

Directorate of the Urban Environment

Environment, Engineering & Transportation Services

Council House, Mary Stevens Park, Stourbridge, West Midlands DY8 2AA

Tel: (01384) 818181 Fax: (01384) 814455 Minicom: (01384) 814686

www.dudley.gov.uk

PET SI



Your ref:

Our ref:

Please ask for:

Direct Line:

TG/CDJ

Mr. T. Glews

01384 814607

29th October 2002

Dear Mr Nadanakumaran,

**Re: The Environmental Protection (Prescribed Processes & Substances etc.)
(Amendment) (Petrol Vapour Recovery) Regulations 1996
Mill West Property Service Station, 318 Wolverhampton Road, Sedgley, Dudley,
West Midlands DY3 1RA**

I write further to my letter confirming that your company's application for an authorisation has been accepted as duly made. I can confirm that I have received no adverse comments from the Petroleum Licensing Officer and I, therefore, enclose an authorisation document for your Service Station with this letter.

You should read the authorisation as it is a legal document for which your company could be prosecuted if the conditions within the authorisation are not complied with. A copy of the authorisation document should be kept available at the Service Station and all personnel should be made aware of its requirements.

It will be necessary to pay the first full annual subscription in April, 2003, an invoice for the fee, which is currently £124.00 will be sent to you in due course. As these are 5 full months left before the full subsistence fee is required, it is necessary to pay £51.66 for the subsistence fee for the remainder of this year. An invoice will be forwarded to you for this amount.

If you have any queries please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink that reads 'Tim Glews'.

**TIM GLEWS
PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
(ENVIRONMENTAL PROTECTION)**

Encl.

Mr Navaratham Nadanakumaran
Mill West Property Service Station
318 Wolverhampton Road
Sedgley
DUDLEY
West Midlands
DY3 1RA

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AUTHORISATION TO OPERATE A PRESCRIBED PROCESS

The Environmental Protection Act 1990, Part 1

The Environmental Protection (Prescribed Processes and Substances) Regulations (As Amended) 1991

The Environmental Protection (Applications, Appeals and Registers) Regulations (As Amended) 1991

The Environmental Protection (Prescribed, Processes and Substances etc.), (Amendment), Regulations 1994

Environmental Protection (Prescribed Processes and Substances etc.) (Amendment) (Petrol Vapour Recovery) Regulations 1996

Application Duly Made: 22ND AUGUST 2002

Authorisation Reference Number: PET51

Date Authorisation Served: 29TH OCTOBER 2002

Dudley M.B.C. do hereby authorise:

MILL WEST PROPERTY SERVICE STATION
318 WOLVERHAMPTON ROAD
SEDGLEY
DUDLEY
WEST MIDLANDS
DY3 1RA

to carry on a process for the unloading into storage of petrol from mobile containers at a Service Station, as defined in Part 'B' of Section 1.4 of Schedule 1 to the Environmental Protection (Prescribed Processes and Substances) Regulations 1991 (As Amended), as described below in accordance with the following conditions.

ADDRESS OF AUTHORISED PROCESS

MILL WEST PROPERTY SERVICE STATION
318 WOLVERHAMPTON ROAD
SEDGLEY
DUDLEY
WEST MIDLANDS
DY3 1RA

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**MILL WEST PROPERTY SERVICE STATION
SEDGLEY**

DESCRIPTION OF AUTHORISED PROCESS

The unloading of petrol into stationary storage tanks at the station within the process boundary marked on the attached plan Reference P1.

This service station has 5 petrol storage tanks and the annual volume of petrol unloaded from mobile containers into the stationary storage tanks is in excess of 1000m³ per year.

The stage 1 petrol vapour recovery system was installed prior to December 2000.

CONDITIONS

1.0 SITE CONSTRUCTION

- 1.1 Vapours displaced by the delivery of petrol into storage installations at this 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 2.1, 2.2 and 2.3 below.
- 1.2 The vapour balancing system(s) shall be of a size and design as approved by the Local Enforcing Authority, to minimise vapour emissions during the maximum petrol and vapour flow in accordance with conditions 1.1 and 3.2.
- 1.3 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.
- 1.4 The fittings for delivery and vapour return pipes shall be different to prevent misconnection.
- 1.5 The petrol storage tank vent pipe shall be fitted with a pressure vacuum vent valve to minimise vapour loss during unloading and storage of petrol. The pressure vacuum vent valve shall be sized and weighted to prevent vapour loss, except when storage tanks are subject to potentially hazardous pressurisation.
- 1.6 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 similar wording. The sign shall also refer to the maximum number of tanker compartments which may be unloaded simultaneously in accordance with condition 3.2.
- 1.7 Venting of the petrol vapour shall be through the vent pipes marked on the attached site plan Reference P1.

