



**Wexford County Fire Service HQ
Clonard Avenue
Wexford
Y35 DK54**



Dangerous Substances (Retail and Private Petroleum Stores) Regulations 1979 to 2014

SCHEDULE 2 (Regulation 6 (1))

Form of Application to Wexford County Council for:

- a) First License
- b) An amended licence
- c) Renewal of a licence
- d) Transfer of a licence, for retail store or private store
(delete as appropriate)

1. Applicant/Licensee:

Name and address/registered office of the company, firm or person:

2. Location of the proposed retail store or private store:

Address: _____
County: _____
Place or townland: _____
Ordnance Survey Map
reference: _____

3. Name of Licensee (if application is for transfer of a licence):

4. Particulars of plans accompanying this application:

5. Maximum quantity of Class or Classes of petroleum stored or to be stored at the retail store/private store:

Class I: _____ litres in container stores
(Petrol) _____ litres in underground tanks
_____ litres in above-ground tanks

Class II: _____ litres in container stores
(Kerosene) _____ litres in underground tanks
_____ litres in above-ground tanks

Class III: _____ litres in container stores
(Diesel) _____ litres in underground tanks
_____ litres in above-ground tanks

6. Will the retail store/private store be used exclusively for the storage of petroleum Class I, Class II or Class III? (Indicate "Yes" or "No" and state class).

7. If the answer to Question 6 is "No", give full particulars of the quantity or amount of any other substance to which your application relates:

I, _____ (please print name), hereby certify that the information supplied above is true to the best of my knowledge and belief.

Signature of applicant: _____

Postal address of applicant: _____

Phone number of applicant: _____

Date of Application: _____

Forward to: Wexford County Council, Fire Service HQ, Clonard Avenue, Wexford, Y35 DK54

Remarks (For completion by Licensing Authority only):



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GUIDANCE NOTES FOR LICENCE APPLICANT

Every application for a petroleum licence under the above regulations shall be accompanied by the following:

- 1) **Fully completed Application Form (Regulation 6 (1))**
- 2) **Application Fee as follows: (S.I. No. 301/1979)**

Capacity of store	Licence fee per year or part of year	Licence Fee – 3 years
Not exceeding 500 litres	€ 3.80	€ 11.40
500 litres to 2,500 litres	€ 7.60	€ 22.80
2,500 litres to 5,000 litres	€ 11.40	€ 34.20
5,000 litres to 25,000 litres	€ 15.20	€ 45.60
25,000 litres to 50,000 litres	€ 30.40	€ 91.20
50,000 litres to 100,000 litres	€45.70	€137.10
100,000 litres to 250,000 litres	€63.50	€190.50
Over 250,000 litres	€ 127.00	€ 381.00

Application for transfer or replacement of Licence; €3.80 per year (or part of year) for balance of the existing validity period in all cases.

- 3) **Drawings and electrical test certificate (Regulations 12 and 24)**

Each application for a petroleum licence shall be accompanied by the following drawings and copy of electrical test certificate.

(NOTE: for petrol filling stations with existing licences for which Wexford Fire Service already hold some or all of this information on file a lesser level of information may be permitted to accompany a renewal

of licence application subject to confirmation with Wexford Fire Service.)

- a) **Extract from an Ordnance Survey Map** (3 copies) to a scale of not less than 1:2500 (or 1: 1000 if 1:2500 is not available) with the boundaries of site marked in red (Ordnance Survey maps should be stamped originals or be copies showing a copyright licence number).
- b) **Site layout plan** (3 copies) to a scale of not less than 1:100 marked and coloured so as to clearly identify–
- i. location of each underground storage tank (with the quantity of petroleum to be kept in each)
 - ii. each pipeline including suction, venting & filling
 - iii. each dispensing pump connected to such a tank
 - iv. each container store or container compound (with the quantity of petroleum to be kept in each)
 - v. 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.
 - vi. the approximate maximum numbers of persons employed or likely to be employed at the store.
 - vii. location at which any articles, materials or substances (other than petroleum Class 1) liable to spontaneous combustion or ignition or otherwise flammable or dangerous are kept or to be kept and their amounts and quantities.
- c) **Plan drawings, elevations and sections** (3 copies) to a scale of not less than 1:50 so marked as to give adequate details of construction, dimensions and manner of installation of each;
- i. underground storage tank
 - ii. dispensing pump
 - iii. container store, container compound and
 - iv. any pipeline (including its diameter)
- d) **Plan & specification** (3 copies) to a scale of not less than 1:100 shall be so marked as to show all electrical apparatus (including site lighting, fireman's switch and emergency switch for petrol pumps) within 5 metres of each;
- i. underground storage tank
 - ii. container store, container compound
 - iii. dispensing pump

- iv. filling points or off set filling points
 - v. dipping openings
 - vi. venting openings
- e) **Plan & section drawings** (3 copies) to a scale of not less than 1:100 showing details of the surface area of the forecourt, the tank vehicle parking location and the drainage systems as follows;
- i. location of tanker during transfer of petroleum Class 1
 - ii. dimensions of designated tanker delivery stand
 - iii. dimensions of forecourt area
 - iv. the drainage falls on the surface area of the ground
 - v. the underground drainage system (i.e. clearly showing the position of the underground petrol interceptor).
 - vi. all canopy, kiosk and other roof drainage systems with the location of rodding eyes and manhole chambers – (i.e. if the system is not being discharged into the petrol interceptor, then clearly indicate on the drawings whether inspection chambers and rodding eyes have been double sealed to prevent the ingress of hydrocarbons, if they are in a location in which they may become contaminated)
 - vii. the capacity of the petrol interceptor/s.
 - viii. the petrol interceptor/s venting arrangement
 - ix. the waste water from any vehicle wash systems. This should be managed in a totally separate drainage system (i.e. separate interceptor) to the one used to drain the forecourt.
 - x. height of all vent pipes.
- f) **Copy of current certificate of results of inspection and testing of all electrical apparatus** located within hazardous area and of all parts of every circuit of such apparatus, including—
- (a) the verification of polarity,
 - (b) the effectiveness of the earth loop impedance,
 - (c) the conductance of the earth conductor and earth plate or earth rods,
 - (d) the effectiveness of every earth-leakage circuit breaker,
 - (e) the insulation resistance of every circuit, and
 - (f) the suitability, effectiveness and condition of all cables, switches, fuses, plugs and socket outlets having due regard to the other provisions of this Regulation.

Note that this inspection and testing shall be carried out by a competent person at intervals not exceeding 3 years and a certificate of the results be kept available by a licensee for inspection by the licensing authority.