

Please scan to  
EP/000000020

**East of England**  
CO-OPERATIVE SOCIETY

Building a better Society

Registered Office:

Wherstead Park

The Street

Wherstead

Ipswich

Suffolk IP9 2BJ

**Tel:** (01473) 786000

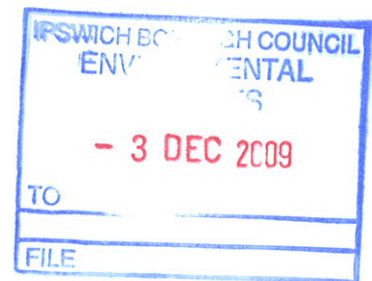
[www.eastofengland.coop](http://www.eastofengland.coop)

Our ref: jrc/nacton/vr2/2/12/09

Your ref: EP/000000020

2<sup>nd</sup> December 2009

FAO: Mrs Varuna Addy  
Senior Environmental Health Assistant  
Environmental Protection  
Ipswich Borough Council  
Grafton House  
15-17 Russell Road  
Ipswich  
Suffolk  
IP1 2DE



Dear Mrs Addy

**Re: Stage II Recovery Application  
Environmental Permitting (England & Wales) Regulations 2007  
581 Nacton Road, Ipswich, Suffolk, IP3 9QL**

Please find enclosed a completed application in order to vary permit reference 1.2/RJD/2/05 in order to comply with the above regulations for vapour recovery stage II.

I have enclosed supporting documentation which I hope will assist with the application process.

If you require any further information please do not hesitate to contact me on 01473 786032.

Yours sincerely

Jonathan Carey  
Assistant Secretary

## Part B Application form

### Application to vary a permit for a Part B service station to add PVR Stage II

Local Authority Pollution Prevention and Control  
Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2007

#### Introduction

#### When to use this form

Use this form if you are applying for a variation to an existing service station permit in order to extend it to cover the operation of PVR Stage II.

A fee is only required to be enclosed if the variation involves a 'substantial change'. A substantial change is defined as "a change in operation which, in the opinion of the competent authority [the regulator] may have significant **negative** effects on human beings or the environment". (Closure of an existing service station and the building of a new replacement station at another location is likely to require a full fresh application, i.e. not constitute a variation.)

When complete, send the form and the fee and any additional information to:

**Environmental Protection  
Ipswich Borough Council  
Grafton House  
15-17 Russell Road  
Ipswich  
Suffolk  
IP1 2DE**

#### If you need help and advice

We have made the application form as straightforward as possible, but please get in touch with us at the local authority address given above if you need any advice on how to set out the information we need.

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A1.1. Name of the premises

**East of England Co-operative Society Limited Filling Station**

A1.2. Please give the address of the premises

**581 Nacton Road, Ipswich, Suffolk,**

Postcode: **IP3 9QS**

Telephone: **01473 724662**

A1.3. Reference number of existing PVR Stage I permit for the installation

**1.2/RJD/2/05**

A2.1. **The applicant** - Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners

**East of England Co-operative Society Limited**

Company Registration: **1099R**

Trading/business name (if different)

.....

Registered Office address (All correspondence to address below)

**Wherstead Park**

**The Street**

**Wherstead**

**Ipswich**

**Suffolk**

Postcode: **IP9 2BJ**

Telephone: **01473 786000**

A2.2. Holding companies

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006?

☒

No

☐

Yes

If yes? Name of ultimate holding company .....

Ultimate holding company registered office address

.....  
.....  
.....

Postcode .....Telephone.....

### A3 Who can we contact about your application?

*It will help to have someone who we can contact directly with any questions about your application. The person you name should have the authority to act on behalf of the operator - This can be an agent or consultant.*

Name: **Jonathan Carey**

Position: **Assistant Secretary**

Address: **Wherstead Park, The Street, Wherstead, Ipswich, Suffolk, IP9 2BJ**

**Postcode: IP9 2BJ**

Telephone: **01473 786032**

Fax number:

email address: **j.carey@eastofengland.coop**

### B. About the installation

B1.1 Is PVR Stage II equipment already fitted:

☐

No

☒

Yes

B1.2 If the answer to B1.1 is "no",

a) when do you intend to fit it

b) what arrangements are in place (e.g. contract with installers) to fit it

.....  
.....