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-2-

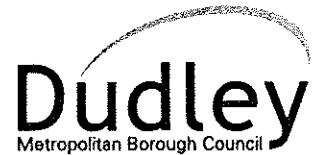
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2.0 ON SITE PROCEDURE

2.1 All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. The Local Enforcing Authority shall be advised immediately of the circumstances of any such vapour leak if there is likely to be an effect on the local community, and in all cases details of any vapour leak shall be recorded in the Log Book required by Condition 4.3.

In this condition, and in condition 2.2, a vapour leak means any leak of vapour excepting those which occur through the pressure vacuum vent valve as described in condition 1.5 during potentially hazardous pressurisation.

2.2 The operator shall immediately advise the Local Enforcing Authority of the corrective measures to be taken and the timescales over which they will be implemented in the event of a vapour leak described in Condition 2.1.

2.3 Instances of vapour leak shall be recorded in the log book, as required by Condition 4.3.

2.4 The procedures in Condition 3.1, 2.1, 2.2 and 2.3 shall be reviewed in light of any modifications which occur to the facilities. The local enforcing authority shall be advised of any proposed alteration at least 4 weeks before the modification is due to take place. If necessary a Variation Notice will be served to alter the conditions of the authorisation before the proposed alteration is implemented by the process operator.

2.5 Manhole entry points to storage tanks shall be kept securely sealed except when maintenance and testing are being carried out which requires entry into the tank.

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3.0 DELIVERY PROCEDURE

- 3.1 The operator shall implement the petroleum delivery procedure provided as part of the application for Authorisation and which is attached to this authorisation document.
- 3.2 The number of tanker compartments being discharged simultaneously shall not exceed two, excluding the diesel compartment, unless the diesel storage tank is vented through the same vapour balancing system as the petrol storage tanks.
- 3.3 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.
- 3.4 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 tanking place.
- 3.5 Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected except where split compartment deliveries are carried out and the Petroleum Licensing Authority as agreed to this procedure.
- 3.6 A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading. A competent person may be an employee of the Service Station operator, or the tanker driver, however, the competent person shall have received the necessary training as detailed in the definition attached in this authorisation.
- 3.7 All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
- 3.8 On completion of unloading the vapour return 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.
- 3.9 All connection points shall be securely sealed after delivery.
- 3.10 If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed immediately after dip testing.

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4.0 TESTING AND MAINTENANCE PROCEDURES

- 4.1 Petrol delivery and vapour return lines, pressure vacuum vent caps and valves, vapour adapter poppet seat and spring, vapour adaptor hose connection point and cap, tank fill point connection points and caps, and all associated above ground pipework shall be tested at least every two years in accordance with the schedule attached to this Authorisation.
- 4.2 Any underground vapour return pipework petroleum delivery pipework and petrol storage tanks shall be pressure tested once every 5 years, in accordance with the schedule attached to this Authorisation or as otherwise stated in the site petroleum licence.
- 4.3 The operator shall maintain a Log Book 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 2.1, 2.2 and 2.3.

.....
(Signature)
HEAD OF PUBLIC PROTECTION
.....
(Designation)
N. L. LOWEN
.....
(Name)
29.10.2002.
.....
(Signed On (date))

