
Form of Application for a first/amended/renewal of or transfer of a licence for a Retail Store or a Certificate of Operation for a Kerbside Retail Store.

1 Applicant/Licensee/Owner or Operator:.....

Name and address/registered office of the company, firm or person

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2. Location of the proposed retail store or current kerbside retail store:

Address.....

County.....

Place or townland

Ordnance Survey Map reference

3. Name of licensee/owner or operator (if application is for transfer of a licence or Certificate of Operation):

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4. Particulars of plans accompanying this application:

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5. Maximum quantity of Category or Categories of flammable liquids stored or to be stored at the store:

Category 1: litres in container stores

..... litres in underground tanks

..... litres in above-ground tanks

Category 2: litres in container stores

..... litres in underground tanks

..... litres in above-ground tanks

Category 3: litres in container stores

..... litres in underground tanks

..... litres in above-ground tanks

Other Fuels (State units of measurement):

Name: quantity in container stores

..... quantity in underground tanks

..... quantity in above-ground tanks

Name: quantity in container stores

..... quantity in underground tanks

..... quantity in above-ground tanks

Name: quantity in container stores

..... quantity in underground tanks

..... quantity in above-ground tanks

This licence/Certificate of Operation application must be accompanied by a risk assessment and drawings as laid out in Regulation 17 and Schedule 6 of the Dangerous Substances (Flammable Liquids and Fuels Retail Stores) Regulations, 2019.

6. Remarks:

I hereby certify that the information supplied above is true to the best of my knowledge and belief.

Signature of applicant.....

Postal address of applicant.....

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Date of application.....

SCHEDULE 5 Matters to be included in Risk Assessment of a Flammable Liquids and Fuels Retail Store or Kerbside Retail Store

The following list is not exhaustive but sets out the minimum aspects, all of which must be addressed in any risk assessment to be undertaken by a competent person and submitted to the appropriate licensing authority relating to an application for a first, amended, renewal or transfer of a licence or Certificate of Operation under the Dangerous Substances (Flammable Liquids and Fuels Retail Stores) Regulations, 2019.

1. Spills when filling underground tanks and fuel dispensing to customers
2. Impact and damage to dispensers
3. Uncontrolled ignition sources (e.g. smoking by non-customers) associated with a public area during fuel dispensing and underground tank filling
4. Traffic volume using the road
5. Speed of vehicles on adjacent roadway
6. Pedestrian movements on the footpath
7. Fuel delivery frequency and time
8. Age and condition of the underground fuel tanks
9. Nature of fuels stored
10. Separation distances from boundaries and stationery ignition sources
11. Sensitive receptors in the vicinity of the store
12. Delivery area assessment
13. Storage tanks assessment
14. Pipework assessment
15. Dispenser area assessment

Certificates and other mandatory documents:

- a. Petrol Vapour Recovery Certificate;
- b. Explosion Protection Document;
- c. Electrical Safety Certificate; and
- d. Fire Safety Certificate.

SCCHEDULE 6 Matters to be Included in the Maps and Drawings Accompanying the Risk Assessment of a Flammable Liquids and Fuels Retail Store or Kerbside Retail Store

(1) Every risk assessment for a first licence or Certificate of Operation (or for the renewal of a licence or Certificate of Operation where major works have taken place) shall be accompanied by a plan (either in electronic format or hard copy) drawn to a scale in metric units of measurement of not less than 1:2500, consisting of an extract from the Ordnance Survey map (or tracing thereof). The plan should be marked and coloured so as to identify clearly the site or proposed site (including the boundaries which shall be marked in red) of the retail store or kerbside retail store.

(2) Every plan submitted in accordance with paragraph (1) of this Schedule shall be accompanied by:

a. one site plan (either in electronic format or hard copy) in metric units of measurement of not less than 1:100 so marked and coloured so as to identify clearly:

i. each underground storage tank, each pipeline or dispensing pump connected to such a tank and each container store or container compound; and

ii. all other buildings or structures (including cellars or basements) within a distance of 16 metres of each underground storage tank, offset filling point, dispensing pump, ventilating pipe opening, container store or container compound;

b. one plan and specification or appropriate particulars (either in electronic format or hard copy), including suitable drawings or plans, elevations and sections to a scale in metric units of measurement of not less than 1:50 so marked as to give adequate details of the construction or proposed construction and dimensions and manner of installation or proposed installation of each underground storage tank, dispensing pump, container store, container compound and any pipeline (including its diameter);

c. one plan or specification or appropriate particulars (either in electronic format or hard copy) shall be so marked as to show all electrical apparatus installed or to be installed or used at a distance not exceeding 5 metres of each underground storage tank, container store, container compound, dispensing pump or filling, dipping or venting openings of an underground tank or pipeline;

d. detailed particulars to be shown on a plan of:

i. each building or place at a retail store or kerbside retail store in or at which any articles, materials or substances (other than flammable liquids and fuels) liable to spontaneous combustion or ignition or otherwise flammable or dangerous are kept or will be kept and their amounts or quantities;

ii. the amount or quantity of flammable liquids and fuels kept or to be kept in each underground storage tank, container store, container compound, or other storage medium; and

iii. the approximate maximum number of persons employed or likely to be employed at the store and where applicable in each building at the store; e. any further particulars, maps or drawings shall be provided which the licensing authority requires by a notice in writing or electronically.

(3) Subject to Regulation 17(3), every risk assessment supplied with an application for an amended licence or Certificate of Operation under Regulation 17 shall be accompanied by:

- a. one plan (in metric units of measurement) or specification or appropriate particulars giving details of the proposed installation, alteration, enlargement, addition or reconstruction, to the specifications of paragraphs (1) and (2); and
- b. any further particulars, plans, maps or drawings which the licensing authority requires by notice in writing or electronically.