B2.1 What systems have been installed or is it intended to install to comply with PVR Stage II?

Doc Reference:

**Full Vapour Recovery Stage 2 retrofit to existing pumps with vapour return line between pumps and petroleum tank. Installed by Gilbarco.**

.....

.....

B2.2 What is or will be the vapour/petrol ratio?

**As per Document 3**

B2.3 Please attach process diagrams and plans of VPR Stage II system, including pipe work layout.

Doc Reference: **Document 1**

.....

.....

B2.4 What arrangements will be/have been made for preventative maintenance of the PVR Stage II equipment.

**Annual Periodic test and visible LED 'Traffic' light warning system to indicate any issues immediately.**

**Doc Reference: Document 2**

B2.5 What arrangements will be/have been made to ensure relevant staff are adequately familiar with and trained in the use of the PVR Stage II equipment.

**Society Training Department are compiling training packs for all employees that work within the filling station.**

B2.6 Please attach procedures and contingency measures in the event of vapour containment equipment failure (including the system for vapour recovery during filling of vehicle petrol tanks).

**Call out by Gilbarco if warning light becomes amber within seven days. If light becomes red supply will be shut off immediately.**

Doc Reference: **Document 2**

B2.7 Please provide a certificate to confirm conformity of the PVR Stage II equipment with approval for use under the regulatory regimes of at least one European Union or European Free Trade Association country and to confirm that the hydrocarbon capture efficiency of the equipment is not less than 85% (i.e. that at least 85% of the displaced vapours are recovered, according to the relevant 'type approval' test (see Section 5.16 of PG1/14(06)), expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged.

Doc Reference: **Document 3**

B2.8 What arrangements will be put in place to test delivery systems and vapour recovery systems, including the testing of the vapour/petrol ratio? Please provide details of testing of the vapour containment integrity in accordance with the manufacturer's specifications (to be undertaken prior to commissioning and periodically at least once every 3 years thereafter and always following substantial changes or significant events that lead to the removal or replacement of any of the components required to ensure the integrity of the containment system).

**Monitoring is ongoing and testing is not required for 1<sup>st</sup> three years.**

B2.9 Is an "automatic monitoring system" installed, or will it be installed, to automatically detect faults in the proper functioning of the petrol vapour recovery system including the automatic monitoring system; to indicate faults to the operator; and to automatically cut off the flow of fuel on the faulty delivery system if the fault is not rectified within 1 week?

☐ No

☒ Yes

B3 Additional Information

Please supply any additional information, which you would like us to take account of in considering this application.

Doc Reference:

## C1. Fees and Charges

C1.1. **This application does not involve a substantial change.**

## C2. Annual charges

If we grant you a permit, you will be required to pay an increased annual subsistence charge. If you don't pay this fee, your permit can be revoked and you will not be able to operate your installation.

C2.1. If different to details provided in relation to your current PVR Stage I permit, please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

.....  
.....

.....  
Postcode.....Telephone.....

We will confirm the cost of the increased subsistence fee when we issue any varied permit.

### **C3. Commercial confidentiality**

C3.1. Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations (See the General Guidance Manual).

### **C4. Data Protection**

The information you give will be used by the Local Authority to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and or disclose any of the information you give us in order to:

- consult with the public, public bodies and other organisations,
- carry out statistical analysis, research and development on environmental issues,
- provide public register information to enquirers,
- make sure you keep to the conditions of your permit and deal with any matters relating to your permit
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- offer you documents or services relating to environmental matters,
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)
- assess customer service satisfaction and improve our service.

We may pass on the information to agents/ representatives who we ask to do any of these things on our behalf.

