

Documents required for petroleum installations

Revised September 2018

Petroleum licensing - Guidance note

2

The following information is a guide to those applying for the grant, renewal or transfer of a licence to keep petroleum spirit under the Petroleum (Consolidation) Act (Northern Ireland) 1929.

Before we can issue a petroleum licence we need plans of the premises and various certificates to be sent to us, either when making the application or soon after, when the certificates are available.

Plans of the premises

When applying for the grant of a petroleum licence, plans of all floors of the premises to be licensed should be sent in to us.

You will also need to send us plans if you are going to make alterations to the layout of a premises which has a current petroleum licence.

We prefer to receive information electronically. However if you want to provide hard copies, we need four copies of all drawings, including floor plans, drawn to a scale of not less than 1:100, showing the places where it is proposed to keep petroleum spirits and any buildings etc. within 15.2 metres (50 feet) of such a place or places. We also need a location plan to a scale of not less than 1:1,250.

Where petroleum spirit is to be stored in underground tanks 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 the method of drainage, showing the petrol interceptor.

You must also send us the specifications for any underground tank or tanks, including methods for securing them and for the backfilling of cavities, any ancillary pipe work, drainage and so on.

Pressure tests, including for the completed installations, must be carried out before backfilling commences as required and to be approved by Belfast City Council. This pressure testing is to be at the licensee's expense.

Required certificates

The person making the application is responsible for promptly sending us all the certificates we require, so that we can process the application and issue the licence.

The certificates we require are:

- **Electrical certificate**
- **Fire appliance certificate**

Both these certificates should be renewed every year and at the time when the application is made the certificate should have at least three months left to run.

When employing an approved person to provide any of the documentation required, please refer them to this guidance document, which clarifies the type of certificates required for petroleum licensing purposes.

We prefer to receive information electronically. However if you want to provide hard copies, only original certificates should be submitted. Photocopies will not be accepted. If required, we can copy certificates and return the original to the applicant.

Electrical certificate

An acceptable form of electrical certificate from an approved contractor is required (see list below).

The certificate must state that the electrical installation, comprising all circuits within the Division 1 and 2 areas controlling these circuits including the associated earthing system, has been tested and complies with IEE wiring regulations as applicable, BS EN 60079-14:2014 Electrical apparatus for explosive gas atmospheres; Electrical installations in hazardous areas (other than mines), and BS EN 60079-10:2015 Electrical



Belfast
City Council

apparatus for explosive gas atmospheres:
Classification of hazardous areas.

The approved contractors and forms of certificate that will be acceptable are:

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

No other form of certificate will be accepted by the council for petroleum licensing purposes.

What is meant by a competent person?

A competent person will, as appropriate to their function in undertaking such inspections and tests, have:

- a sound knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in BS 7671:2018.

All approved bodies must have in force a Policy of Public and Employees Liability Insurance Cover insuring them to carry out electrical inspections and testing.

If the contractor is not a member of any of the groups listed above, they should be approved by the council prior to any work being commenced and hold acceptable insurance indemnity.

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 either two or more dry powder or two or more foam extinguishers have been serviced, and giving the date of the last charge. This certificate must be provided annually.


The type of extinguisher must clearly be stated. A mixture of extinguisher types is not acceptable.


Note: For the purpose of some petroleum mixtures Belfast City Council will assume that 10lb weight will be the equivalent of one gallon capacity or 1 kilogram the equivalent of 1 litre.


Place and Economy

Building Control

Belfast City Council
Cecil Ward Building
4-10 Linenhall Street
Belfast BT2 8BP

 028 9027 0650

 buildingcontrollicensing@belfastcity.gov.uk

 www.belfastcity.gov.uk/apply