

# Permit Introductory Note

The Pollution Prevention and Control Act 1999  
The Environmental Permitting (England and Wales) Regulations 2010 (as amended)



**IPSWICH**  
BOROUGH  
COUNCIL

**Rontec Watford Limited**  
**13-14 Esplanade**  
**St Helier**  
**Jersey**  
**JE1 1BD**

LAPPC Permit Ref No:  
**PS1/DR/11/15**

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## Chronicle

Detail	Date	Comments
First authorised	22 December 1990	1.13/7/PB
Variation Notice	6 January 2003	1.4/1.13/7/V1
LAPPC Deemed Application	2 April 2005	Duly made
Temporary Permit	27 May 2005	1.2/RJD/7
Consultation Permit Issued	5 October 2005	1.2/R1D/7/05
Permit Issued	18 October 2005	Issued 1.2/RJD/7/05
Consultation Permit Issued	23 November 2009	1.2/R1D/7/05 / PS1/VPA/11/09
Permit Issued	04 February 2010	PS1/VPA/11/09
Transfer of permit	November 2015	PS1/DR/11/15

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

Telephone: 01473 433115  
Email: [environmentalprotection@ipswich.gov.uk](mailto:environmentalprotection@ipswich.gov.uk)

### ***This introductory note does not form part of the permit***

The following Permit is issued under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (as amended), hereinafter referred to as the EP Regulations, to operate a scheduled installation carrying out an activity, or activities covered by the description in Part B of section 1.2 Part 2 of Chapter 1 to Schedule 1 of the EP Regulations, to the extent authorised by the Permit.

Conditions within this Permit detail Best Available Techniques (BAT), for the management and operation of the installation, to prevent, or where that is not practicable, to reduce emissions.

In determining BAT, the Operator should pay particular attention to relevant sections of the Process Guidance note 1/14(13), and any other relevant guidance. Techniques include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned. The general BAT condition in this permit is regarded as covering, among any other matters, the provision of sufficient training and practical instruction for service station operation staff; in order to enable them to carry out their duties in respect of using (or supervising the use of) and maintaining vapour collection controls, and the actions to be taken in the event of leak of vapour.

Note that the Permit requires the submission of certain information to the Regulator, and in addition, the Regulator has the power to seek further information at any time under Regulation 60 of the EP Regulations provided that the request is reasonable.

### **Public Registers**

Information relating to Permits, including the application, is available on public registers in accordance with the EP Regulations. Certain information may be withheld from the public registers where it is commercially confidential, or if it is in the interest of national security to do so.

### **Variations to the Permit**

The Regulator may vary the permit in the future, by serving a variation notice on the Operator. Should the Operator want any of the conditions of the Permit to be changed, a formal application must be submitted to the Regulator (the relevant forms are available from the Regulator). The Status Log that forms part of this introductory note will include summary details of this Permit, variations issued up to that point in time and state whether a consolidated version of the Permit has been issued.

### **Transfer of the Permit or Part of the Permit**

Before the Permit can be wholly or partially transferred to another Operator, an application to transfer the Permit has to be made jointly by the existing and proposed Operators. A transfer will not be approved if the Regulator is not satisfied that the proposed Permit holder will be the person having control over the operation of the installation, or will not comply with the conditions of the transferred Permit. In addition, if the Permit authorises the Operator to carry out a specified waste management activity, the transfer will not be approved if the Regulator does not consider the proposed Permit holder to be a 'fit and proper person' as required by the EP Regulations,

### **Surrender of the Permit**

Where an Operator intends to cease the operation of an installation (in whole or in part) the Regulator should be informed in writing. Such notification must include the information specified in Regulation 24(2) of the EP Regulations.

### **Responsibility under Workplace Health and Safety Legislation**

The permit is given in relation to the requirements of the EP Regulations. It must not be taken to replace any responsibilities an Operator may have under the workplace health and safety legislation.

### **Appeal Against Permit Conditions**

Any person who is aggrieved by the conditions attached to a Permit can appeal to the Secretary of State for Environment, Food & Rural Affairs. Appeals must be received by the Secretary of State no later than 6 months from the date of the decision (the date of the Permit).

Appeals relating to installations in England should be received by the Secretary of State for Environment, Food & Rural Affairs. The address is as follows:

**The Planning Inspectorate  
Environmental Appeals Administration  
Room 4/19 – Eagle Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol, BS1 PN**

The appeal must be in the form of a written notice or letter stating that the person wishes to appeal and listing the condition(s) which is/are being appealed against. The following five items must be included:

- (a) A statement of the grounds of appeal;
- (b) A copy of any relevant application;
- (c) A copy of any relevant Permit;
- (d) A copy of any relevant correspondence between the person making the appeal and the Council;
- (e) A statement indicating whether the appellant wishes the appeal to be dealt with.
  - by a hearing attended by both parties and conducted by an inspector appointed by the Secretary of State; or
  - by both parties sending the Secretary of State written statements of their case (and having the opportunity to comment upon one another's statements).

At the same time, the notice of appeal and documents (a) and (e) must be sent to the Council, and the person making the appeal should inform the appropriate Secretary of State that this had been done.

- An appeal will not suspend the effect of the conditions appealed against; the conditions must still be complied with.
- In determining an appeal against one or more conditions, the Act allows the Secretary of State in addition to quash any of the other conditions not subject to the appeal and to direct the local authority to either vary any of these conditions or to add new conditions.

### **Copyright of any Maps Provided with this Permit**

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### **Talking to us**

Please quote the Permit Number if you contact the Regulator about this permit. To give a notification, the Operator should telephone 01473 433115 or any other number notified in writing by the Regulator for that purpose.

***~ End of Introductory Note~***

# Permit



**IPSWICH**  
BOROUGH  
COUNCIL

**The Pollution Prevention and Control Act 1999  
The Environmental Permitting (England and Wales) Regulations 2010 (as amended)**

**LAPPC Permit Ref No: PS1/DR/11/15**

Ipswich Borough Council in exercise of its powers under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (as amended) hereby authorises:

**Rontec Watford Limited**

Whose Registered Office is:

**Rontec Watford Limited  
13-14 Esplanade  
St Helier  
Jersey  
JE1 1BD**

to operate an installation at:

**Rontec Watford Limited  
Ellenbrook Road Ipswich  
1P2 9RP**

to the extent authorised by and subject to the conditions of this Permit.

Signature:

David Rowe  
Senior Environmental Protection Officer  
(The Authorised Officer for this purpose)

Date: 25 November 2015

Permit issued by:

Environmental Protection Services  
Ipswich Borough Council  
Grafton House  
15 17 Russell Road  
Ipswich  
IP1 2DE

Telephone: 01473 433115  
Fax: 01473 433062  
Website: [www.ipswich.gov.uk](http://www.ipswich.gov.uk)  
Email: [environmentalprotection@ipswich.gov.uk](mailto:environmentalprotection@ipswich.gov.uk)

## **OPERATING CONDITIONS**

### **Process Description and General Information**

This permit authorises the unloading of petrol into stationary storage tanks at Rontec Watford Ltd, Ellenbrook Road, Ipswich, within the process boundary marked on the attached site plans, site plan 1 and site plan 2.

Attached plan site plan 2 shows the location of the underground storage tanks on site.

The service station has 3 petrol storage tanks as shown in the attached tank storage plan. This comprises of 2 unleaded tanks and 1 ultimate unleaded tank.

The deliveries of petrol can occur at any time and may occur outside normal operating hours. The deliveries are directly supervised by a service station operator.

### **Emission Limits, Monitoring and Other Provisions**

1. Vapours displaced by the delivery of petrol into storage installations at service stations shall be returned through a vapour-tight connection line to the mobile container delivering the petrol. Unloading operations may not take place unless the arrangements are in place and properly functioning, subject to conditions 3, 4 and 5.
2. The Operator shall implement the following schedule of preventative maintenance. Once per year the Operator shall carry out the following checks and maintenance work.
  - (i) a visual inspection of fill pipe adaptors and caps and replace as required;
  - (ii) a visual inspection of the vapour connection point, including the condition of the adaptor, poppet valve and dust cover and replace as required.
  - (iii) a visual inspection of the position and clarity of the notices required by condition 18 of this permit.
  - (iv) a visual inspection of the pressure/vacuum relief valve and clean flame arrestor/gauzes.

The inspections shall comprise checks for build up of deposits, wear, damage, blockage, leakage and correct operation.

Records of all maintenance checks shall be made and copies retained on site for a minimum of two years, and available for inspection by an authorised officer of Ipswich Borough Council.

3. All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. Ipswich Borough Council shall be advised without delay of the circumstances of such a vapour leak if there is likely to be an effect on the local community, and in all cases such a vapour leak should be recorded in the logbook required under condition 10.
4. The Operator shall advise Ipswich Borough Council of the corrective measures to be taken and the timescales over which they will be implemented in the event of a vapour leak described in condition 3.
5. Instances of vapour leak shall be recorded in the log book and, under the circumstances detailed in condition 3, Ipswich Borough Council be advised.
6. The procedures in condition 2 to 5 inclusive shall be reviewed in light of any modifications which occur to the facilities. Ipswich Borough Council shall be advised of any proposed alteration in operating procedures.
7. Petrol delivery and vapour return lines shall be tested in accordance with the following:
  - (i) when any modification is made to the system, or
  - (ii) if any leak or malfunction is suspected.
8. Pressure vacuum relief valves on petrol storage tank vents shall be checked for correct functioning, including extraneous matter, seating and corrosion at least once every three years.
9. The Operator shall maintain a log book at the authorised premises, incorporating details of all maintenance, examination and testing, inventory checking, installation and repair work carried out, along with details of training given to operating staff at the service station.
10. The log book shall also detail any suspected vapour leak together with action taken to deal with any leak, in conditions 3, 4 and 5.
11. Venting of the petrol vapour shall be through the vent pipes on site plan 2.

### **Control Techniques**

12. The vapour collection systems shall be of a size and design, as approved by the regulator, to minimise vapour emissions during the maximum petrol and vapour flow, in accordance with conditions 1 and 13.
13. The number of tanker compartments being discharged simultaneously shall not exceed 2, excluding the diesel compartment(s).

14. The connection points on the tank filling pipes and vapour return pipe shall be fitted with secure seals to reduce vapour leaks when not in active use. If apertures are provided on storage tanks for the use of a dipstick, these shall be securely sealed when not in active use.
15. The fittings for delivery and vapour return pipes shall be different to prevent misconnection.
16. Petrol storage tank vent pipe(s) shall be fitted with a pressure vacuum relief valve to minimise vapour loss during unloading and storage of petrol. The pressure vacuum relief valve shall be sized and weighted to prevent vapour loss, except when the storage tanks are subject to potentially hazardous pressurisation.
17. When connecting hose prior to delivery, the vapour return hose shall be connected before any delivery hose. The vapour return hose shall be connected by the road tanker end first, and then at the storage tank end.
18. Adjacent to each vapour return connection point for the storage tank, there shall be a clearly legible and durable notice instructing "Connect vapour return line before off-loading" or similar wording. The sign shall also refer to the maximum number of tanker compartments which may be unloaded simultaneously in accordance with condition 13. In this instance it is 2 compartments
19. There shall be no dip testing of storage tanks or road tanker compartment before delivery.
20. A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading.
21. All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
22. On completion of unloading, the vapour hose shall not be disconnected until the delivery hose has been discharged and disconnected. The delivery hose shall be disconnected at the road tanker end first. The vapour return hose shall be disconnected at the storage tank end first.
23. All connection points shall be securely sealed after delivery.
24. Storage tanks and road tanker compartments shall not be dipped after delivery.
25. Manhole entry points to storage tanks shall be kept securely sealed except when maintenance and testing are being carried out which require entry to the tank.