It is an offence under regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else) to:

- make a false statement which you know to be false or misleading in a material particular,
- recklessly make a statement which is false or misleading in a material particular.

If you make a false statement

- we may prosecute you, and
- if you are convicted, you are liable to a fine or imprisonment (or both).

**C5 Declaration: previous offences** (delete whichever is inapplicable)

I/We certify

~~EITHER~~

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

OR

~~The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the Regulations:~~

.....

For and on behalf of  
East of England  
Co-operative Society Ltd  
Signature ..... M E Faulkner

Name ..... Secretary M E FAULKNER

Position ..... SECRETARY

Date 02/12/09

## 6 Declaration

### C6.1 Signature of current operator(s)\*

I/We certify that the information in this application is correct. I/We apply for a permit in respect of the particulars described in this application (including supporting documentation) I/We have supplied.

Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from: EPOS OF ENGLAND CO-OPERATIVE SOCIETY LTD

Premises name: FILLING STATION NATION ROAD IPSWICH

For and on behalf of  
East of England  
Co-operative Society Ltd  
Signature ..... M E Faulkner

Name: M E FAULKNER  
Secretary

Position:

Date 2nd December 2009

\* Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.





Gilbarco Veeder Root  
Crompton Close,  
Basildon,  
Essex  
SS14 3BA  
Tel: 01268 533 090  
[www.gilbarco.com](http://www.gilbarco.com)

Date of Test: 26/08/2009

Tel: 01268 533 090  
[www.gilbarco.com](http://www.gilbarco.com)

## Pipework Test Certificate

Site name NACTON ROAD SERVICE STATION  
Address NACTON ROAD  
IPSWICH  
SUFFOLK  
Post code \_\_\_\_\_

The undermentioned pipework has been tested in accordance with  
**IP / APEA Guidance, and Local Authority requirements.**

IP / APLA Guidance, and Local Authority / HSE										
Tank No	Pressure On (bar)	Pressure Off (bar)	Test Duration (Mins)	Pass/Fail	Tank No	Pump Number	Pressure On (psi)	Pressure Off (psi)	Test Duration (Mins)	Pass/Fail
OFFSET FILLS					FUEL LINES					
1					1					
2					2					
3					3					
4					4					
5					5					
6					6					
7					7					
OSF OUTER CONTAINMENT					FUEL LINE OUTER CONTAINMENT					
1					1					
2					2					
3					3					
4					4					
5					5					
6					6					
7					7					
VENT LINES										
1										
2										
3										
4										
5										
6										
7										
STAGE 1B VAPOUR RECOVERY					STAGE TWO VAPOUR RECOVERY					
					6	3,4,5,6,7,8,9,10	10	10	60	PASS

