



POLLUTION PREVENTION AND CONTROL ACT 1999  
 POLLUTION PREVENTION AND CONTROL (ENGLAND AND WALES)  
 REGULATIONS 2000

**PERMIT OF PROCESS**

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

at: **SHEPSHED SERVICE STATION, ASHBY ROAD, SHEPSHED LOUGHBOROUGH, LEICESTERSHIRE, LE11 3QU**

(The site location is shown on Appendix 1/089) which forms part of this Permit) has been duly permitted in accordance with Regulation 10 of the Pollution Prevention and Control (England and Wales) Regulations 2000 subject to the conditions outlined in this document.

**Name of Operator:** Total UK Limited  
**Registered Office** 40 Clarendon Road, Watford, Herts WD17 1TQ

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 eight 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 12, 15, and 17 of the Pollution Prevention and Control (England and Wales) Regulations 2000

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

Signed on behalf of Charnwood Borough Council

.....  
 Helen Mark Environmental Health Technician  
 (A Proper Officer of this Authority)

..Dated ...7 March 2006

Countersigned.....  
 Directorate of Housing and Health, Environmental Health  
 Southfields, Southfields Road, Loughborough, LE11 2TX

**SHEPSHED SERVICE STATION, ASHBY ROAD, SHEPSHED,  
LOUGHBOROUGH, LEICEDSTERSHIRE**

**Description of the Process**

The unloading of petrol into stationary storage tanks at Shepshed Service Station, Ashby Road, Shepshed, within the process boundary marked on the attached Appendix I/089.

The Service Station has five storage tanks. including 2 diesel.

**Conditions**

1. 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.
2. The operator shall implement the schedule of preventative maintenance, (See Appendix 2/089)
3. All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. 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 24.

In this condition and in condition 4 a vapour leak means any leak of vapour excepting those which occur through the vent mentioned in condition 11 during potentially hazardous pressurisation.

4. The operator shall advise 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.
5. Instances of vapour lock shall be recorded in the log book and under the circumstances detailed in condition 3, be advised to Charnwood Borough Council.
6. The procedures in conditions 2 to 5 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.
7. 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 1 and 8 (i.e. when most tank compartments are being simultaneously discharged).
8. The number of tanker compartments being simultaneously discharged shall not exceed 2, including the diesel compartments.

9. 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.
10. The fittings for delivery and vapour return pipes shall be different to prevent misconnection.
11. The petrol storage tanks vent pipe 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.
12. 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.
13. Adjacent to the 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. In addition either:-
  - a) The sign shall also refer to the maximum number of tanker compartments which may be unloaded simultaneously in accordance with condition 8,
  - or
  - b) A clear statement of the maximum number of tanker compartments which may be unloaded simultaneously in accordance with condition 8 shall be included on the Petroleum Delivery Certificate
14. 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.
15. Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected.
16. 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 3/089).
17. All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.

18. 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.
19. All connection points shall be securely sealed after delivery.
20. If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed after dip testing.
21. 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.
22. Petrol delivery and vapour return lines shall be tested at least once every five years for vapour containment integrity. (See Appendix 2/089)
23. 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 2/089)
24. 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.  
  
The log book shall also detail any suspected vapour leak together with action taken to deal with any leak, in accordance with clauses 3, 4 and 5.
25. Venting of the petrol vapour shall be through the vent pipes marked V on the attached Appendix 1/089.

# Map of site

APPENDIX 2/089SHEPSHED SERVICE STATION, ASHBY ROAD, SHEPSHED, LOUGHBOROUGHSCHEDULE OF PREVENTATIVE MAINTENANCE FOR VAPOUR RECOVERY SYSTEM

The pressure vacuum valves shall be inspected and checked for correct functioning, including extraneous matter, seating and corrosion at least once every three years.

Petrol delivery and vapour return lines shall be tested at least once every five years for vapour containment integrity.

All contractors carrying out testing or preventative maintenance work are to complete a site log book.

All certificates for testing of lines are to be completed by the contractor carrying out this work and a copy inserted in the site log book.

APPENDIX 3/089Competent Person

A competent person is one who has received training for deliveries in accordance with paragraph 6.27 of the Guidance Note PGI/14/04 - Secretary of State's Guidance "Unloading of Petrol into Storage at Service Stations".

Paragraph 6.27 states:-

" All service station operators must follow the procedures for safe operation for petrol unloading operations laid down in petroleum licence conditions and in the Carriage of Dangerous Goods by Road Regulations 1996, SI.2095. All operating staff responsible for supervising and performing unloading operations should have seen and be fully conversant with the procedures and those in paragraphs 6.13-6.21 and should ensure that they are followed." (See PG Note for paragraphs 6.13-6.21)."

## EXPLANATORY NOTES

These notes do not comprise part of the attached Permit but contain guidance relevant to the Permit.

1. You should note that Section 3(7) of the Regulations describes the Best Available Techniques 'BAT' as meaning the most effective and advanced stage in the development of activities and their methods of operation which indicates the practical suitability of particular techniques for providing in principle the basis for emission limit values designed to prevent and, where that is not practicable, generally to reduce emissions and the impact on the environment as a whole. In this case BAT is also regarded as including, in addition to technical means and technology, the number, qualification, training and supervision of persons employed in the process and the design, construction, layout and maintenance of the buildings in which the process is carried on. In this case BAT is regarded as including the provision of sufficient training and practical instruction for service station operating staff, in order to enable them to carry out their duties in respect of using (or supervising the use of) and containing vapour balancing controls, and the actions to be taken in the event of leak of vapour.
2. This Permit is issued under the Pollution Prevention and Control (England and Wales) Regulations 2000. 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.
3. Any proposed 'change in operation' in the process (within the meaning of Regulation 2(1)) shall be notified to Charnwood Borough Council as required by Section 16(1) of the Regulations.
4. The Secretary of State has issued a Guidance Note – "Unloading of Petrol in Storage at Services Stations" PGI(1/14/04). This guidance is available free of charge via DEFRA at [www.defra.gov.uk](http://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.