## **Management**

26. The Operator shall be aware that important elements for effective control of emissions shall include:
  - (i) proper management; supervision and training for process operations
  - (ii) proper use of equipment
  - (iii) effective preventative maintenance on all plant and equipment concerned with the control of emissions to the air; and
  - (iv) it is good practice to ensure that spares and consumables are available at short notice in order to rectify breakdowns rapidly. This is important with respect to arrestment plant and other necessary environmental control. It is useful to compile a list of essential items.
27. The Operator shall keep spares and consumables on site, in particular those subject to continual wear, or shall be available at short notice from a guaranteed supplier.
28. The Operator shall implement suitable and sufficient management systems to provide an effective technique for ensuring that all pollution prevention and control techniques (BAT) are delivered reliably and on an integrated basis.
29. BAT shall be used to prevent, or, where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the installation which is not regulated by any other condition of this permit.
30. The Operator shall follow the procedures for safe operation for petrol unloading operations laid down in petroleum licence conditions and in the Carriage of Dangerous Goods by Road Regulations 1996, SI 2095.
31. If the operator proposes to make a change in operation of the installation, he must, at least 14 days before making the change, notify the regulator in writing. The notification must contain a description of the proposed change in operation. It is not necessary to make such a notification if an application to vary this permit has been made and the application contains a description of the proposed change. In this condition 'change in operation' means a change in the nature or functioning, or an extension, of the installation, which may have consequences for the environment.

## **Training**

32. The Operator shall ensure staff at all levels need the necessary training and instruction in their duties relating to control of the process and emissions to air.
33. The Operator shall ensure that training of all staff with responsibility for operating the process shall include:
  - (i) awareness of their responsibility under the permit; in particular supervising and performing unloading operations of tankers
  - (ii) actions to minimise emissions during abnormal conditions

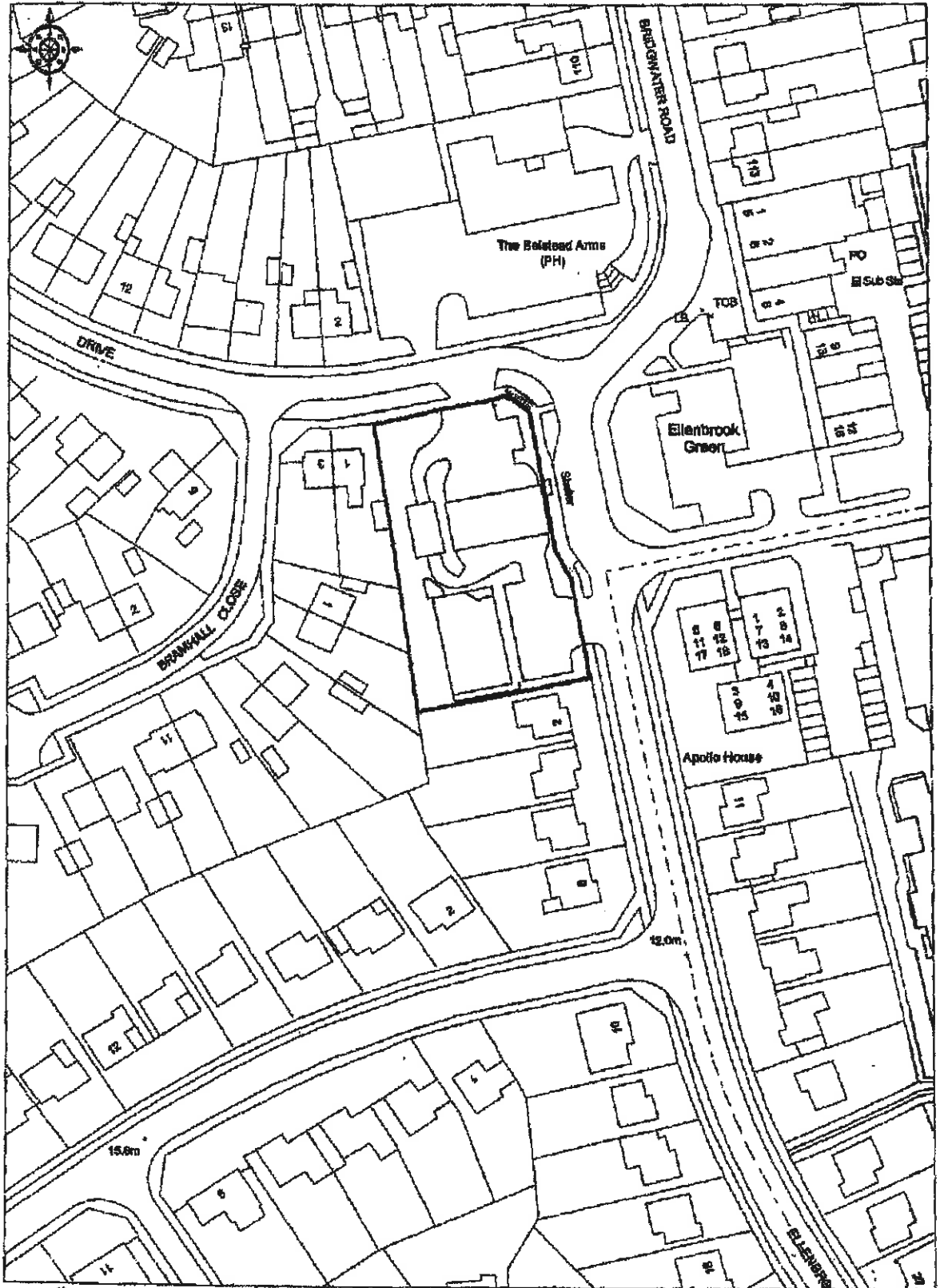
34. The Operator shall maintain a statement of training requirements for each operational part and keep a record of the training received by each person whose actions may have an impact on the environment. These documents shall be made available to an authorised officer of Ipswich Borough Council at their request.
35. The Operator shall employ an effective preventative maintenance on all aspects of the process including all plant, buildings and the equipment concerned with control of emissions to air. In particular:
  - (i) a written maintenance programme shall be provided to the regulator with respect to pollution control equipment; and
  - (ii) a record of such maintenance shall be made available for inspection.