Job Number: V2K0008

Witnessed by PO NO

Engineer J.HOLMES

Print Name \_\_\_\_\_

# NACTON ROAD SERVICE STATION

## SHOP

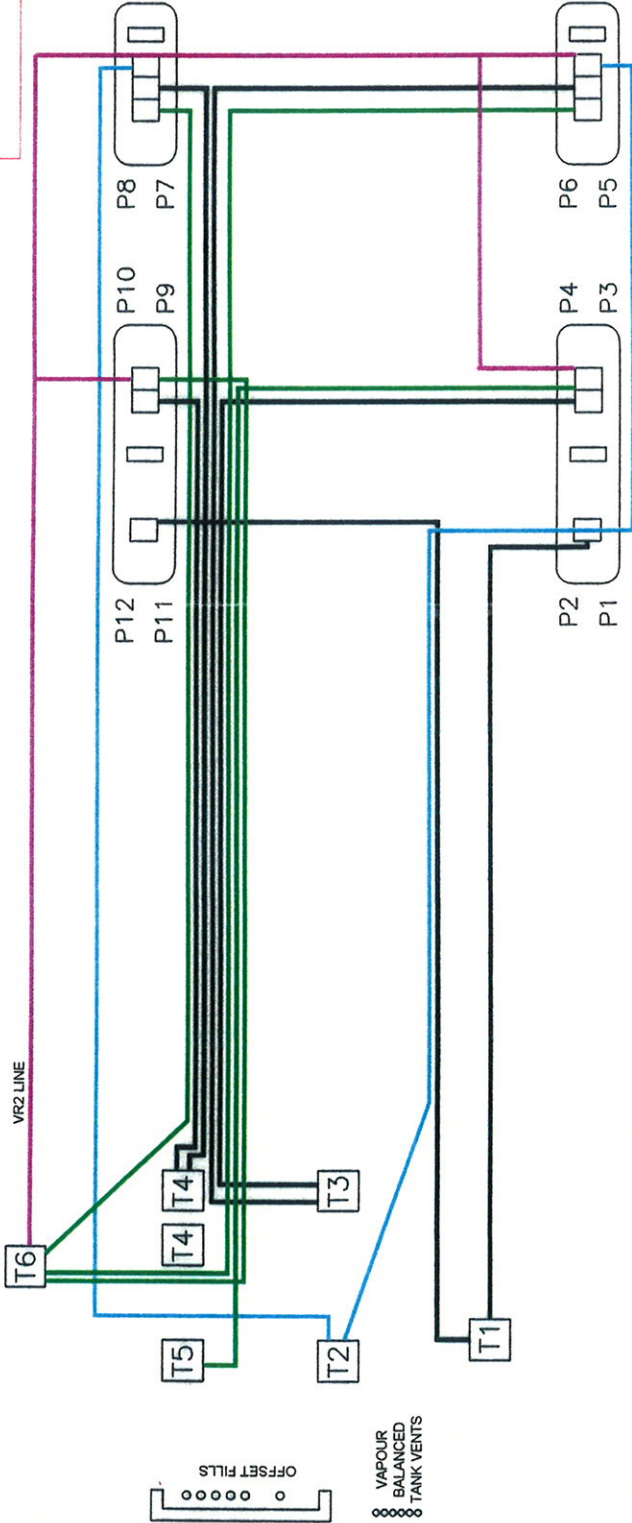
NACTON ROAD SERVICE STATION	
SCHEDULE OF WORKS	
-INSTALL VR2 LINE IN SINGLE SKINNED KPS PIPEWORK TO DISCHARGE INTO TANK 6.	
-EXISTING STEEL SUCTION LINES AND EUROLINE PUMPS TO BE RETAINED.	
-PUMPS TO BE RETROFITTED TO BE VR2 COMPLIANT.	
-INSTALL MONITORING SYSTEM TO ALL SPIRIT PUMPS.	
-WHERE THE FORECOURT HAS BEEN DISTURBED BY THE ABOVE WORKS, IT IS TO BE MADE GOOD TO MATCH EXISTING.	
-COMMISSION THE NEW SYSTEM.	

TANK TO PUMP CONNECTIONS		
TANK NUMBER	CAPACITY (Litres)	PRODUCT GRADE
T1	22010	DIESEL
T2	17460	SUPER
T3	17460	DIESEL
T4	17460	DIESEL
T5	17460	UNLEADED
T6	35210	UNLEADED

SUPPLYING PUMP NUMBERS	
1, 2, 11, 12	
5, 6, 7, 8	
3, 4, 5, 6	
7, 8, 9, 10	
3, 4	
5, 6, 7, 8, 9, 10	

### PIPEWORK LEGEND

UNLEADED
SUPER
DIESEL
VR2 LINE



REV	DATE	DRAWN	AMENDMENT

TITLE		SITE	
PROPOSED WORKS TO MAKE SITE VR2 COMPLIANT		NACTON SERVICE STATION 581 NACTON ROAD IPSWICH SUFFOLK IP3 9QL	

SCALE	DATE	DRAWN	REV
MTS	JULY 2009	P.A.L.	*

EAST OF ENGLAND CO-OP SOCIETY		DRAWING NUMBER	
WHARFSTEAD PARK IPSWICH SUFFOLK IP3 2SU		2009/VR2/01	

KEYIN HEARY ASSOCIATES, 5 KNOLL CROFT, SHOE BURYNESS ESSEX, SS3 8JY TEL: 01702 295000	
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# PIPEWORK LAYOUT





