



POLLUTION PREVENTION AND CONTROL ACT 1999
POLLUTION PREVENTION AND CONTROL (ENGLAND AND WALES)
REGULATIONS 2010

PERMIT OF PROCESS

THIS IS TO CERTIFY THAT THE UNLOADING OF PETROL INTO STORAGE AT SERVICE STATIONS

at: **ELMS PARK FILLING STATION, 164 LEICESTER ROAD, LOUGHBOROUGH, LE11 2AQ**

(The site location is shown on Appendix 4/092 which forms part of this Permit

has been duly permitted in accordance with Regulation 13 (1) of the Pollution Prevention and Control (England and Wales) Regulations 2010 subject to the conditions outlined in this document.

Name of Operator: HKS RETAIL LTD
Registered Office AQUIS HOUSE, 211 BELGRAVE GATE
LEICESTER LE1 3HT

This Permit shall apply only to the premises occupied by the applicant, as specified and described in the Application for Permit submitted to the Borough of Charnwood. This Permit, consisting of eleven pages, shall be subject to replacement, variation or amendment, as may be considered appropriate by the Borough of Charnwood at any time, according to provisions of Regulations 18, 20 & 34 of the Pollution Prevention and Control (England and Wales) Regulations 2010

The conditions contained herein shall apply from the date of Permit unless otherwise stated.

Signed:

Dated: 28 November 2011

Helen Mark
 Environmental Health Technical Officer
 (The delegated Officer for this purpose)

Counter-signed.....

Regulatory Services, Environmental Protection, Charnwood Borough Council
Southfields Road, Loughborough LE11 2TX

Introductory note

This introductory note does not form a part of the permit

The following Permit is issued under Regulation 13(1) of the Environmental Permitting (England and Wales) Regulations 2010 (S.I 2010/ 675), as amended, (“the EP Regulations”) to operate an installation carrying out one or more of the activities listed in Part 2 of Schedule 1 of the EP Regulations.

Section 1.2:

The unloading of petrol into stationary storage tanks at a service station, if the total quantity of petrol unloaded into such tanks at the service station in any period of 12 months is likely to be 500m³ or more.

Guidance Note

The Secretary of State has issued a Guidance Note – “Unloading of Petrol in Storage at Services Stations “PG1(1/14/06)”. This guidance is available free of charge via DEFRA at www.defra.gov.uk . It is a guide to local enforcing authorities on the techniques appropriate for the control of air pollution in relation to this process. It will also be of interest to process operators.

Description of the Process

The unloading of petrol into stationary storage tanks, Elms Park Filling Station, 164 Leicester Road, Loughborough, marked on the attached Appendix 1/092.

The Service Station has five storage tanks including two diesel tanks.

End of Introductory Note.

**HKS RETAIL LTD, ELMS PARK FILLING STATION, 164 LEICESTER ROAD,
LOUGHBOROUGH, LE11 2AQ**

The above named company is permitted to operate an installation unloading of petrol into stationary storage tanks and filling of vehicle petrol tanks at the service station above subject to compliance with the following conditions:

Permit Conditions

Standard Conditions

1. If the operator proposes to make a change in operation of the installation he shall, at least 14 days before making the change, notify Charnwood Borough Council 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 of operation' means a change in the nature or functioning, or an extension, of the installation, which may have consequences for the environment.
2. The best available techniques (BAT) shall be used to prevent or, where that is not practicable, reduce emissions from the installation, which is not regulated, by any other condition of this permit. This BAT condition is regarded as covering among any other matters, the provision of sufficient training and practical instruction for service station operation staff, in order to enable them to carry out their duties in respect of using (or supervising the use of) and maintaining vapour collection controls and the action to be taken in the event of leak of vapour.

Specific Conditions

Conditions

3. Vapours displaced by the delivery of petrol into the storage installations at the service station shall be returned through a vapour tight connection line to the mobile container delivering the petrol. Unloading operations may not take place unless the arrangements are in place and properly functioning, subject to conditions, 3, 4, and 5.
4. The operator shall implement the schedule of preventative maintenance. (See Appendix 2/092) provided as part of the application for authorisation dated 30.6.98.

5. All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. An Authorised Officer Charnwood Borough 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, and in all cases such a vapour leak should be recorded in the log book required under condition 26.

In this condition and in condition 6 a vapour leak means any leak of vapour excepting those which occur through the vent mentioned in condition 13 during potentially hazardous pressurisation.

