



**APPLICATION FOR A LICENCE TO KEEP PETROLEUM SPIRIT
PETROLEUM (CONSOLIDATION) ACT (NORTHERN IRELAND) 1929**

Notes: Please send this completed form to the above address along with a postal order or cheque for the appropriate fee (see below) made payable to **Belfast City Council**. Please see the back of this form for details of certificates and drawings that may be required and also for our privacy notice which tells you what we do with the information about you that you are giving us

FOR OFFICE USE ONLY

Licence Ref: No.
Date Received.
Fee Paid/ Receipt No.

INFORMATION REQUIRED (IN BLOCK CAPITALS PLEASE)

(1) Name and Address of the premises for which the Licence is required:

Name:

Address:

Post Code:

(2) Forename(s) and Surname of the applicant

Position in Company:
Address:

Post Code:

Phone:

Email:

(3) Quantity in LITRES for which the Licence is required:

Litres

(4) Signature of Applicant:

Date:

_____ / /

(5) Forenames(s) and Surname of the person responsible for the Licence:

Forename(s):

Surname:

(6) If a Limited Company, the Company name, its Registered Secretary & the address of its Registered Office:

Company Name:

Secretary's Name:

Company Address:

(7) FEE PAYABLE FROM 1 April 2010	QUANTITY	FEE RELEVANT TO THIS APPLICATION
£42.00 for each year of Licence	Licence to keep Petroleum Spirit of a Quantity not exceeding 2,500 Litres	
£58.00 for each year of Licence	Exceeding 2,500 Litres, but not exceeding 50,000 Litres	
£120.00 for each year of Licence	Exceeding 50,000 Litres	
£8.00	Petroleum (Transfer of Licences) Act (Northern Ireland) 1937 Section 1 (4) (a)	

This matter is being dealt with by: _____ Phone: _____

This application for the Grant, Renewal or Transfer of a Licence to keep Petroleum Spirit relates only to the requirements of the Petroleum Acts. You may also need Building Regulations approval. The Licensing team can advise you on Building Regulations issues and whether an application is needed, for more or earlier advice please contact us on 028 9027 0650.

The table below lists the documentation we need before we can issue a licence to keep petroleum spirit.

Document Type	Duration (length of time certificate must be valid for)
Electrical Certificate	1 Year (to be renewed annually)
Fire Appliance Certificate	1 Year (to be renewed annually)
Plans of the premise showing all areas where it is proposed to keep petroleum spirits and any buildings etc. within 15.2 metres (50 feet) of such place/s	

Only original certificates are to be submitted. Scanned and/or photocopies will not be accepted. If required, we can copy and return original certificates to the applicant.

Electrical Certificate - we need a certificate from an **approved contractor** (see below for definition) stating that the electrical installation comprising all circuits within the Division 1 and 2 areas or controlling these circuits, including the associated earthing system has been tested and does comply with IEE wiring regulations as applicable, BS EN 60079-14:2014 Explosive Atmospheres: Electrical Installations Design, Selection and Erection, and BS EN 60079-10-1:2015 Explosive Atmospheres: Classification of Areas: Explosive Gas Atmospheres.

An approved contractor shall be one of the following:

- A member of the National Inspection Council for Electrical Installation Contracting (NICEIC) on a NICEIC standard certificate.
- A member of the Electrical Contractors' Association (ECA) on an ECA standard certificate.
- National Association of Professional Inspectors and Testers (NAPIT) on a NAPIT standard certificate.
- A professionally qualified person who is a Member of the Institute of Electrical Engineers (MIEE). The certificate obtained shall be on headed note paper and shall state the Member's qualifications.
- An Insurance Company/Agent specialising in electrical inspections and testing.
- Any suitably qualified engineer/contractor or company deemed to be competent to carry out such inspecting/testing.

No other form of certificate shall be accepted for the Councils purposes.

Fire Extinguisher Certificate - a certificate of inspection/maintenance to BS 5306-3:2017 should be obtained from the equipment suppliers or other approved competent person stating that the two or more dry powder or foam extinguishers have been serviced, and giving the date of the last charge. The type of extinguisher used must clearly be stated, and a mixture of extinguisher types is not acceptable. This certificate is to be provided annually.

Plans of the premises - when applying for the Grant of a Petroleum Licence we will need plans, drawn to scale, of all floors of the premises to be licensed. You will also have to give us plans if you are planning to make alterations to the layout of a premise which has a current Petroleum Licence. The plans should include a location plan to a scale of not less than 1:1250 and four copies of all drawings, which must include a plan, drawn to a scale of not less than 1:100, showing the places where it is proposed to keep petroleum spirits and any buildings and so on within 15.2 metres (50 feet) of such place/s.

Where storage in underground tanks is proposed the plan should show the position of pumps and underground tanks, fill points (if not direct fill), electrical supply tanks, details of pipe connections and method of drainage, showing the petrol interceptor. Specifications of underground tank/s including methods for securing thereof and back filling of cavities, also ancillary pipework, drainage and other services where applicable, should accompany the plans.

All pressure tests required by the Council, including that for the completed installations, shall be carried out at the Licensee's expense, and must be approved before backfilling commences.

General advice - you may also require planning permission or other statutory approval for the proposed works. For advice on planning matters contact the Planning Service on 028 9050 0510 or www.belfastcity.gov.uk/planning.

Privacy notice - how we will use information about you

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing petroleum licence applications and enforcing the petroleum licensing legislation.

You are providing your personal data to the Council whose lawful basis for processing is for compliance with a legal obligation under the following legislation: Petroleum (Consolidation) Act (Northern Ireland) 1929.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. It may also be shared with the Northern Ireland Fire and Rescue Service (NIFRS) and the Northern Ireland Environment Agency (part of DAERA), for the purposes of consulting with them about petroleum licence applications.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Council to do so. The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact building control's policy and legal officer at buildingcontrol@belfastcity.gov.uk or phone 028 9027 0650. If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk