

FEE FOR SERVICE STATION IS £100.

APPENDIX 3

SPECIMEN APPLICATION FOR AUTHORISATION

The following is a specimen application form which has been the subject of consultation with industry representatives and members of the former IPLA (Her Majesty's Inspectorate of Pollution/Local Authority Enforcement Liaison) Committee. Given the consistent nature of service station operations, it is likely to be more efficient for both industry and local enforcing authorities to make use of this form in all cases.

In accordance with the Environmental Protection (Prescribed Processes & Substances Etc) (Amendment) (Petrol Vapour Recovery) Regulations 1995, SI 2678, applications may not be made more than 15 months before the date on which authorisation is required. (See Clause 9). Operators are strongly advised to submit their applications no later than 9 months before the relevant date in order to allow local authorities sufficient time to determine the application. Operation without an authorisation after the relevant date would be an offence.

References to the term "process" are references to the unloading into storage of petrol. The operator of the process under the terms of the Act is most likely to be the person with management responsibility for the procedures on site. This does not, however, absolve other people of their responsibilities (for instance of drivers in the case of following unloading procedures or of the equipment owners in the case of installation of equipment) since action can be taken directly under section 158 of the Act.

Further advice on transfer of authorisations and on process changes may be found in General Guidance Note GG1 - "Introduction to Part I of the Act"; ISBN 0 11 752423 9, published by HMSO, £5 net.

Application for Authorisation; Part I, Environmental Protection Act, 1990

Section A: General Information

1. Name and address of premises where process is/will be carried out

Roundwood Service Station, 436 Woodbridge
Road, Ipswich Post Code IP4 4EN
Telephone No 01473 Contact Name Julian
710198 Position Site Manager

2. Name and address of applicant[s]

BP EXPRESS SHOPPING LIMITED
WITAN GATE HOUSE
500-600 WITAN GATE
CENTRAL MILTON KEYNES

Telephone No *01908 853225* Contact Name *Sara Johnson*

Position *licence database co-ordinator*

3. Name and address of registered office (if applicable) In the case of partnerships, names and home addresses of the partners.

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Telephone No Contact Name

Position

4. Name of the ultimate holding company (if applicable)

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.....

5. Address for correspondence if different from (1) above

As in 2
.....
.....

6. Enclose a map/plan with the application showing the location where the process is/will be carried out. Where the process is/will be carried out on only part of the premises please indicate the exact location on the plan enclosed.

see attached
.....

7. Is the service station located under permanent living quarters or working areas? See Clause 9

YES	NO
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8. When was vapour balancing equipment installed or when will it be installed?

see attached
.....

Section B. Process and Control Information

9. Volume of petrol unloaded into the service station in each of the last three calendar years (see Clause 9 of this Note for the relevant timescales); in cubic metres (ie litres divided by 1000). Circle the appropriate band

YEAR	VOLUME OF PETROL/m ³			
1995	<100	100-500	501-1000	>1000
1996	<100	100-500	501-1000	>1000
1997	<100	100-500	501-1000	>1000

10. Are deliveries "Driver Controlled"

YES	NO
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11. At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour balancing system is in place. If the latter information is not known, a statement of what assessment will be made to determine this information and within what timescale. The information supplied under item 11 should be supplemented by a site specific assessment. (See Clause 17).

2 No spirit compartments

12. Measures taken or to be taken for vapour emission control, both during unloading and in storage

Vapour Recovery System installed

13. Please attach process diagrams and plans of vapour balancing equipment (including height and location of tank vent pipes)

see attached

14. Unloading procedure and instructions (please attach)

see attached

15. Details of Supervision, Training and Qualifications of Operating Staff [Details should be specific to on-site staff and include general statements concerning delivery drivers]

see attached

16. Schedule of maintenance of vapour balancing controls [please attach]

see attached

17. Schedule of examination and testing for vapour balancing controls [please attach]

see attached

18. Procedures or contingency measures in the event of vapour containment equipment failure. [please attach]

see attached

You may also supply any other information you wish the Local Authority to take into account when considering your application.

I hereby certify that I am authorised to sign to sign this application and all the information contained in this application is correct to the best of my knowledge and belief.

Name (BLOCK CAPITALS): S. JOHNSON
Signature: S. JOHNSON Date: 31/3/98
Designation: Ware Database Coordinator

Fee attached (cheques payable to the Council) £.

COMPETENT PERSON TRAINING

The following is a list of the training given to all new members of staff who would be responsible for accepting Tankers on any Company Owned Company Operated site.

1. Attendance of a half day course covering Legislation, H & S, pre and post delivery procedures, this includes two videos one about Fire and extinguisher operation and another covering the receipt of a Licensee Controlled Delivery.
2. A test is then taken asking 30 questions with a multi-choice answer format. The pass. is 80% (24/30). Failure to get this would mean the candidate would have to go through this process again.
3. Three supervised Tankers to be seen in.
4. They must read the sites Petroleum Licence and be aware of any special conditions.
5. Pass a Site Specific test (10 questions - 100% is the only acceptable mark).
6. Attend or be registered for a Fire course (practical).

At this point if all the above criteria has been met a Competent Persons Pass will be issued for accepting LCD.