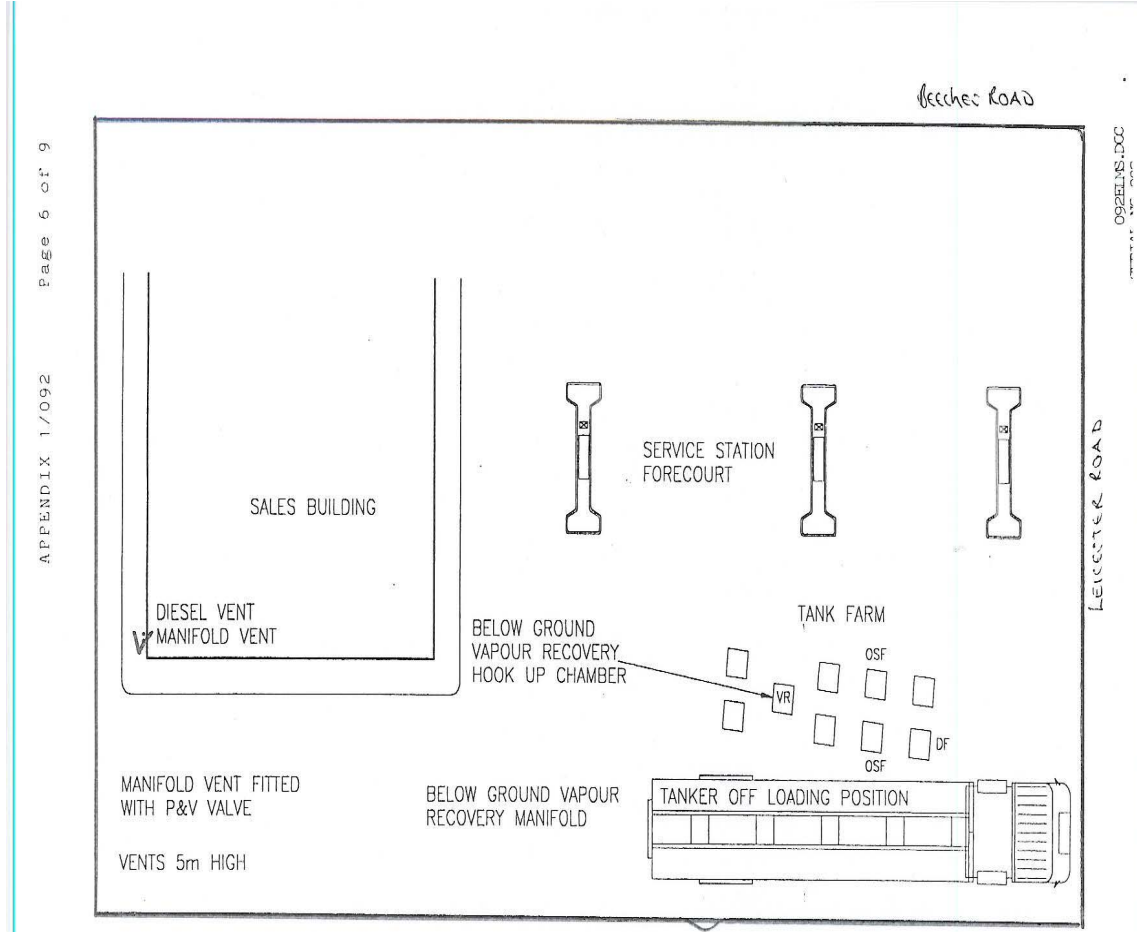
6. The operator shall advise an Authorised Officer of Charnwood Borough Council of the corrective measures to be taken and the time scales over which they will be implemented in the event of a vapour leak described in condition 3.
7. Instances of vapour lock shall be recorded in the log book and under the circumstances detailed in condition 5, be advised to an Authorised Officer Charnwood Borough Council.
8. The procedures in conditions 4 to 7 inclusive shall be reviewed in light of any modifications which occur to the facilities. Charnwood Borough Council shall be advised of any proposed alteration in operating procedure.
9. The vapour balancing systems shall be of a size and design to minimise vapour emissions during the maximum petrol and vapour flow in accordance with conditions 3 and 10 (i.e. when most tank compartments are being simultaneously discharged).
10. The number of tanker compartments being simultaneously discharged shall not exceed 2.
11. The connection points on the tank filling pipes and vapour return pipe shall be fitted with secure seals to reduce vapour leaks when not in active use. Apertures provided on storage tanks for the use of a dipstick shall be securely sealed when not in active use.
12. The fittings for delivery and vapour return pipes shall be different to prevent misconnection.

