

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: EPR 532

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.2016/1194) (“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.

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.

Permit

Permit Number: EPR 532

Cannock Chase District Council (the Regulator) in exercise of its powers under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (S.I.2010/675) hereby permits

("the operator", Person (A)), **RONTEC Watford Ltd.**

Whose registered offices are:

**13/14 ESPLANADE
ST. HELIER
JERSEY
JE11BD**

To operate an installation (B) at:

**RUGELEY SERVICE STATION
MAIN ROAD
RUGELEY
BRERETON
STAFFORDSHIRE
WS15 1DX**

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

Signed



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

Dated



INSTALLATION DESCRIPTION

The unloading of petrol from mobile containers into stationary storage tanks at Rugeley Service Station, Main Road, Brereton, Rugeley, Staffordshire WS15 1DX. The service station has 5 storage tanks of which 3 store petrol. A schematic diagram is provided showing tanks and pipe work attached as appendix 1.0.

CONDITIONS

Person (A) is authorised to operate the activity at the installation (B) subject to the following conditions.

Petrol Delivery

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.
2. Petrol delivery shall only be carried out using the petrol vapour recovery system and deliveries shall only be made when the system is fully operational.

Incident Reporting

3. In the event of any incident at the site which could have an impact beyond the site boundary, the operator shall notify The Regulator by telephone without delay on 01543 462621.

Management

4. A copy of this permit shall be kept at the permitted installation. All staff who should aware of its content shall be told where it is kept.
5. All relevant staff shall receive the necessary training and instruction to enable them to comply with the conditions of this permit.
6. The operator shall notify The Regulator of any changes to the persons nominated in the application as the primary point of contact, and deputy.
7. Maintenance and testing of vapour recovery systems shall be recorded.
8. All records made in compliance with this permit shall be kept in a written or computer log book or by using some other systematic method and shall be clear and legible. If any entry is amended, a clear statement of the reason for doing so shall be included. Unless otherwise stated in this permit, all records required to be taken shall be kept available for inspection for at least 4 years from the date of its being made. A copy of the manufacturer's instructions referred to in this permit shall be available for inspection on request.

