Matters to be included in Risk Assessment of a Flammable Liquids and Fuels Retail Store or Kerbside Retail Store*  The following list is not exhaustive but sets out the minimum aspects, all of which must be addressed in any risk assessment to be undertaken by a competent person and submitted to the appropriate licensing authority relating to an application for a first, amended, renewal or transfer of a licence or Certificate of Operation under the Dangerous Substances (Flammable Liquids and Fuels Retail Stores) Regulations, 2019. |
| 1. Spills when filling underground tanks and fuel dispensing to customers |
| 2. Impact and damage to dispensers |
| 3. Uncontrolled ignition sources (e.g. smoking by non-customers) associated with a public area during fuel dispensing and underground tank filling |
| 4. Traffic volume using the road |
| 5. Speed of vehicles on adjacent roadway |
| 6. Pedestrian movements on the footpath |
| 7. Fuel delivery frequency and time |
| 8. Age and condition of the underground fuel tanks |
| 9. Nature of fuels stored |
| 10. Separation distances from boundaries and stationery ignition sources |
| 11. Sensitive receptors in the vicinity of the store |
| 12. Delivery area assessment |
| 13. Storage tanks assessment |
| 14. Pipework assessment |
| 15. Dispenser area assessment |
| Certificates and other mandatory documents: |
| a. Petrol Vapour Recovery Certificate; |
| b. Explosion Protection Document; |
| c. Electrical Safety Certificate; and |
| d. Fire Safety Certificate. |

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| **SCHEDULE 6 – MAPS & DRAWINGS** |
| *Matters to be Included in the Maps and Drawings Accompanying the Risk Assessment of a Flammable Liquids and Fuels Retail Store or Kerbside Retail Store* |
| (1) Every risk assessment for a first licence or Certificate of Operation (or for the renewal of a licence or Certificate of Operation where major works have taken place) shall be accompanied by a plan (either in electronic format or hard copy) drawn to a scale in metric units of measurement of not less than 1:2500, consisting of an extract from the Ordnance Survey map (or tracing thereof). The plan should be marked and coloured so as to identify clearly the site or proposed site (including the boundaries which shall be marked in red) of the retail store or kerbside retail store. |
| (2) Every plan submitted in accordance with paragraph (1) of this Schedule shall be accompanied by: |
| a. one site plan (either in electronic format or hard copy) in metric units of measurement of not less than 1:100 so marked and coloured so as to identify clearly: |
| i. each underground storage tank, each pipeline or dispensing pump connected to such a tank and each container store or container compound; and |
| ii. all other buildings or structures (including cellars or basements) within a distance of 16 metres of each underground storage tank, offset filling point, dispensing pump, ventilating pipe opening, container store or container compound; |
| b. one plan and specification or appropriate particulars (either in electronic format or hard copy), including suitable drawings or plans, elevations and sections to a scale in metric units of measurement of not less than 1:50 so marked as to give adequate details of the construction or proposed construction and dimensions and manner of installation or proposed installation of each underground storage tank, dispensing pump, container store, container compound and any pipeline (including its diameter); |
| c. one plan or specification or appropriate particulars (either in electronic format or hard copy) shall be so marked as to show all electrical apparatus installed or to be installed or used at a distance not exceeding 5 metres of each underground storage tank, container store, container compound, dispensing pump or filling, dipping or venting openings of an underground tank or pipeline; |
| d. detailed particulars to be shown on a plan of: |
| i. each building or place at a retail store or kerbside retail store in or at which any articles, materials or substances (other than flammable liquids and fuels) liable to spontaneous combustion or ignition or otherwise flammable or dangerous are kept or will be kept and their amounts or quantities; |
| ii. the amount or quantity of flammable liquids and fuels kept or to be kept in each underground storage tank, container store, container compound, or other storage medium; and |

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| iii. the approximate maximum number of persons employed or likely to be employed at the  store and where applicable in each building at the store; |
| e. any further particulars, maps or drawings shall be provided which the licensing authority requires by a notice in writing or electronically. |
| (3) Subject to Regulation 17(3), every risk assessment supplied with an application for an amended licence or Certificate of Operation under Regulation 17 shall be accompanied by: |
| a. one plan (in metric units of measurement) or specification or appropriate particulars giving details of the proposed installation, alteration, enlargement, addition or reconstruction, to the specifications of paragraphs (1) and (2); and |
| b. any further particulars, plans, maps or drawings which the licensing authority requires by notice in writing or electronically. |