13. The petrol storage tanks vent pipes shall be fitted with a pressure vacuum valve to minimise vapour loss during unloading and storage of petrol. The pressure vacuum valve shall be sized and weighted to prevent vapour loss, except when the storage tanks are subject to potentially hazardous pressurisation.
14. 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.
15. 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 OFF-LOADING” or similar wording. The sign shall also refer to the maximum number of tanker compartments (2) which may be unloaded simultaneously in accordance with condition 10.
16. 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.
17. Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected.
18. A competent person shall remain near the tanker end to keep a constant watch on hoses and connections during unloading. (For a definition of a competent person, see Appendix 3/092).
19. All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
20. 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.
21. All connection points shall be securely sealed after delivery.
22. If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed after dip testing.
23. Manhole entry points to storage tanks shall be kept securely sealed except when maintenance and testing are being carried out which require entry to the tank.

24. Petrol delivery and vapour return lines shall be tested at least once every five years for vapour containment integrity. (see Appendix 2/092)
25. Pressure vacuum vent caps on petrol storage tank vents shall be checked for correct functioning, including extraneous matter, seating and corrosion at least once every three years. (see Appendix 2/092)
26. The operator shall maintain a log book at the permitted 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.
27. The log book shall also detail any suspected vapour leak together with action taken to deal with any leak, in accordance with conditions 5, 6 & 7
28. Venting of the petrol vapour shall be through the vent pipes marked V on the attached Appendix 1/092.

Appendix I/092

PLAN OF ELMS PARK SERVICE STATION FORECOURT



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092ELMS.DOC

LEICESTER ROAD



TOKHEIM SOFITAM

TANK DETAILS				
TANK 1	4*	36000L	CMS	
TANK 2	UL	?	CMS	
TANK 3	SUL	18000L	CMS	
TANK 4	D	18000L	CMS	
TANK 5	UL	18000L	CMS	

Site Address: ELMS PARK S/S LEICESTER ROAD LOUGHBOROUGH	Site Ref No: C100
M & H Associates, 19 Lapwing Close, Northampton, NN4 0RT.	drawn M&H
Tel/Fax No: 01604 706351 e-mail: MandH Asso@AOL.COM	Survey Date: 17.10.98
	Scale: NTS

Appendix 2/092

Maintenance Schedule for Vapour Recovery Installation
At Elms Park Service Station 164 Leicester Road Loughborough LE11 2AQ

BP OIL UK LTD.

SERVICE STATION

MAINTENANCE SCHEDULE for the VAPOUR RECOVERY INSTALLATION

1.0 MAINTENANCE CONTRACT

The maintenance Contract is administered on behalf of BP Oil UK Ltd by

BP/Bovis Alliance
Witan Gate House
500-600 Witan Gate
Central Milton Keynes
Bucks MK9 1ES

Tel: 01908 853000

Fax: 01908 853276

2.0 SITE PARTICULARS

- 2.1 The offset fills are located on the HGV pump island located to the right of the sales building.
- 2.2 The vapour recovery hook up point is located to left of the offset fills i.e. towards the rear of the tanker when off loading.
- 2.3 The vents are manifolded below ground, with the vent stack located at the bottom end of the site, adjacent to the forecourt ingress position.

3.0 MAINTENANCE SCHEDULE

- 3.1 The overfill prevention devices are to be checked in accordance with the manufacturers instructions to ensure that the mechanical float is fully operational.
The overfill prevention devices are to be installed on all sites where vent lines are manifolded at low level.
The overfill prevention devices installed at the above site are OPW ref.: 6150/4124.
- 3.2 The pressure vacuum vent valve is to be checked in accordance with the manufacturers instructions to ensure it is fully operational.
The pressure vacuum vent valve installed at the above site is the Risbridger ref.: 2798

Appendix 2/092 (Cont'd)

3.3 The vapour recovery adaptor is to be checked to ensure that the poppet sealer and connection are fully operational.
The adaptor used at the above site is the Risbridger ref.: 3005.

3.4 The vapour recovery signage will be checked to ensure that all current signage is clean, securely fixed and visible upon inspection.

3.5 The flame arrestor within the vapour recovery adaptor is to be checked for obstructions and to ensure it is fully operational.
The arrestor installed at the above site is the Risbridger ref.: 2138.

4.0 PIPEWORK

4.1 The offset fill lines, vents and the suction lines including the vapour recovery system are to be tested in accordance with the Licensing Authorities requirements.
This test is to be carried out every five years, and the test certificate is to be completed by the Contractor, with a copy inserted in the site petroleum register.

5.0 GENERAL

5.1 All Contractors carrying out testing or preventative maintenance work are to complete site petroleum register and advise the relevant Licensing Authority of the appropriate dates of work and the test results.

