

CANNOCK CHASE DISTRICT COUNCIL



THE ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2016

**Permit to Operate the Unloading of Petrol into Storage from Mobile
Containers at a Service Station under Section 1.2 Part B (d)**

**PERMIT REFERENCE:
Ref: 1.2 Part B (d) EPR 01/17**

**Certas Energy Uk Limited
T/A A5 Fuel Express
154 Lime Lane
Pelsall
WS3 5AR**

Regulator Contact Details

Cannock Chase District Council
Environmental Health
Civic Centre
PO Box 28
Beecroft Road
Cannock
WS11 1BG

Tel: 01543 462621

Fax: 01543 462317

E-mail: environmentalhealth@cannockchasedc.gov.uk

This introductory note does not form a part of the Permit

The following Permit is granted under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2016 (S.I.2016/1154) ("the EP Regulations") to operate an installation carrying out one or more of the activities listed in Part B to Schedule 1 of those Regulations, to the extent authorised by the Permit.

The Permit includes conditions that have to be complied with.

Techniques include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

Brief description of the installation regulated by this permit

Certas Energy Uk Limited , T/A A5 Fuel Express, 154 Lime Lane, Pelsall WS3 5AR is permitted to operate an installation for the unloading of petrol into stationary storage tanks at the service station.

Contacting the Regulator

This Permit has been issued by Cannock Chase District Council as the Regulator for this installation and the address above (Pg 2) is the Principle contact address for all matters relating to the Permit.

Confidentiality

The Permit requires the Operator to provide information to Cannock Chase District Council. The Council will place the information onto the public registers in accordance with the requirements of the EP Regulations. If the Operator considers that any information provided is commercially confidential, it may apply to Cannock Chase District Council to have such information withheld from the register as provided in the EP Regulations. To enable Cannock Chase District Council to determine whether the information is commercially confidential, the Operator should clearly identify the information in question and should specify clear and precise reasons.

Variations to the permit

Your Attention is drawn to the Variation Notification Procedure condition in the permit. This Permit may be varied in the future. If at any time the activity or any aspect of the activity regulated by the following conditions changes such that the conditions no longer reflect the activity and require alteration, the Regulator should be contacted.

Revocation 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, The Regulator may revoke a permit in whole or in part, and may require the operator to take steps-

- to avoid a pollution risk resulting from the operation of the regulated facility; or
- to return the site to a satisfactory state, having regard to the state of the site before the facility was put into operation.

Transfer of the permit or part of the permit

Before the Permit can be wholly or partially transferred to another person, a joint application to transfer the Permit has to be made by both the existing and proposed holders, in accordance with Regulation 21 of the EP Regulations. A transfer will be allowed unless the Authority considers that the proposed holder will not be the person who will have control over the operation of the installation or will not ensure compliance with the conditions of the transferred Permit.

Responsibility under workplace health and safety legislation

This Permit is given in relation to the requirements of the EP Regulations. It must not be taken to replace any responsibilities you may have under Workplace Health and Safety legislation.

Appeal against permit conditions

Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Appropriate Authority, (Secretary of State for the Environment, Food and Rural Affairs, in England and the Welsh Ministers in Wales) Appeals must be made in accordance with the requirements of Regulation 31 and Schedule 6 of the EP Regulations.

Appeals should be received by the Secretary of State for Environment, Food and Rural Affairs or the Welsh Ministers at the following addresses:

The Planning Inspectorate
Environment Team, Major and Specialist
Casework
Room 4/04 Kite Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN

Or for appeals in Wales:

The Planning Inspectorate
Crown Buildings
Cathays Park
CARDIFF
CF10 3NQ

Please Note

An appeal brought under Regulation 31 (1) (b) and Schedule 6, in relation to the conditions in a permit 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 either to vary any of these other conditions or to add new conditions.