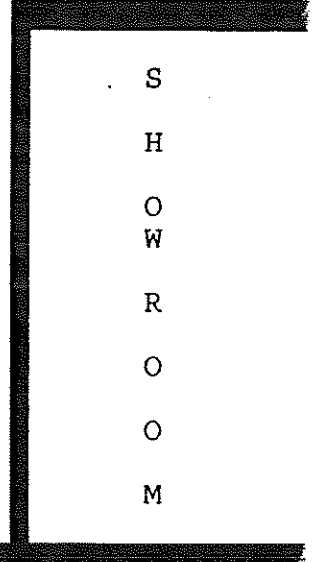
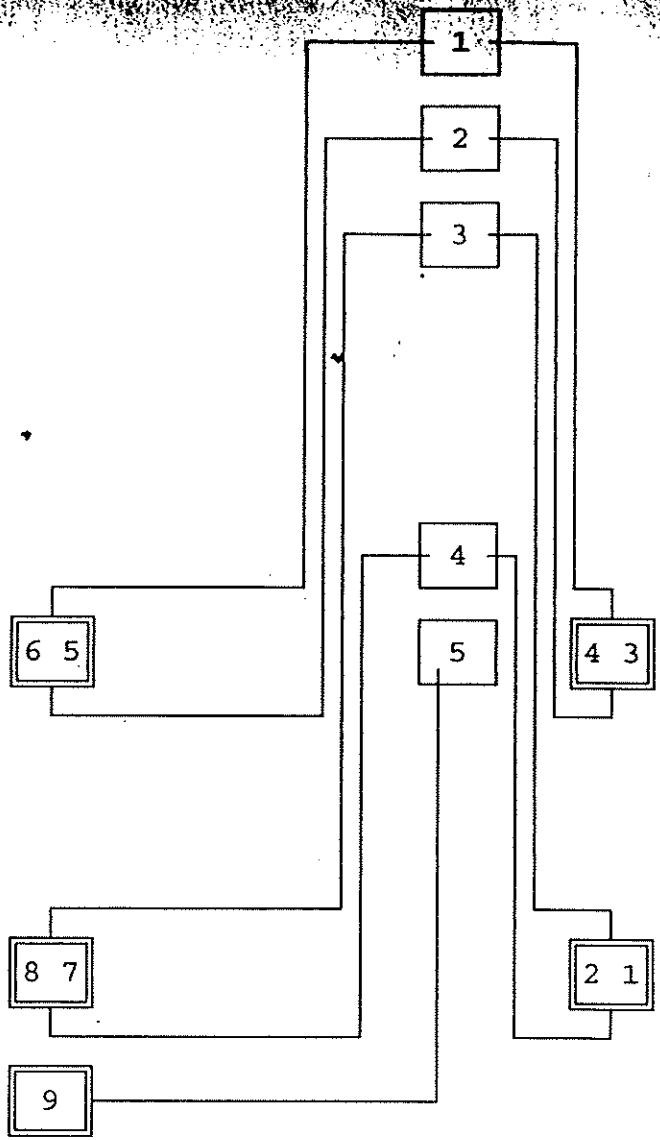
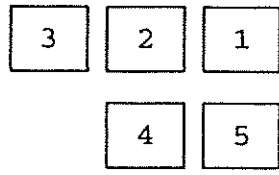
SEDGLEY FORECOURT SITE PLAN

PLAN P1

W
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| TANK | GRADE | CAPACITY |
|------|-----------|----------|
| 1 | FOUR STAR | 44560 |
| 2 | UNLEADED | 26480 |
| 3 | DIESEL | 17910 |
| 4 | UNLEADED | 44370 |
| 5 | SUPER U/L | 14920 |

OFFSET FILLS



FORECOURT
SHOP

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ADDITIONAL NOTES

(THIS SECTION DOES NOT CONSTITUTE ANY PART OF THE LEGAL AUTHORISATION DOCUMENT)

1. Section 7(10) of the Act describes "BATNEEC" 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 out.
2. To contact this office during normal office hours, telephone Stourbridge (01384) 814633 and ask to speak to an Officer in the Environmental Protection Division of the Directorate of the Urban Environment. To report an incident to this Department during out of office hours the emergency operator should be contacted on Stourbridge (01384) 818182.
3. Section 7(4) of the Act provides that, in relation to any aspect of the prescribed process not regulated by conditions the Best Available Techniques Not Entailing Excessive Costs shall be used:-
 - (a) For preventing the release of substances prescribed for air into the air, or where that is not practicable by such means for reducing the release into the air of such substances to a minimum and for rendering harmless any such substances to a minimum and for rendering harmless any such substances which are so released, and;
 - (b) For rendering harmless any other substances which might cause harm if released into the air.

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SCHEDULE OF MAINTENANCE EXAMINATION
AND TESTING OF VAPOUR BALANCING CONTROLS

The company will ensure that vapour balancing controls will be maintained as appropriate at least at the minimum frequency required by condition 4.1 of the authorisation.

All maintenance work carried out on site is detailed within the site register as required by the site petroleum licence, this includes commissioning tests as appropriate.