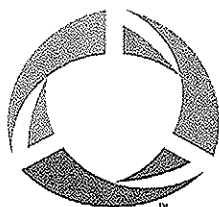
## Vapour Recovery Traffic Light Procedures

The new Vapour Recovery Stage Two system that has been installed on your pump systems operates on a traffic light basis. Please take the following actions when the lights are the following colours:

**GREEN:** All is OK no action required.

**AMBER:** The system has an error and you have five days to resolve this before the system shuts down and disables the pump. Phone Gilbarco on 0844 3725788 and report to IT on 01473 786111

**RED:** The system has closed and the pumps will not work. Please escalate with Gilbarco on 0844 3725788 and IT on 01473 786111. Additionally please contact Richard Helliwell on 07973 178646



**GILBARCO**  
**VEEDER-ROOT**

**GVR - FEF**

**STAGE II VAPOUR RECOVERY**  
**COMPLIANCE CERTIFICATE**

**NACTON SER/STN**

**17/09/2009**

## GVR - FEF Stage II Vapour Recovery Test Certificate

Completed certificate to be kept on site with site records and a copy retained by the contractor.

### PART A. Work and Equipment Record

**Date:** 17/09/2009

**Engineer Name:** S.WALTON

**Site Name & Operator:** ESSO NACTON ROAD SER/STN

**Address of site:** 581 NACTON ROAD  
IPSWICH SUFFOLK  
IP3 9QS

**Dispenser/Pump Make & Model:** Gilbarco Euroline

**Vapour Recovery system fitted:** Burkert & ASF Thomas

**Vapour Recovery monitoring system fitted:** Gilbarco VMC

**Tick all boxes that apply:**

- ☐ New Installation
- ☐ New Pumps with Stage II
- ☒ Stage II retrofit
- ☐ Automatic monitoring retrofit
- ☐ Work on Vapour Recovery System
- ☐ Work on Automatic Monitoring System
- ☐ Ordered by customer or other agency
- ☐ Annual periodic test
- ☐ 3 yearly periodic test
- ☐ Test after modification or repair
- ☒

**Remarks:**

VR11 LED EXPLAINED AND UNDERSTOOD BY SITE MANAGER

# GVR - FEF Stage II Vapour Recovery Test Certificate

## PART B. VR Efficiency Test Record

The manufacturer's documentation, including approval certificate, contains data required for efficiency tests.

Correction factor for air (in manufacturer's documentation): 1.07

Maximum certified fuel flow rate: 42 L/min Outdoor temperature: 17°C

Tolerance range for V/P ratio: 95% to 105%

Pump side	Pump Number	Grade Name		V/P ratio at air test flow rate			
				Before adjustment		After adjustment (if applicable)	
				[%]	[l/min]	[%]	[l/min]
1	3	G1	Unleaded	98	38		
		G2					
		G3					
2	4	G1	Unleaded	98	38		
		G2					
		G3					
1	6	G1	Supreme Unl	100	38		
		G2	Unleaded	98	38		
		G3					
2	5	G1	Supreme Unl	100	38		
		G2	Unleaded	100	38		
		G3					
1	8	G1	Supreme Unl	98	38		
		G2	Unleaded	98	38		
		G3					
2	7	G1	Supreme Unl	98	38		
		G2	Unleaded	98	38		
		G3					

If more than 4 pumps see additional page 2A.

**Note:** If the Vapour Recovery monitoring device is equipped with a regulation or correction function then this has to be disabled during the measurements.

If an Automatic Monitoring system is fitted, is this operating correctly - indication for normal operation, alarm condition and stop condition.

YES

Date of this inspection: 17/09/2009

Date next inspection due: 17/09/2012

Certifying Engineer: S.WALTON



# GVR - FEF Stage II Vapour Recovery Test Certificate

## PART B. VR Efficiency Test Record

The manufacturer's documentation, including approval certificate, contains data required for efficiency tests.