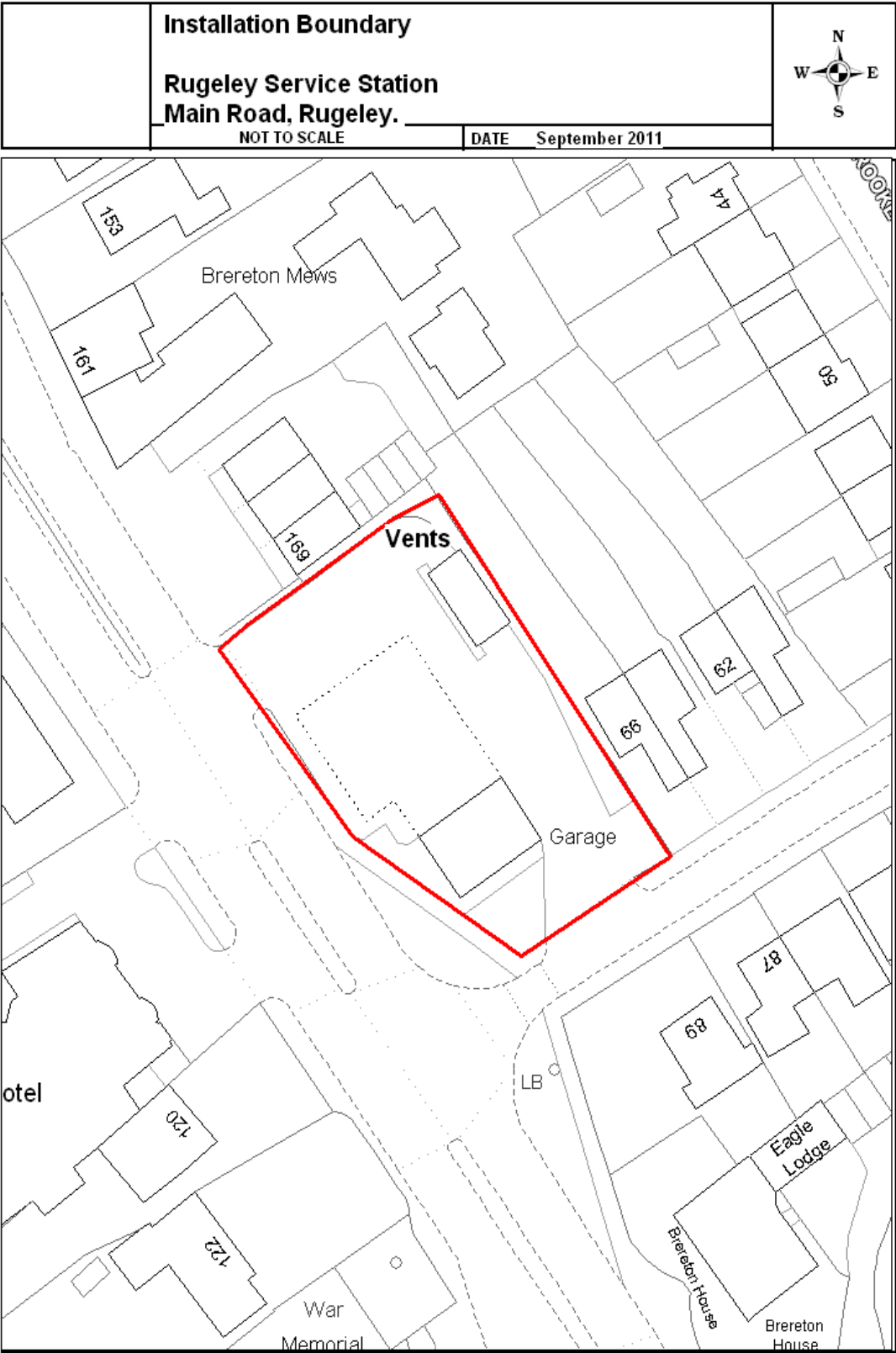
Best Available Techniques

9. The best available techniques 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.
10. 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.

End of Conditions



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APPENDIX 1.0



PUMP TO TANK DATA SHEET

Site name : RUGELEY SERVICE STATION

Site No. : 2679

Site address: MAIN ROAD, BRERETON,
RUGELEY, STAFFORDSHIRE, WS15 1DX

TOTAL Retail Property Services
ENGINEERING HELPDISK
tel: 01923 693698

Issue date : 19/07/05

SUCTION LINE KEY **Abbrev.**

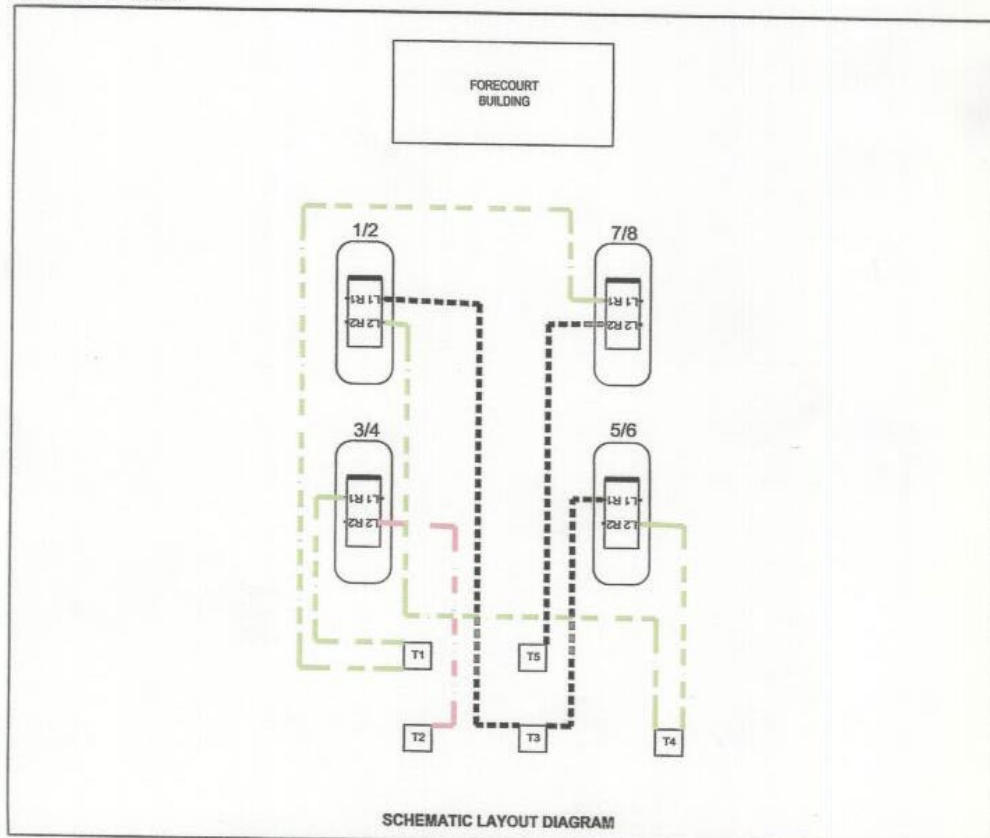
Unleaded --- UNL
Excellium unleaded --- XU
Diesel --- D
Excellium diesel --- XD
L.P.G. (Autogas) --- LPG

