



Permit ref. no: <reference>

**Permit for Unloading of Petrol into Storage at Petrol Stations (Stage 1 Only)**

Name and address of person (A) authorised to operate the installation ('the operator')

<company name?

Registered office of company:

<address>

STATUS LOG		
Action	Date	Reference
First Issue		
Revision to PPC		

Regulator Contact Details

Environmental Protection Team  
North Norfolk District Council  
Holt Road  
Cromer  
Norfolk  
NR27 9EN

Tel: 01263 516085  
Fax: 01263 515042  
Email: EP@north-norfolk.gov.uk

Address of permitted installation (B)

<address>

The installation boundary and key items of equipment mentioned in permit conditions are shown in the plan to this permit reference plan 1.1, 1.2

## Activity description

The unloading of petrol into stationary storage tanks at a service station with a petrol throughput of greater than 1000m<sup>3</sup> per year. The service station has 3 tanks one of which is used for the storage of petrol with the other two used for diesel storage.

**This permit is subject to compliance with the following conditions in accordance with PG Note 1/14 (13)**

The operator (**A**) is authorised to operate the activity<sup>1</sup> at the installation (**B**) subject to the following conditions.

### Conditions

#### 1.0 General

- 1.1 Vapours displaced by the delivery of petrol into the stationary storage tanks at the service station shall be returned through a vapour tight connection line to the mobile container delivering the petrol. Unloading operations shall not take place unless these arrangements are in place and properly functioning, subject to conditions 1.4, 1.5 and 1.6 of this document.
- 1.2 The number of tanker compartments discharged simultaneously shall not exceed 2, including the diesel compartment.
- 1.3 The operator shall implement the schedule of preventative maintenance provided as part of the application for this authorisation which is reproduced in Appendix One and entitled "Vapour recovery – maintenance schedule".
- 1.4 All reasonably practicable steps shall be taken to prevent uncontrolled leaks from vents, pipes and connectors from occurring. The Environmental Health Department of North Norfolk District Council 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. In all cases such a vapour leak should be recorded in the logbook required under condition 4.3 of this document.
- 1.5 The operator shall advise the Environmental Health Department of NNDC of the corrective measures to be taken and the timescales over which they will be implemented in the event of a vapour leak as described in condition 1.3 of this document.
- 1.6 Instances of vapour lock shall be recorded in the logbook required under condition 4.3, and under the circumstances detailed in condition 1.3.
- 1.7 The Environmental Health Department of North Norfolk District Council shall be notified in writing of any proposed alteration in operating procedures and/or practises at least 28 days prior to their implementation.

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<sup>1</sup> listed in Schedule 1, Part 2, Chapter 3, Section 3.1, Part B (b) of the Environmental Permitting Regulations

## **2.0 Construction Design**

- 2.1 The connection points on the tank filling pipes and the vapour return pipe shall be fitted with secure seals to reduce vapour leaks when not in active use. If apertures are provided on the storage tanks for the use of a dipstick, these shall be securely sealed when not in active use.
- 2.2 The fittings for delivery and vapour return pipes shall be different so as to prevent miss-connection.
- 2.3 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.
- 2.4 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 "offloading" or such similar wording as has been approved in writing by the Environmental Health Department of North Norfolk District Council. The sign shall also specify that the maximum number of tanker compartments discharged simultaneously shall not exceed 2 as specified in condition 1.2 and including, the diesel compartment.

## **3.0 Fuel Delivery**

- 3.1 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.
- 3.2 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.
- 3.3 A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading. If a fault is detected with hoses and/or hose connections during unloading which results in, or is likely to result in, a leak of petrol or petrol vapour the delivery shall be stopped and the problem rectified before the item containing the defect is reused.
- 3.4 All road tanker compartments vent and discharge valves and other connection points shall be closed on completion of the delivery.
- 3.5 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. The vapour return hose shall be disconnected at the storage tank end first.
- 3.6 Manhole entry points to each storage tanks shall be kept securely sealed except when maintenance and testing are being carried out which require entry to the tank.

## **4.0 Testing**

- 4.1 Petrol delivery and return lines shall be tested in accordance with the document entitled "Vapour recovery – maintenance schedule" a copy of which is included in Appendix One to this authorisation document. All work undertaken in compliance with this condition shall be recorded in the logbook required under condition 4.3 of this document.
- 4.2 At least once every three years pressure vacuum relief valves on petrol storage tank vents shall be either replaced or checked for correct functioning, including extraneous matter, seating and corrosion. Where checks indicate the pressure vacuum relief valves to be incorrectly functioning, this situation shall be rectified as soon as is practicable. All work undertaken in compliance with this condition shall be recorded in the logbook required under condition 4.3 of this document.
- 4.3 The operator shall maintain a logbook 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 1.3, 1.4 and 1.5. All work undertaken in compliance with conditions 4.1 and 4.2 shall also be recorded in the logbook.

## **5.0 Management**

- 5.1 A copy of this permit shall be kept at the permitted installation. All staff that should be aware of its content shall be told where it is kept.
- 5.2 All relevant staff shall receive the necessary training and instruction to enable them to comply with the conditions of this permit.
- 5.3 The operator shall notify the Council of any changes to the persons nominated in the application as the primary point of contact, and deputy.
- 5.4 Maintenance and testing of vapour recovery systems shall be recorded.
- 5.5 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.

## **6.0 Best Available Techniques (BAT)**

- 6.1 The best available techniques shall be used to prevent or, where that is not practical, 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

## 7.0 Process Changes

- 7.1 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.

Signature

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Stephen Hems  
Head of Environmental Health

Date

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### **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 [*or supply details with the permit*]. 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 conditions of this permit. If found guilty, the maximum penalty for each offence if prosecuted in a Magistrates Court is £50,000 and/or 6 months imprisonment. In a Crown Court it is an unlimited fine and/or 5 years imprisonment.

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