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SERIAL NO.092

Appendix 3/092Competent Person

A competent person is one who has received training in accordance with Section 5 of the Guidance Note PG1/14/06- Secretary of State's Guidance "Unloading of Petrol into Storage at Service Stations".

Section 5 states:-

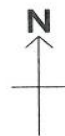
" A competent person should remain near the tanker during unloading. A competent person is one who has received training for deliveries in accordance with paragraphs 6.13-6.21, 6.36 and 6.38. Delivery drivers may be trained as the competent person. Specific responsibilities of the site operator and the tanker driver are set out in the Approved Code of Practice and Guidance on Unloading Petrol from Road Tankers (L133), including responsibilities for preventing a fire through preventing the overfilling of the storage tank; controlling sources of ignition during unloading and dealing with any spillages that may occur during the unloading of a petrol tanker; and preventing falls from petrol tankers"

Appendix 4/092

Location Plan Of Elms Park Service Station, Leicester Road, Loughborough, LE11 2AQ



Charnwood Borough Council
Southfields
Southfield Road
Loughborough
Leicestershire
LE11 2TN
tel: (01509) 263151
www.charnwoodbc.gov.uk



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Explanatory Note

This note does not comprise part of the permit but contains guidance relevant to it.

Inspections

Regular inspections will be made by officers of Charnwood Borough Council, in order to check and ensure full compliance with this permit.

Health and Safety at Work and Other Statutory Requirements

The responsibility you have under legislation for Health, Safety and Welfare in the workplace remains in force. In addition, the Permit does not relieve you of your obligations to obtain planning permission, hazardous substances consent, discharge consent from the Environment Agency Building Regulations approval, a Waste Disposal Licence or a Petroleum Licence.

Submission of Information

Note that the Permit may require the submission of certain information to the Local Authority (LA). In addition, the LA has the power to seek further information at any time under Regulation 60(1) EP Regulations provided that it acts reasonably.

Public Registers

Considerable information relating to Permits including the Application is available on public registers in accordance with Requirement 46(1) EP Regulations. Certain information may be withheld from public registers where it is commercially confidential or contrary to national security.

Variations to the Permit

This Permit may be varied in the future (by the LA serving a Variation Notice on the Operator). If the Operator itself wants any of the Conditions of the Permit to be changed, it must submit a formal Application.

Surrender of the Permit

Where the Operator intends to cease the operation of an installation (in whole or in part) The LA should be informed in writing, such notification must include the information specified in Regulation 24 or Regulation 25 and Part 1 of Schedule 5 of the EP Regulations.

Transfer of the Permit or part of the Permit

Before the Permit can be wholly or partially transferred to another person, an Application to transfer the Permit has to be made jointly by the existing and proposed holders. A transfer will be allowed unless the LA considers that the proposed holder will not be the person who will have control over the operation of the installation or will not comply with the conditions of the transferred Permit.

Annual Subsistence Fee

In accordance with Regulation 65(1) of the EPR Regulations the holder of a permit is required to pay a fee for the subsistence of the permit. This fee is payable annually on 1st April. You are advised that under the provisions of Regulation 22 of the EPR Regulations, if you fail to pay the fee due promptly, Charnwood Borough Council may revoke the permit. You will be contacted separately each year in respect to this payment.

Talking to us

Please quote the Permit Number if you contact Charnwood Borough Council about this Permit. To give a Notification under Conditions 5, 6 & 7 the Operator should use the telephone number 01509 634636 or any other number notified in writing to the Operator by Charnwood Borough Council for that purpose.

Appeals in relation to Environmental Permits

Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Secretary of State. Appeals must be sent within 6 months from the date of the permit (normally the date on the bottom of the permit).

Appeals must be made in accordance with the requirements of Regulation 31 and Schedule 6 of the EP Regulations and should be addressed as follows:-

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

An appeal brought under Regulation 31(b)(1) 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.

There are no forms or charges for appealing. However for an appeal to be valid, appellants are legally required to provide information as detailed in paragraphs 2(1) and (2) of Schedule 6 of the EP Regulations., namely:

- I. A statement of the grounds of appeal
- II. A copy of any relevant permit
- III. A copy of any relevant correspondence between the appellant and the regulator
- IV. A statement indicating whether the appellant wishes the appeal to be in the form of a hearing or dealt with by way of written representations.

At the same time, the notice of appeal and documents (I) and (IV) must be sent to the Council.

In determining an appeal against one or more conditions, the Regulations allow the Inspector or Secretary of State to affirm or quash conditions or to add new conditions