NOZZLE GRADE ALLOCATION FOR EACH PUMP NUMBER																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
L1	D		UNL		D		UNL											
L2	UNL		XU		UNL		D											
L3																		
L4																		
R1		D		UNL		D		UNL										
R2		UNL		XU		UNL		D										
R3																		
R4																		
Starting of the pump head and of the discharge at the bottom of the column																		

Standing at the pump head end of the dispenser looking along the length of the dispenser cabinet then with
L = left hand side & R = right hand side ;
L1 or R1 is the nearest nozzle to the pump control head and L4 or R4 is the furthest nozzle from the pump control head
For single nozzle pump dispensers show grade at position L1 only

PUMP TO TANK INFORMATION						
TANK No.	TANK CAPACITY (97%) LITRES	AGE OF TANK (YEAR)	GRADE	PUMP NUMBERS SUPPLIED	PUMP MAKE & TYPE	REMARKS
1	34,660 LTRS		UNL	3,4,7,8	TOKHEIM 363	
2	17,140 LTRS		XU	3,4	TOKHEIM 363	
3	34,660 LTRS		D	1,2,5,6	TOKHEIM 363	
4	26,880 LTRS		UNL	1,2,3,4	TOKHEIM 363	
5	17,140 LTRS		D	7,8	TOKHEIM 363	
6						
7						
8						
9						
10						

GAUGE SYSTEM : TLS 350 R



WORK ITEM 1 – Remove and inspect VR valve, cap and locks.

1. Ensure with the site manager or operator that no fuel deliveries are to commence during the works.
2. Cordon off work area around vapour recovery pipes and position warning signs.
3. Remove plug from the drain valve to ensure there is no fuel present behind the VR valve.
4. If fuel present, place into fuel container and return to the vapour recovery tank.
5. Remove the Vapour connection valve, inspect the flame arrestor, remove any rust or dirt, lubricate spring and check operation, replace valve and flame arrestor.
6. Inspect vapour cap and padlock for correct seal and locking capability.
7. If any of the above items are beyond repair then replace with new to ensure the safe operation of the site and return faulty or damaged items to Clovemead workshop.

WORK ITEM 2 – Remove and inspect vacuum valve.

1. Access to the pressure vacuum valve is to be gained by portable scaffold.
2. The Vacuum valve is to be removed from the vent manifold system, cleaned lubricated and checked for free operation. Orifice plates are to be replaced with new.
3. If any of the above items are beyond repair then replace with new to ensure the safe operation of the site and return faulty or damaged items to Clovemead workshop.

WORK ITEM 3 – Remove plugs from cross contamination valves for inspection.