End of Introductory Notes

Permit

Permit Number: 1.2 Part B (d) EPR 01/17

Cannock Chase District Council (the Regulator) in exercise of its powers under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2016 (S.I.2016/1154) hereby permits

("the operator"),
Certas Energy UK Limited,
T/A A5 Fuel Express


Whose registered offices are:
302 Bridgewater Place,
Birchwood Park,
Warrington
WA3 6XG

To operate an installation at:
154 Lime Lane
Pelsall
WS3 5AR

Company Registration No. **04168225**

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

Signed



Environmental Protection Manager
The Proper Officer Designated to sign on behalf of the Council.
Cannock Chase District Council

Dated

5th June 2017

INSTALLATION DESCRIPTION

The unloading of petrol from mobile containers into stationary storage tanks at Certas Energy UK Limited, T/A A5 Fuel Express, 154 Lime Lane, Pelsall. The service station has 6 storage tanks of which 3 store petrol.

CONDITIONS

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 schedule of preventative maintenance as referred to in pages 12-15 of this permit.

3. All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. The regulator 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 log book required under condition 24.

In this condition and in condition 4, a vapour leak means any leak of vapour excepting those which occur through the vent mentioned in condition 11 during potentially hazardous pressurisation.

4. The operator shall advise the regulator 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 lock shall be recorded in the log book and, under the circumstances detailed in condition 3, be advised to the regulator.

6. The procedures in conditions 2 to 5 inclusive shall be reviewed in light of any modifications which occur to the facilities. The regulator shall be advised of any proposed alterations in operating procedures.

7. 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 8 (i.e. when most tank compartments are being simultaneously discharged).

8. The number of tanker compartments being discharged simultaneously shall not exceed two.

9. 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.

10. The fittings for delivery and vapour return pipes shall be different to prevent misconnection.

11. Petrol storage tank vent pipes 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.
12. When connecting hoses 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.
13. 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 8.
14. If dip testing of storage tanks or road tanker compartments is performed before delivery, the dip openings shall be securely sealed prior to the delivery taking place.
15. Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected.
16. A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading.
17. All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
18. 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.
19. All connection points shall be securely sealed after delivery.
20. If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed after dip testing.
21. 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.
22. Petrol delivery and vapour return lines shall be tested in accordance with the schedule of preventative maintenance as referred to in condition 2 or such other schedule as may be agreed by the regulator.
23. 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.

24. 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.

The log book shall also detail any suspected vapour leak together with action taken to deal with any leak, in accordance with Conditions 3, 4 and 5.

25. Venting of the petrol vapour shall be through the vent pipes marked on the attached plan reference; page 11 of this permit. Vent pipes should normally discharge not less than 3 metres above the grounds, nor within 3 metres of any opening windows or ventilation air inlets.