Maintenance will only be carried out by a competent person. Any damage or defects to be logged and any replacement parts fitted will be equivalent or better types.

The company will ensure that vapour balancing controls will be examined and tested at least at the minimum Frequency determined by PG1/14(96).

The site being new has warranty with the installers and will incorporate the following inspection at the end of the first year and thereafter annually.

Pressure vacuum vent caps removed and valve action tested.

Vapour adapter poppet seat and spring to be inspected for action and damage.

Vapour adapter hose connection point undamaged and cap seal in good condition.

All tank fill point connection points undamaged and cap seals in good condition.

All above ground pipework (manifold and risers) visually checked for corrosion.

All underground vapour return pipework, petroleum delivery pipework and petrol storage tanks shall be pressure tested every five years.

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DELIVERY PROCEDURE

LICENSEE CONTROLLED DELIVERIES

Before the tanker arrival:-

Ensure the employee is a fully trained Competent Person and is wearing appropriate clothing and footwear.

Obtain a tank inventory report to ensure the tanks can hold the delivery.

Have a Licensee Controlled Delivery certificate (LP81) ready for completion.

Place fire extinguisher and sand bucket upwind of delivery point.

Ensure there are no sources of ignition or other fire hazards within the vicinity of the fill points or vent pipes.

When the tanker arrives:-

1. Supervise the tanker entering the site.
2. Ensure the tanker's exit is clear.
3. Make sure you know where the Emergency Fuel Cut Off Switch is on the tanker.
4. Check the delivery note matches order.
Crossovers must be avoided.
5. Vapour return Hose must be connected first removed last.
6. A maximum of 2 hoses connected at one time. Check the hose is safely and securely connected. Diesel should always be delivered first.
7. Competent person and driver to check LP81.
8. Competent person must be present throughout the delivery.
9. Vapour return hose must stay connected throughout the delivery.
10. Hand completed copy of LP81 and Delivery Note to driver.
11. Supervise driver leaving site.

In the event of a vapour lock or problems with the vapour recovery equipment, the Officer responsible for petrol stations at your local Council Environmental Health Department should be informed, as soon as possible and the incident should be recorded in the site log book.

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DEFINITION OF A COMPETENT PERSON

The appointed competent person should be fully trained and have a sound knowledge and understanding of the operation of equipment:-

- * fuel types and grades,
- * procedures on the premises,
- * housekeeping,
- * health and safety and security.

EQUIPMENT AND TECHNOLOGY

The competent person shall ensure that all aspects of equipment present on the premises are thoroughly understood and used in accordance with the specified policy and legislation.

The competent person should be able to identify faults in the equipment and take the necessary action as stated by the company and the Local Authority authorisation.

The competent person should have a thorough working knowledge of the equipment and fuel grades so that when the need arises they can supply the customer with thorough information.

PROCEDURES

The competent person should have a thorough knowledge and understanding of:-

- * Emergency Procedures in the event of a leak or an accident
- * For reporting of faults and identify the necessary course of action
- * Safety issues on the forecourt including:-
 - the legal requirements affecting the operation, use of the fire fighting equipment, if appropriate, and health and safety policy regarding injuries, accidents and dangerous occurrences, and the details of any contact in the event of an accident, spillage or leak e.g. Fire Service, Ambulance, First Aiders, Local Authority.

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- 9 -



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INVESTOR IN PEOPLE

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RECIPT OF FUEL DELIVERIES

The competent person shall have a full understanding, knowledge and training to enable them to supervise deliveries in accordance with relevant legislation.

This will include the dangers involved in fuel delivery.

The correct order of procedure for receiving the delivery, the use of the delivery and monitoring equipment, the administration in the Form of Certificate.

The responsibilities of those present at the delivery (driver and receiver).

The equipment used - vapour balancing system, fuel grades and requirements, tank capacity and layout, dispensers.

HOUSEKEEPING

The competent person shall understand the importance of a well kept and well maintained forecourt and ensure that it is enforced.

This shall be monitored throughout the shift to ensure the forecourt is of a safe and clean standard with no obstructions or points of ignition, or leaks from equipment.

HEALTH, SAFETY & HYGIENE

The competent person shall understand the need for protective clothing and equipment where necessary and ensure that it is used.

They shall be aware of the correct washing method after handling fuels the equipment associated with fuels.

CERTIFICATE

The Certificate of Training for the competent person shall be available on request to be inspected by the Local Enforcing Authority.

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-10-



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