



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

PERMIT OF PROCESS

THIS IS TO CERTIFY THAT THE UNLOADING OF PETROL INTO STORAGE AT SERVICE STATIONS AND THE FILLING OF VEHICLE PETROL TANKS

at: **SHELL LOUGHBOROUGH, 53 BELTON ROAD, LOUGHBOROUGH, LEICESTERSHIRE LE11 1LW**

(The site location is shown on Appendix 1/087 attached which forms part of this Permit)

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

Name of Operator: SHELL UK OIL PRODUCTS LIMITED
Registered Office: SHELL CENTRE, LONDON SE1 7NA

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 9 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 and 34 of the Environmental Permitting (England and Wales) Regulations 2010

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

Signed on behalf of Charnwood Borough Council

..... Dated 3rd December 2012
Helen Mark, Technical Officer
(The delegated officer for the purpose)

Counter-signed.....

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

Introductory Note**This introductory note does not form 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.

Motor vehicle refuelling activities at an existing service station after the prescribed date, if the petrol refuelling throughput at the existing service station in any period of 12 months is, or is likely to be, 3500m³ or more.

Description of the Process

The service station has 6 storage tanks including 3 diesel tanks.

End of Introductory Note

SHELL LOUGHBOROUGH, 53 BELTON ROAD, LOUGHBOROUGH
LEICESTERSHIRE LE11 1LW

Shell UK Oil Products Ltd. 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 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.

Specific 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 road tanker delivering the petrol. Unloading operations may not take place unless the arrangements are in place and properly functioning, subject to conditions, 5, 6 & 7.
4. The operator shall implement the schedule of preventative maintenance (Appendix 2/087).
5. All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. An authorised officer of 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 shall 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 5.
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 of Charnwood Borough Council.

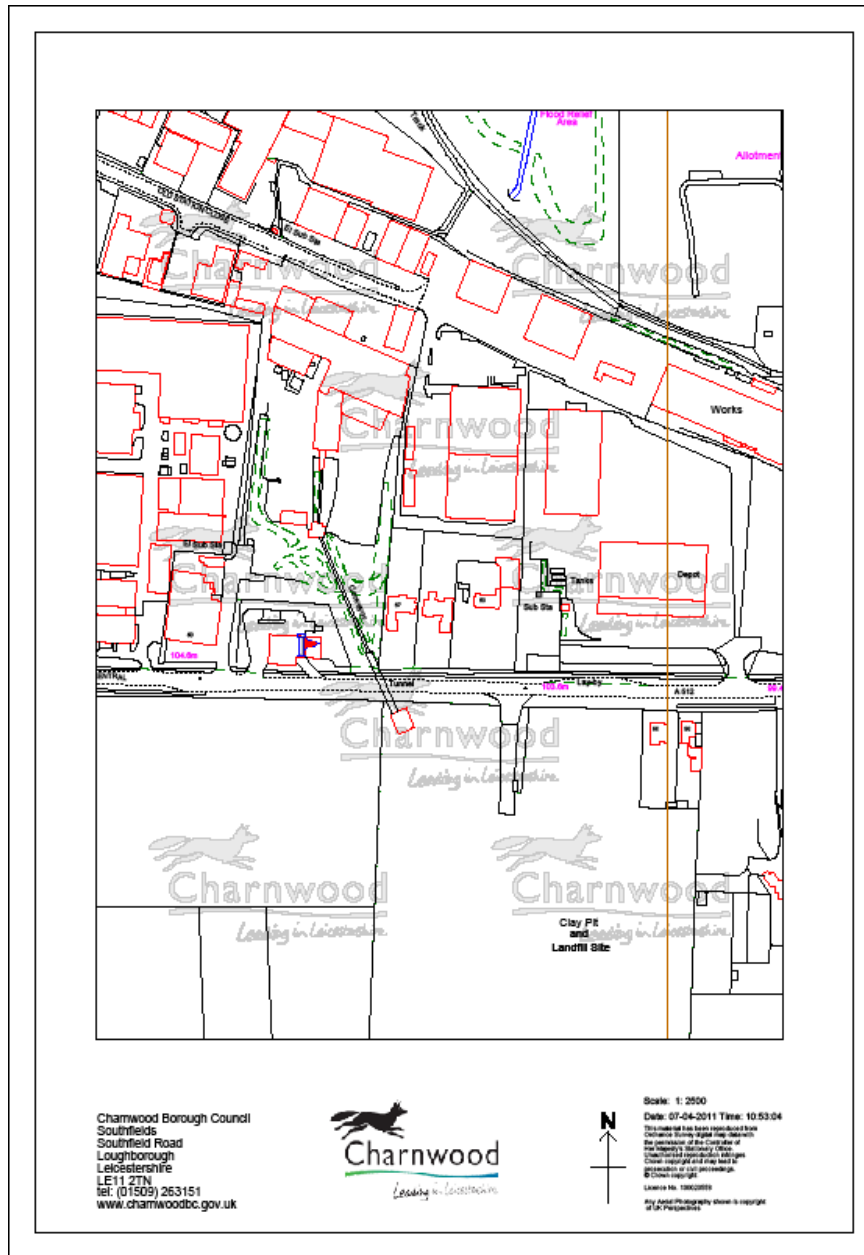
8. The procedures in conditions 4 to 7 inclusive shall be reviewed in light of any modifications which occur to the facilities. Charnwood Borough Council shall be advised of any proposed alteration in operating procedure.
9. The vapour collection systems shall be of a size and design to minimise vapour 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 two including the diesel compartment.
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. If apertures are provided on storage tanks for the use of a dipstick, these 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 3/087).
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 (Appendix 2/087).
25. Pressure vacuum valves on petrol storage tank vents shall be checked for correct functioning, including extraneous matter, seating and corrosion at least once every 3 years (Appendix 2/087).
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. 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 and 7.
27. Venting of the petrol vapour shall be through the vent pipes marked V on the attached plan (Appendix 4/087).