26. Training

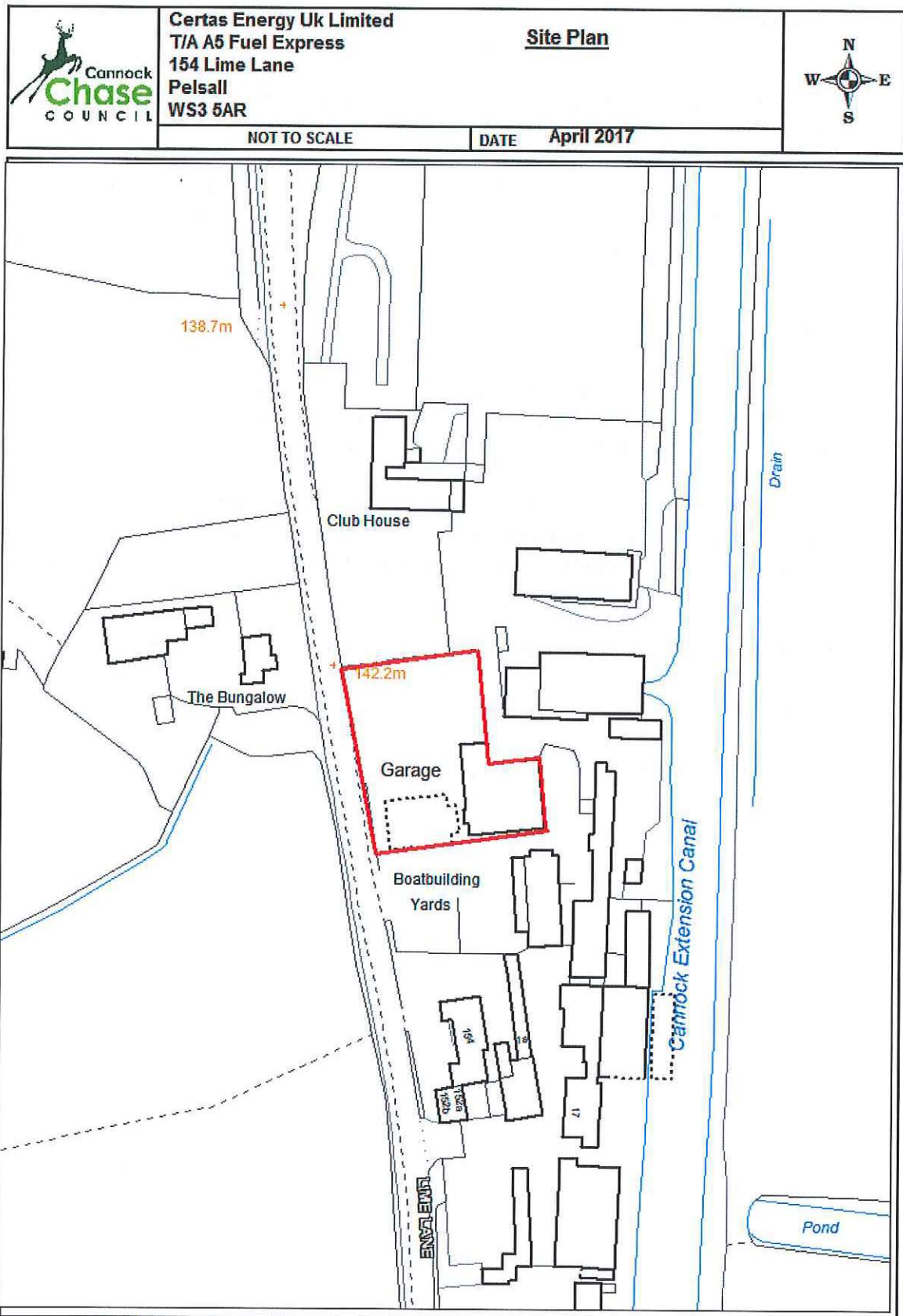
All service station operators must follow the procedures for safe operation for petrol unloading operations laid down in petroleum licence conditions and in the Carriage of Dangerous Goods by Road Regulations 1996, SI 2095.

Staff at all levels shall have the necessary training and instruction in their duties relating to control of the process and emissions to air. In order to minimise risk of emissions, particular emphasis should be given to control procedures during start up, shutdown and abnormal conditions.

