

Our ref: WK/201105550
Please ask for: David Rowe
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IPSWICH
BOROUGH COUNCIL

Mr R Heliwell
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Grafton House
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5th September 2011

Dear Mr Heliwell

**The Environmental permitting (England and Wales) Regulations 2010
Nacton Road Service Station, Nacton Road. Ipswich**

I write following the inspection of the above site in relation to your permit under the above regulations.

I meet with the site manager and the inspection included looking at the records relating to the permit and a brief site inspection.

Many of the conditions in the permit were being complied with however I would draw your attention to the following matters which require attention

- during the visit I was shown the vapour recovery certificate showing the yearly maintenance checks had been conducted, however it is recommended a more detailed record of maintenance is kept, which should detail all checks undertaken and a schedule for when they are undertaken. There are a number of checks that are required throughout the permit and these should be recorded in a log book, the simplest way of doing this is to maintain a diary of the checks undertaken, anything to note and who undertook them. This would also act as a schedule and reminder for when the checks were due.
- it was noted that a list of competent staff was available, however it would be recommended that a training record is kept for staff who are competent to show what training they have undertaken

Thank you for your cooperation during the inspection, if you would prefer to correspond directly with the site manager please let us know and I will amend our records. I will check compliance with the above matters at the next inspection.

Please contact me if you wish to discuss the permit

Yours sincerely

David Rowe
Environmental Health

Cc Mr R Heliwell, East of England Cooperative Society Ltd, Wherstead Park, The Street, Wherstead. Ipswich.
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