End of Conditions

APPENDIX 1/087

**LOCATION MAP: SHELL LOUGHBOROUGH, 53 BELTON ROAD,
LOUGHBOROUGH, LEICESTERSHIRE LE11 1LW**



APPENDIX 2/087**SCHEDULE OF PREVENTATIVE MAINTENANCE FOR VAPOUR
RECOVERY SYSTEM****SHELL LOUGHBOROUGH, 53 BELTON ROAD, LOUGHBOROUGH,
LEICESTERSHIRE LE11 1LW**

The pressure vacuum valves shall be 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 the site log book.

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

APPENDIX 3/087Competent Person

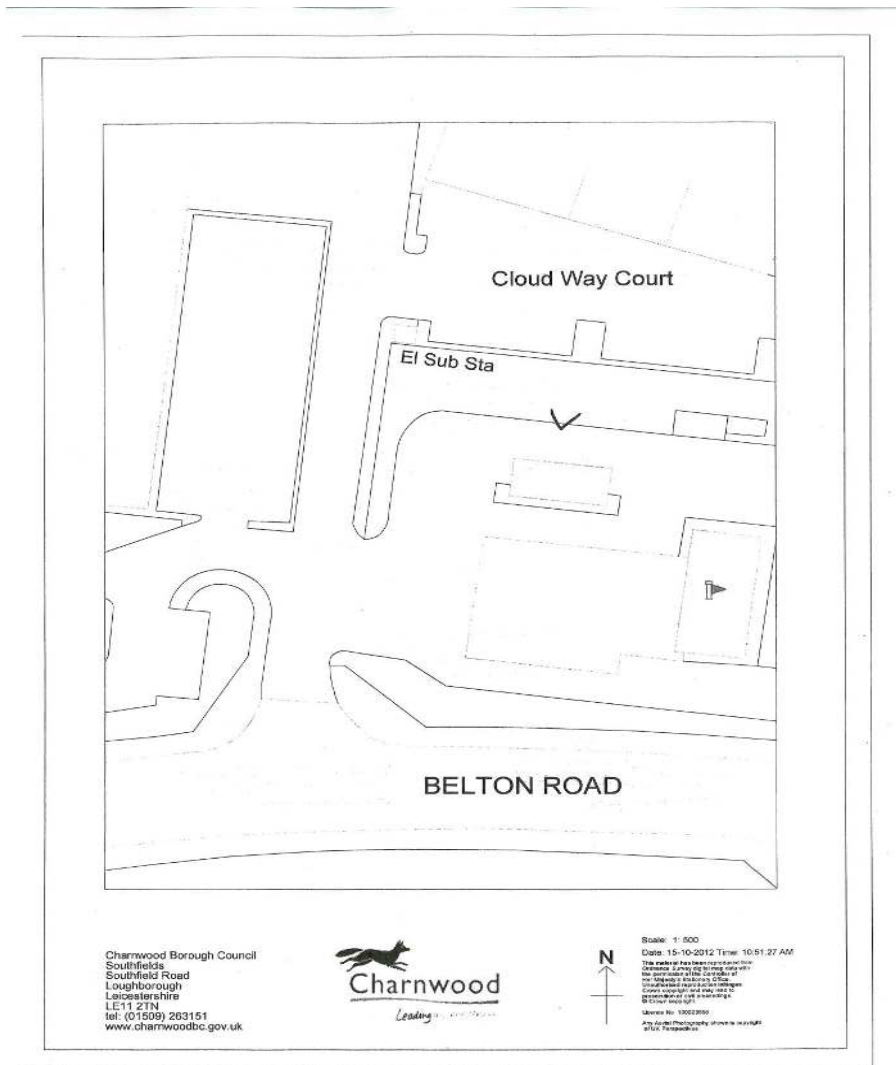
A competent person is one who has received training in accordance with Section 5 of the Guidance Note PG1/14/(06) – Secretary of State’s Guidance “Unloading of Petrol into Storage at Service Stations”.

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 4/087

**SITE PLAN OF: SHELL LOUGHBOROUGH 53 BELTON ROAD,
LOUGHBOROUGH, LEICESTERSHIRE LE11 1LW**



Explanatory Notes

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) of the 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) of the 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 EP 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 EP 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.