### **Notifications**

36. The Operator shall notify Ipswich Borough Council without delay of:-
  - (i) the detection of any malfunction, breakdown or failure of plant or techniques which has caused, is causing or has the potential to cause significant pollution; and
  - (ii) any accident, which has caused, is causing or has the potential to cause significant pollution.
37. The Operator shall give written notification as soon as practicable prior to any of the following:-
  - (i) permanent cessation of the operation of part or all of the Permitted Installation;
  - (ii) cessation of operation of part or all of the Permitted Installation for a period likely to exceed one year; and
  - (iii) resumption of the operation of part or all of the Permitted Installation after a cessation has been notified.
38. The Operator shall notify the following matters to Ipswich Borough Council in writing within 14 days of their occurrence:
  - (i) any change to the operation capable of altering the substances from the operation;
  - (ii) any change in the Operator's trading name, registered name or registered office address;
  - (iii) any change to particulars of the Operator's ultimate holding company (including details of an ultimate holding company where an Operator has become a subsidiary);
  - (iv) any steps taken with a view to the Operator going into administration, entering into a company voluntary arrangement, or being wound up.

## **Appendices**

### Belstead Service Station, Ellenbrook Road Ipswich IP2 9RP



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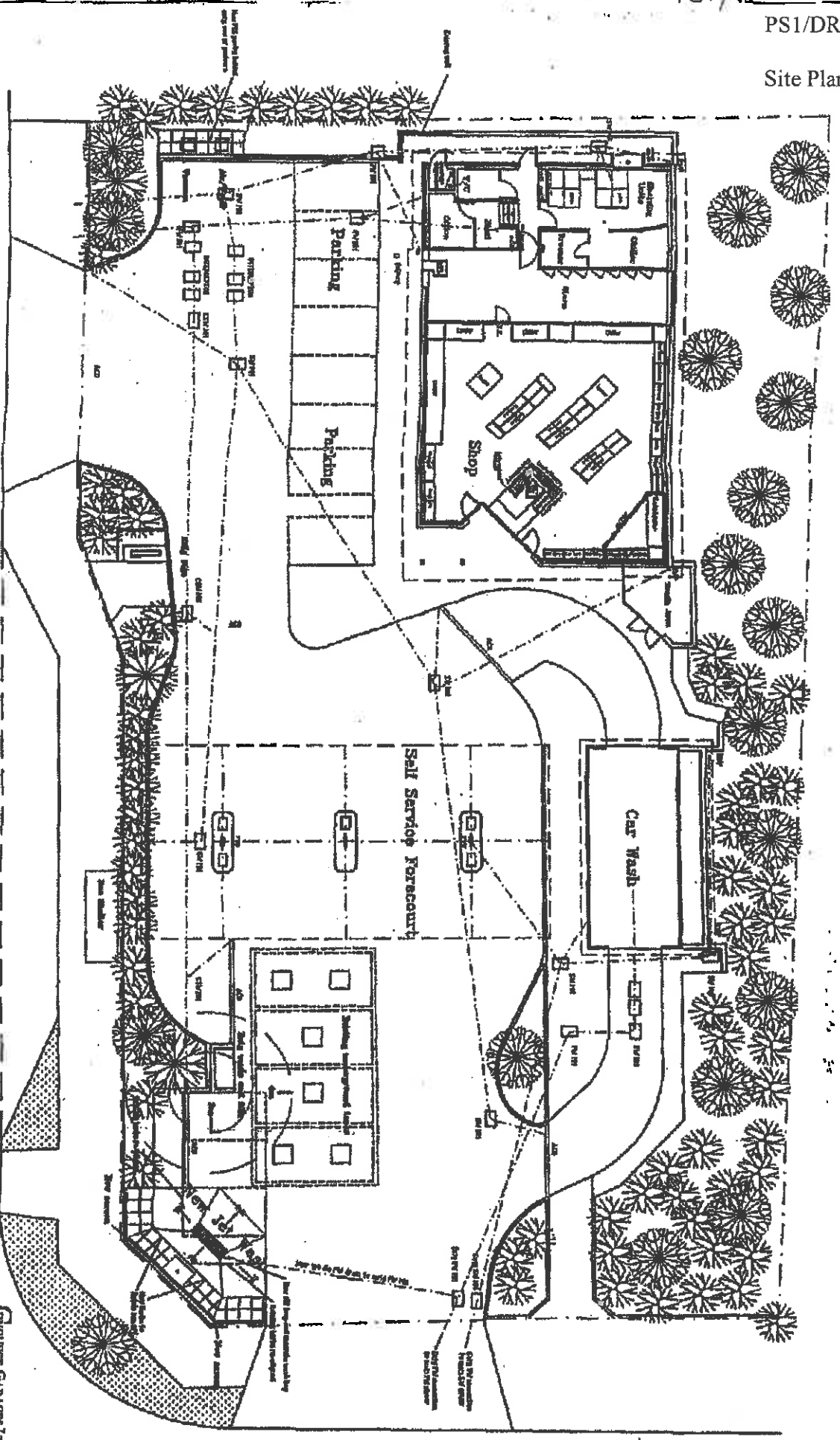


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Survey plan ref: No. N23 dated September 2005  
 Underground services and drainage simplified on 2nd March 2005 from District survey plan ref: No. N23 dated November 1990

Survey plan ref: No. N23 dated September 2005  
 Underground services and drainage simplified on 2nd March 2005 from District survey plan ref: No. N23 dated November 1990



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Site Area = 2000 sq m / 21,958 sq ft OIA