Driver Controlled Delivery

For DCD sites a further test is taken after watching a video that deals solely with DCD. This is again a Multi-choice test, where 80%(13/16) is the minimum pass mark. Once this has been successfully taken a separate pass is issued to be kept along with the LCD one that they would already have.

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ROUNDWOOD SERVICE STATION

PROCEDURES FOR UNLOADING PETROLEUM SPIRIT ON A SITE WHICH HAS A STAGE 1b VAPOUR BALANCING SYSTEM INSTALLED

Procedures

In addition to the requirements of discharge conditions the following procedure must be performed in sequential order:

- 1) The normal operation of the tankers air system is used to permit showing wet dips. Dip rods are then removed and stowed and dip caps secured.
- 2) The vapour recovery hose is firstly connected to the connection on the road tanker. Connecting the vapour recovery hose to the tanker deactivates the air system operated by the green button on the tanker.
- 3) The site vapour recovery hook up line cap is removed and the vapour hose is connected to the vapour recovery hook up pipe.
- 4) Connect up to a maximum of two spirit discharge hoses.
- 5) To perform the delivery the red button in the control box must be pulled out, followed by the individual numbered buttons for each compartment footvalve.
- 6) Following the delivery any confirmation that the compartments are empty should be by viewing the sight glass if fitted on each compartment outlet faucet.
- 7) Close down the system by depressing the red button - this will close all valves.
- 8) Disconnect discharge hoses.
- 9) Disconnect the vapour recovery hose from the site storage tank end and replace the cap.
- 10) Remove vapour balancing hose from the tanker end and replace vapour line cap.

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ROUNDWOOD SERVICE STATION

List of staff members trained to accept Petroleum deliveries at this site:

SEE SITE REGISTER

All persons trained in tanker delivery procedures are fully aware of the revised policy regarding the order in which the hoses are to be connected and disconnected.

All staff listed in the site register have passed the relevant BP training course and have been awarded the appropriate certificate.

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ROUNDWOOD SERVICE STATION

EMERGENCY PROCEDURE IN THE EVENT OF A VAPOUR LEAKAGE.

1.0 INTRODUCTION

The following procedure must be followed in the event of a vapour leak or suspected leak in the vapour recovery system.

2.0 SYMPTOMS

- 2.1 A strong smell of petrol vapours in the vicinity of the vent stack or vapour recovery hook up point may indicate a vapour leak.
- 2.2 A visible inspection of the vapour recovery system may indicate a problem with the connection terminal or pipework if manifolded above ground.
- 2.3 A presence of product discharging from the vapour recovery point indicates a problem with the overfill prevention valves fitted. Any vapour leak must be reported accordance with the standard procedure via the Territory Manager.
- 2.4 If the hose is seen to “kick” this may indicate an overfill situation.

3.0 VAPOUR LEAK

- 3.1 In the event of a vapour leak the attached reporting structure must be followed.
- 3.2 In the event of a leak which appears strong enough to cause a threat of ignition then the manager must immediately close the site.
- 3.3 The site manager is to maintain a detailed record of any incident.
All details and Contractor visits must be entered in the site register.

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ROUNDWOOD SERVICE STATION

MAINTENANCE SCHEDULE for the VAPOUR RECOVERY INSTALLATION

1.0 MAINTENANCE CONTRACT

The maintenance Contract is administered on behalf of BP Oil UK Ltd by

BP/Bovis Alliance
Witan Gate House
500-600 Witan Gate
Central Milton Keynes
Bucks MK9 1ES

Tel: 01908 85300
Fax: 01908 853276

2.0 SITE PARTICULARS

- 2.1 The offset fills are located on the HGV pump island located to the right of the sales building.
- 2.2 The vapour recovery hook up point is located to left of the offset fills i.e. towards the rear of the tanker when off loading.
- 2.3 The vents are manifolded below ground, with the vent stack located at the bottom end of the site, adjacent to the forecourt ingress position.

3.0 MAINTENANCE SCHEDULE

- 3.1 The overfill prevention devices are to be checked in accordance with the manufacturers instructions to ensure that the mechanical float is fully operational.
The overfill prevention devices are to be installed on all sites where vent lines are manifolded at low level.
The overfill prevention devices installed at the above site are OPW ref.: 6150/4124.
- 3.2 The pressure vacuum vent valve is to be checked in accordance with the manufacturers instructions to ensure it is fully operational.
The pressure vacuum vent valve installed at the above site is the Risbridger ref.: 2798.
- 3.3 The vapour recovery adaptor is to be checked to ensure that the poppet sealer and connection are fully operational.
The adaptor used at the above site is the Risbridger ref.: 3005.
- 3.4 The vapour recovery signage will be checked to ensure that all current signage is clean, securely fixed and visible upon inspection.

3.5 The flame arrestor within the vapour recovery adaptor is to be checked for obstructions and to ensure it is fully operational.

The arrestor installed at the above site is the Risbridger ref.: 2138.

4.0 PIPEWORK

4.1 The offset fill lines, vents and the suction lines including the vapour recovery system are to be tested in accordance with the Licensing Authorities requirements.

This test is to be carried out every five years, and the test certificate is to be completed by the Contractor, with a copy inserted in the site petroleum register.

5.0 GENERAL

5.1 All Contractors carrying out testing or preventative maintenance work are to complete site petroleum register and advise the relevant Licensing Authority of the appropriate dates of work and the test results.