1. If cross contamination valves are fitted on the vapour manifold then the plugs are to be removed in order to inspect the correct operation of the ball valve.
2. Clean, lubricate the ball and spring and replace plug.
3. If the above item is beyond repair then replace with new to ensure the safe operation of the site and return faulty or damaged items to Clovemead workshop.

WORK ITEM 4 – Remove plug from vapour point drain valve for inspection.

1. Remove the drain plug from the drain valve.
2. Place a suitable fuel container at the outlet.
3. Open the drain valve to inspect for any vapour residue, if present then collect and return to the designated tank.
4. Replace plug.

WORK ITEM 5 – Inspect vapor recovery signage.

1. Cordon off a safe working area around the tank manhole chambers.
2. Remove manlids one at a time and inspect all tank tops for correct vapour warning labels, clean if fitted.
3. Inspect all offset fill points for correct warning signage, clean if fitted.
4. Inspect vapour connection point for correct warning signage, clean if fitted.
5. Inspect all vent lines for correct warning signage, clean if fitted.
6. If any vapour warning labels are missing or damaged beyond repair then replace with new and list labels fitted on job sheet.

WORK ITEM 6 – Pressure test vapour recovery lines. (when scheduled)

1. Cordon off a safe working area around the tank manhole chambers.
2. Blank off all petrol vent lines within the tank chamber.
3. Remove pressure vacuum valve and cap off vent riser.
4. Leave vapour recovery valve in place in order to test if correctly sealed.
5. Place pressure gauge on vent manifold system.
6. Place 0.7 Bar (as per IP/APEA standard) of Oxygen free Nitrogen into the system and take gauge reading. Remove test kit from system leaving gauge in place.
7. Check vapour recovery valve for leaks, if sealed continue, if leaks found then remove OFN from system, remove/reseal or replace the vapour valve and repeat item 5.
8. Any above ground leaks are to be rectified in order to achieve a test result
9. Leave pressure in system for one hour then take second reading from gauge.
10. Any other failure is to be reported to Clovemead supervisor.
11. Remove all blanks from system and replace vacuum valve.
12. Complete test certificate and leave copy on site.
Complete test certificate and leave copy on site.

WORK METHOD STATEMENT METHOD STATEMENT FOR PLANNED MAINTENANCE INSPECTIONS ON TFE SITES

The purpose of this method statement is to provide clear guidance for Clovemead Limited employees involved in the works at the following sites.

LOCATION OF WORKS:

Various TFE sites nationally

WORKS REQUIRED:

1. Dip all tanks for water.
2. Clean bund area on aboveground tanks.
3. Inspect all valves for correct operation.
4. Inspect all labels.
5. Inspect safety platforms.
6. Inspect leak detection system.
7. Inspect overfill prevention devices.
8. Update site database

SAFETY POINTS:

1. Cigarettes, pipes, matches, lighters etc are not permitted within the work area.
2. Permit to Work is to be displayed at the place of work.
3. Site specific risk assessment and clearance certificate is to be completed before work commences.
4. PPE (safety boots, overalls, hardhats etc) are to be worn at all times.
5. Work area is to be monitored with an explosimeter at all times.
6. Should the explosimeter read above 25% of the LEL of 1% the air purger is to be introduced into the immediate area. Work should be suspended until this level has been reduced. Should the level continue, consult Clovemead supervisor immediately, ensuring no one enters this area, as there is a possible risk of danger should a source of ignition occur in this area.
7. Periodic site inspections will be made by a Clovemead supervisor or manager during the works to ensure compliance with the above.

WORK ITEM 1 – Dip all tanks for water content and remove.

1. Cordon off a safe working area around the tank manhole chambers.
2. Remove fill cap or plug from the tank top.
3. Dip tanks for water content using water finding paste and record findings on test certificate, copy to be left on site.
4. If water found, remove from tank into fuel container using semi rotary pump.
5. Following water removal, dip tank for water using new paste to show if clear.
6. Investigate possible cause of any water ingress and repair leaks if found.
7. Record findings onto test certificate.

WORK ITEM 2 – Clean bund area on aboveground tanks.

1. Where aboveground tanks are present, inspect bund for water and debris.
2. Remove water from bund into site interceptor drainage.
3. Any debris is to be placed in rubble sacks and removed from site.
4. Inspect tank and bund for damage or rust, carry out any small repairs or patching necessary.
5. Inspect drain valve is operational and kept closed off and locked at all times.
6. Report any major defects to Clovemead supervisor.

WORK ITEM 3 – Inspect all valves for correct operation.

1. Inspect all, operating valves on site for free and correct operation.
2. Repair or replace where necessary.

WORK ITEM 4 – Inspect all labels.

1. Cordon off a safe working area around the tank manhole chambers.
2. Inspect all tank chambers, fill points and offset fill chambers for correct labels.
3. Check for correct grade and capacity labels, clean or replace if required.
4. Check for overfill prevention warning labels, where fitted, clean or replace if required.
5. Ensure all warning labels are secure and in a visible position.

WORK ITEM 5 – Inspect safety platforms.

1. Cordon off a safe working area around the tank manhole chambers.
2. Inspect all manhole safety platforms on site.
3. Ensure all are secure with no missing fixings, repair or replace if required.

WORK ITEM 6 – Inspect leak detection system.

1. If fitted, inspect all leak detection systems for security and correct operation.
2. Inspect fluid level in all leak detection reservoirs, top up if required.
3. Ensure all reservoirs are securely fitted with no leaks or damage.
4. Simulate a leak on all reservoirs by removing the probe and check for correct alarm operation within main building.
5. Replace all probes and reset alarms.
6. Report any malfunction immediately to Clovemead supervisor.

WORK ITEM 7 – Inspect overfill prevention devices.

1. Cordon off a safe working area around the tank manhole chambers.
2. Remove all manual overfill prevention devices from their tank and inspect for correct operation.
3. Repair any minor defects.
4. Clean, lubricate and return to tank
5. Major defects or faulty devices are to be reported to a Clovemead supervisor immediately.

WORK ITEM 8 – Update site database.

1. All information found and work carried out is to be recorded in order to keep the site databases updated following every visit.

Item No:	Check Completed	Comments	Engineer Initials
IF IN DOUBT – ASK!			
<u>Contact Telephone Numbers</u>			
Paul Rava (Clovemead)		Office 01925 242301 Mobile 07867 551898	
John Mullens (Clovemead)		Office 01925 242301 Mobile 07900 575634	
<u>RISK ASSESSMENTS/COSHH ASSESSMENTS.</u>			
<u>Risk Assessments</u>			
1. Use of jointing compounds 2. Access & egress 3. Manual handling			
<u>COSHH Assessments</u>			
1. Jointing compounds – “Heldite”			

DETAILS OF TESTING SYSTEM

METHOD STATEMENT FOR DYNAMIC TESTING STAGE 1b VAPOUR RECOVERY ON TFE SITES

The purpose of this method statement is to provide clear guidance for Clovemead Limited employees involved in the works at the following sites.

LOCATION OF WORKS:

Various TFE sites nationally.

WORKS REQUIRED:

1. Carry out dynamic testing of stage 1b vapour recovery system including valves, caps, seals and tank internals.

SAFETY POINTS:

1. Cigarettes, pipes, matches, lighters etc are not permitted within the work area.
2. Permit to Work is to be displayed at the place of work.
3. Site specific risk assessment and clearance certificate is to be completed before work commences.
4. Any work at height will be carried out using a mobile scaffold tower.
5. PPE (safety boots, overalls, hardhats etc) are to be worn at all times.
6. Work area is to be monitored with an explosimeter at all times.
7. Should the explosimeter read above 25% of the LEL of 1% the air purger is to be introduced into the immediate area. Work should be suspended until this level has been reduced. Should the level continue, consult Clovemead supervisor immediately, ensuring no one enters this area, as there is a possible risk of danger should a source of ignition occur in this area.
8. Periodic site inspections will be made by a Clovemead supervisor or manager during the works to ensure compliance with the above.

TOTAL UK LIMITED**MAINTENANCE OF PIPE AND TANK INSTALLATION**

Site Name	
Site Address	

Maintenance Schedule:

1. Check and dip all tanks for water, and remove any water found. Investigate and report cause of any water ingress where significant amounts are found.
2. On above ground tanks remove any water/debris from the bund area and ensure the drain valve is operational. Paint and treat any rust affected areas to the tank body and bund.
3. Check all other valves to above and below ground tank installations are operational and free from leaks. Repair/replace as required.
4. Clean and check all tank capacity, grade, and overflow prevention labels for condition and security. Replace if required.
5. Check safety platforms in tank and offset fill manholes. Check all fixings and tighten as required.
6. Check leak detection system in tank manholes for security and correct levels in reservoirs. Check operation by simulating alarm condition on all systems. Leave all in working order. Report any malfunction to the Wakefield Administration office immediately.
7. Check manual overflow prevention devices for operation and condition, and leave in working order.

Item No:	Check Completed	Comments	Engineer Initials
Item 1			
Item 2			
Item 3			
Item 4			
Item 5			
Item 6			
Item 7			

Engineer (Print)		Engineer (Sign)	
Site Manager (Print)		Site Manager (Sign)	

Date Maintenance Check Carried Out.....

METHOD.

1. Ensure with the site manager or operator that no fuel deliveries are to commence during the works.
2. Cordon off work area around vapour recovery pipes and tanks, position warning signs.
3. Remove pressure vacuum valve from vent manifold system and install pressure/vacuum gauge and test kit.
4. Pressurize vapour system to 100m/bar using oxygen free nitrogen (OFN), visually check all joints for leaks using the soap test method and inspect for correct seal on vapour return valve and fill caps.
5. Repair minor leaks/defects in order to maintain pressure and report any major faults to Clovemead supervisor.
6. Remove fill caps from tanks and install flow/leak rate meters, take readings. If any pressure loss from gauge is noted then apply OFN until 100m/bar achieved again.
7. Remove test kit, take gauge reading and leave for 30 minutes, periodically checking flow/leak rate meters on fill points for readings.
8. If any readings are noted from the fill point meters, then the tank internal is failing. Remove fill pipe from tank, repair and refit. Re-pressurize system and leave for further 30 minutes. If the flow meter still registers gas movement then the internal fillpipe requires replacement, contact Clovemead supervisor before continuing test.
9. If all flow/leak rate meters show no loss then release OFN through the vent system, remove and replace tank fill caps and record findings to test certificate.
10. If new internal fitted then repeat testing on the tank in question and note results.
11. Remove test gauge and flow/leak meters from system.
12. Lubricate and replace fill and vapour caps.
13. Replace pressure vacuum valve with a pre tested unit to ensure correct operation on both vacuum and pressure release.
14. Complete test certificate, to show results on all valves, caps, seals and internal fill pipes (as per IP/APEA standards).
15. Report all results to TFE.

Title: TEST CERTIFICATE	CLPD 11
Section Ref: QMWI02	Date: 18/11/96
Revision: 2	Page: 1 of 1

Site Name:

Contract No:

Date of Testing:

Reason for Test: New Installation / Suspected Loss / Statutory Age Test /
Other -

Was PO advised of test ?

Was test witnessed by PO ?

Record of Tank Test / Water Dip

Method:

Gauge Serial No :

Tank No	1	2	3	4	5	6	7	8
Capacity (Litres)								
Test Pressure (psi)								
Result Pressure (psi)								
Result : Pass / Fail								
Water in Tank (cm)								

Record of Line Test

Method: ...O.F.N.....

Tank No	Pump No	Type (S/V/F/VR)	Test Pressure (psi)	Duration	Result (Pass / Fail)

Comments

Pipework Engineer.....Date :

Right to Appeal

You have the right of appeal against this permit within 6 months of the date of the decision. The Council can tell you how to appeal. You will normally be expected to pay your own expenses during an appeal.

You will be liable for prosecution if you fail to comply with the condition of this permit. If found guilty, you may be fined, imprisoned for up to 5 years or both.

Our enforcement of your permit will be in accordance with the [Regulators' Compliance Code](#).