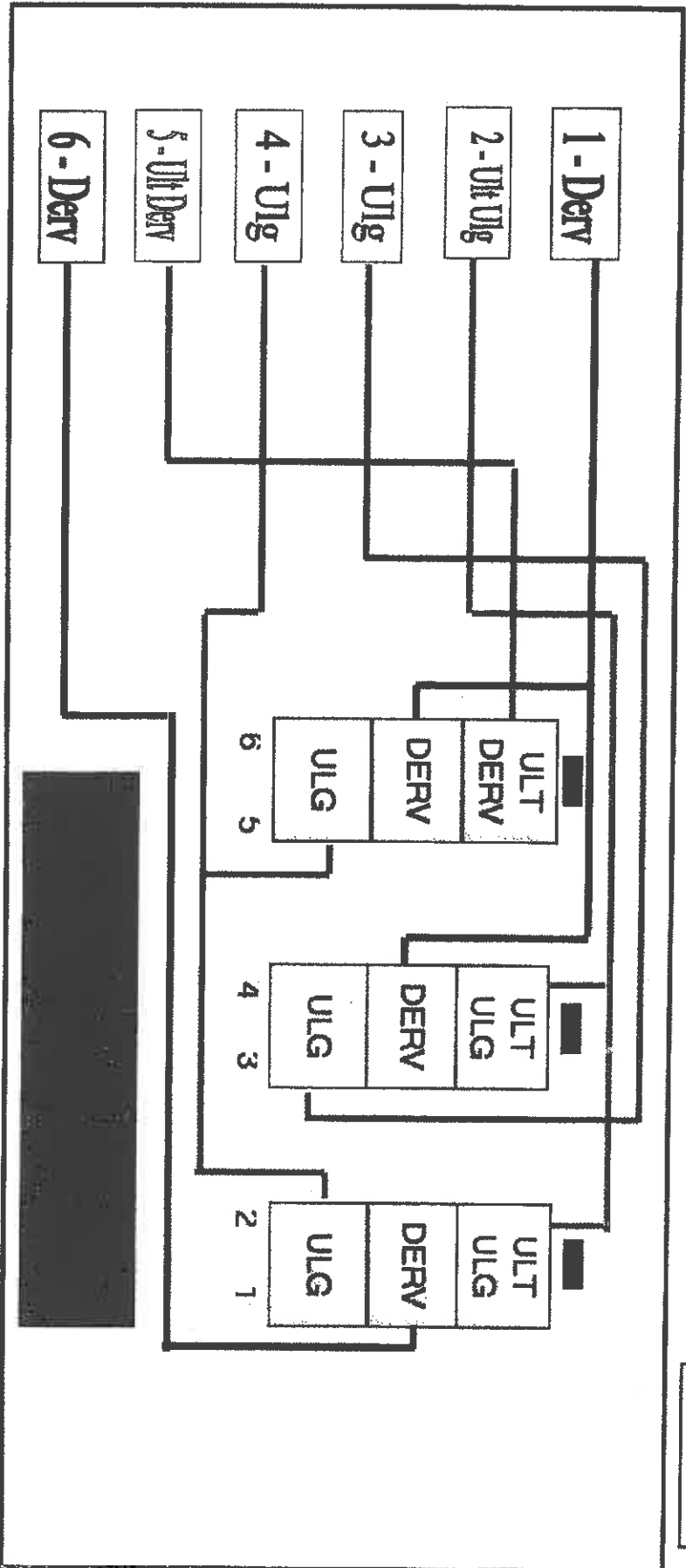
<b>QUEST GARAGES LTD</b>	
Project Name	24 Service Station
Project Address	Electronide Road
Project No.	PS1/DR/11/15
Project Date	11/11/15
Project Status	Final
Project Location	Electronide Road
Project Client	QUEST GARAGES LTD
Project Designer	QUEST GARAGES LTD
Project Engineer	QUEST GARAGES LTD
Project Surveyor	QUEST GARAGES LTD
Project Drafter	QUEST GARAGES LTD
Project Checker	QUEST GARAGES LTD
Project Approver	QUEST GARAGES LTD



Tank & Pump Details  
821 - Ellenbrook

Updated: 01/03/2006

Printed: 26/11/2009



Tank No.	Grade	Tank Capacity /litres	Working Capacity (95%)	Pumps Served
1	DERV	15,000	14,250	3,4,5,6
2	Ult Ulg	15,000	14,250	1,2,3,4
3	ULG	30,000	28,500	3,4
4	ULG	30,000	28,500	1,2,5,6
5	ULT Derv	15,000	14,250	5,6
6	DERV	15,000	14,250	1,2

PS/DRE/11/15  
TANK STORAGE PLAN  
SITE PLAN 3