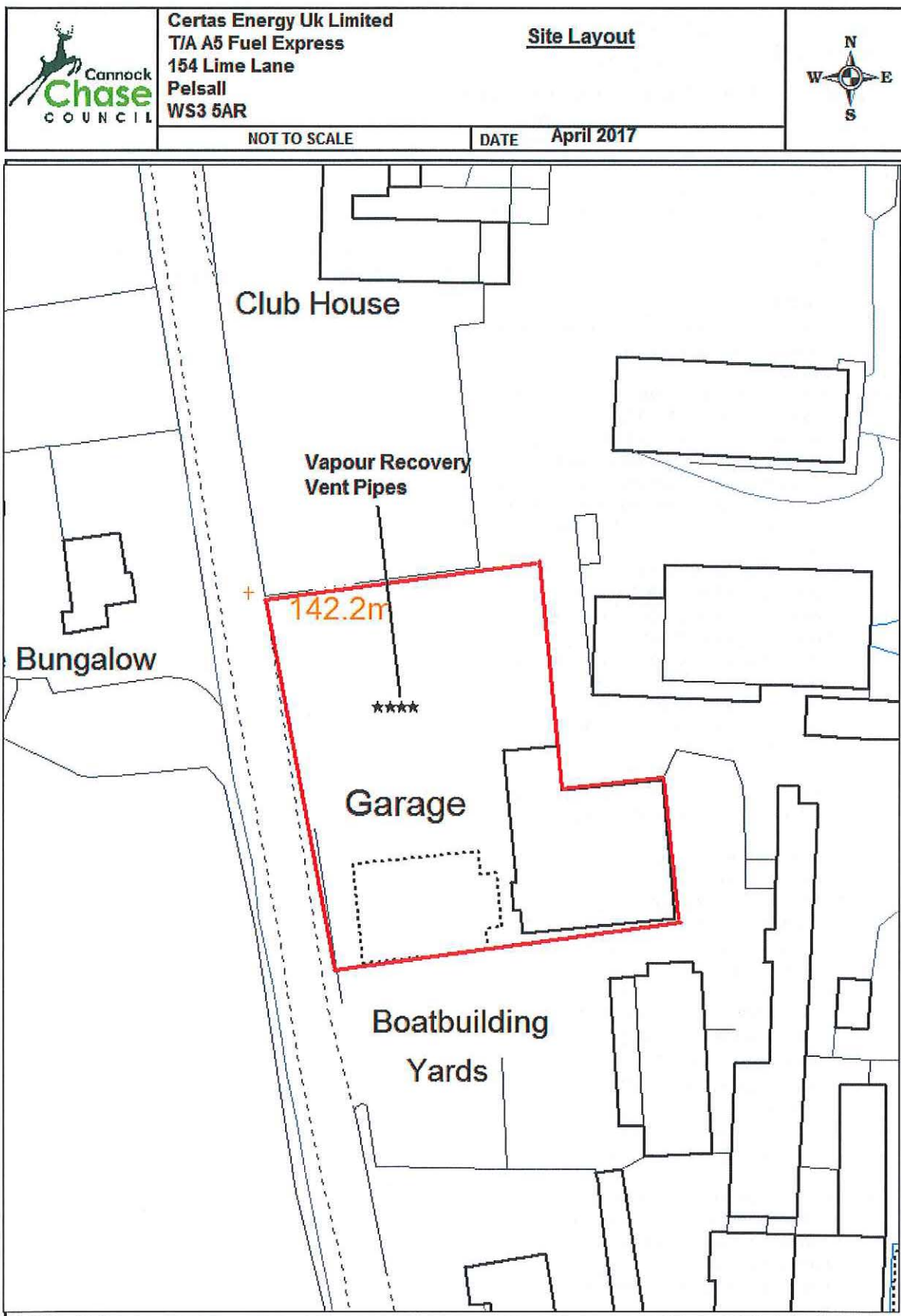
Training of all staff with responsibility for operating the process shall include:-

- awareness of their responsibilities under the permit; in particular supervising and performing unloading operations of tankers
- action to minimise emissions during abnormal conditions.

End of Conditions



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VA Site – Caretaker Daily Checklist

Site		Caretaker (Print Name)		Date	
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Completion

✓ - indicates no action required

X – record comments and action required, sign/date when action taken and completed

	Item	✓ X	Comments / Action Required	Completed	
				Signed	Date
	Forecourt				
1.	Check that the site free of any vandalism, break in or other signs of criminal activity??				
2.	Are forecourt and footpaths areas clean and free of debris and litter?				
3.	Check that there any product spillage on the forecourt? If so, clean up spillage.				
4.	Check that the maximum height signs are in place, undamaged and clearly visible on all approaches to the dispenser islands?				
5.	Check that the dispensing instructions are clear and legible at each dispenser?				
6.	Check that the signage for suitable containers is displayed?				
7.	Check that the site name and address visible from fuel dispensers?				
8.	Check that the fuel grade signs visible to customer as they enter the site?				
9.	Check that the fuel dispensers are undamaged, panels secure, hoses/nozzles show no sign of damage and no evidence of product leaks?				
10.	Check that payment terminal(s) have not been compromised in any way.				
11.	Check the pump islands are undamaged with no sharp edges?				
12.	Check that the forecourt/canopy lights, delivery point lights, and ancillary lights in working order?				
13.	Check that the Aco channels (or similar) in good repair and that there is no evidence of channels being blocked?				
	Emergency Cabinet/Equipment				
14.	Check that the appropriate number of fire extinguishers are present?				
15.	Check that the appropriate number of sand buckets in place? (Full of dry sand and trowel).				
16.	Check that there is a dialling tone present at telephone in emergency cabinet? Is correct Certas contact number programmed in?				
17.	Carry out a test telephone call to Contact Centre successful?				



VA Site – Caretaker Daily Checklist

18.	Check that the Tannoy system working?				
19.	Check that the first aid box contents is in date and contents complete? Is eyewash present and in date?				
20.	Check that the signage for Emergency Cabinet location present?				
	Other				
21.	Check that the bin for contaminated sand is present and locked? Is there sufficient space in bin?				
22.	Are all fill points padlocked and secure (to both inlets and vapour recovery)?				
23.	Print test ullage to ensure system is operational.				
24.	Has visit been recorded in site register?				