Correction factor for air (in manufacturer's documentation): 1.07

Maximum certified fuel flow rate: 42 L/min Outdoor temperature: 17°C

Tolerance range for V/P ratio: 95% to 105%

Pump side	Pump Number	Grade Name		V/P ratio at air test flow rate			
				Before adjustment		After adjustment (if applicable)	
				[%]	[l/min]	[%]	[l/min]
1	9	G1	Unleaded	98	38		
		G2					
		G3					
2	10	G1	Unleaded	98	38		
		G2					
		G3					
		G1					
		G2					
		G3					
		G1					
		G2					
		G3					
		G1					
		G2					
		G3					
		G1					
		G2					
		G3					

If more than 4 pumps see additional page 2A.

**Note:** If the Vapour Recovery monitoring device is equipped with a regulation or correction function then this has to be disabled during the measurements.

If an Automatic Monitoring system is fitted, is this operating correctly - indication for normal operation, alarm condition and stop condition. **YES**

Date of this inspection: 17/09/2009

Date next inspection due: 17/09/2012

Certifying Engineer: S.WALTON



## PART C. Initial Installation Inspection and Test

Leak test executed and passed on Vapour Recovery pipes & components:

☒ Inside of dispenser (retrofit kits)

☐ Between dispenser and tank

Test steps		Details - Pass/Fail or Values			
		P1/2	P3/4	P5/6	P7/8
1	Conforms with installation instructions.		PASS	PASS	PASS
2	Visual inspection of Vapour Recovery system for security of fittings.		PASS	PASS	PASS
3	Visual inspection of Vapour Recovery monitoring device - if fitted.		PASS	PASS	PASS
4	Leak test to internal dispenser pipes and components. (Retrofit kits)		PASS	PASS	PASS
5	Leak test to pipes connecting dispenser to tank or other external systems.		N/A	N/A	N/A
6	Running of Vapour Recovery pump - no loose or vibrating pipes.		PASS	PASS	PASS
7	Confirm operation of Vapour Recovery monitoring device and alarm test. <i>Note 1</i>		PASS	PASS	PASS
8	Dry measurement at each petrol nozzle.		PASS	PASS	PASS

Test steps		Details - Pass/Fail or Values			
		P9/10	P11/12	P13/14	P15/16
1	Conforms with installation instructions.	PASS			
2	Visual inspection of Vapour Recovery system for security of fittings.	PASS			
3	Visual inspection of Vapour Recovery monitoring device - if fitted.	PASS			
4	Leak test to internal dispenser pipes and components. (Retrofit kits)	PASS			
5	Leak test to pipes connecting dispenser to tank or other external systems.	N/A			
6	Running of Vapour Recovery pump - no loose or vibrating pipes.	PASS			
7	Confirm operation of Vapour Recovery monitoring device and alarm test. <i>Note 1</i>	PASS			
8	Dry measurement at each petrol nozzle.	PASS			

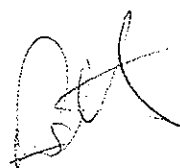
**Note 1** The alarm signal and the switch off function has to be tested for every nozzle if the switch off function is nozzle specific.

Date of inspection:

17/09/2009

Certifying Engineer:

S.WALTON







## Man Chamber Test for Stage II Vapour Recovery

### Inspection of Man Chamber

Date of Inspection      17/09/2009

Site Address      **ESSO NACTON ROAD  
581 NACTON ROAD  
IPSWICH  
SUFFOLK  
IP3 9QS**

Confirm Tank Tested      **TANK SIX**

Vapour Recovery return line man chamber Vapour check (Prior to retrofit)      **PASS**

Vapour Recovery return line man chamber Vapour check (When operating)      **PASS**

Inspecting Engineer

**S.WALTON**

A handwritten signature in black ink, appearing to be 'S. Walton', written over the printed name.