If any "NO" box is ticked action must be taken to correct the deficiency.

If you are unable to remedy any defect found you should **not** leave the site and contact the Area Manager for instruction. Please record whom you contacted and the actions taken.

Once completed, this form should be retained and then passed on to a representative of Certas Energy.

Guidance Notes on site protocol.

- Ensure that you wear High Viz PPE at all times when conducting audit.
- Be vigilant/aware for customer's vehicles.
- Ensure you have ID with you.
- Do not park where you may cause an obstruction.
- This form should be completed and returned to Matt Bellamy



VA Site HSE tour - Audit Checklist

Site		Auditor		Date	
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Completion

✓ - indicates no action required

X - record comments and action required, sign/date when action taken and completed

	Item	✓ X	Comments / Action Required	Completed	
				Signed	Date
	Forecourt				
1.	Is site free of any vandalism, break in or other signs of criminal activity? (pay attention to fuel dispensers, plant room and any above ground tanks)				
2.	Are forecourt and footpaths areas clean and free of debris and litter?				
3.	Is the forecourt free of any product spillage?				
4.	Is the forecourt free of any slip or trip hazards? e.g. holes, ice				
5.	Is the appropriate number of fire extinguishers present? (One per pump island. May be in emergency cabinet).				
6.	Are Aco channels (or similar) in good repair? e.g. not collapsed				
7.	Are the ACO channels running clear?				
8.	Is site name and address visible from fuel dispensers?				
9.	Is emergency cabinet clearly signed from the fuel dispensers?				
10.	Are the payment terminal(s) undamaged and have not been compromised in any way.				
11.	Are all forecourt/canopy lights, delivery point lights, and ancillary lights in working order? (In some sites these are operated by a light sensor – so cannot be tested)				
12.	Are maximum height signs in place, undamaged and clearly visible on all approaches to the fuel dispensers?				
13.	Is there any "non-Certas" equipment on the forecourt at the fuel dispensers e.g. air lines, vending machines etc.				
14.	Does forecourt look welcoming and customer friendly?				
	Dispensers				
15.	Is signage present (at each pump) <ul style="list-style-type: none"> Fuel grade signs visible to customer? Clear dispensing instructions? Signage on suitable containers? No smoking/mobile? 				
16.	Are pump islands undamaged with no sharp edges?				



VA Site HSE tour - Audit Checklist

17.	Are the fuel dispensers undamaged, panels secure, hoses/nozzles show no sign of damage and no evidence of product leaks?				
	Emergency Cabinet/Equipment				
18.	Does light automatically switch on when cabinet door is opened?				
19.	Is dialling tone present at telephone in emergency cabinet? Are correct Certas contact number programmed in?				
20.	Is test telephone call to Contact Centre successful?				
21.	Is the Tannoy system working?				
22.	Is signage for Emergency Cabinet location (visible from pumps) and site address present?				
23.	Are first aid box contents in date and contents complete? Is eyewash present and in date?				
24.	Are the appropriate number of sand buckets in place? (Full of dry sand and trowel). Alternatively is a stocked spill kit available?				
25.	Is "Fireman's" switch clearly labelled and accessible?				
26.	Are caretaker's daily check sheets completed satisfactorily for all days and any necessary matters appropriately actioned?				
27.	Is caretaker undertaking duties to an acceptable standard?				
	Plantroom/Equipment Cupboard				
28.	Is plantroom secure? Any evidence of forced entry?				
29.	If required, is manhole lifter present?				
30.	Any other matter of concern (detail)-				

Notes on site visit protocol.

1. Ensure that you wear High Viz PPE at all times when conducting audit.
2. Be vigilant/aware for customer's vehicles.
3. Ensure you have ID with you.
4. Do not park where you may cause an obstruction.
5. This form should be completed and returned to Matthew Bellamy

NB. This is not an exhaustive checklist. If you consider other matters are a safety issue or present any other risk/concern for Certas, than it should be raised. If an urgent matter is noted it should be escalated immediately and not left for the submission of this form

