

**STANDARD RULES PERMIT APPLICATION FORM FOR A NEW PERMIT**

**FOR ACTIVITIES AT A PETROL SERVICE STATION**

**UNDER THE POLLUTION PREVENTION AND CONTROL (SCOTLAND) REGULATIONS 2012**

**The Data Protection Act 1998**

The Scottish Environmental Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your application, monitor compliance with the licence/permit/registration conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

Offering/providing you with our literature/services relating to environmental affairs

Consulting with the public, public bodies and other organisations on environmental issues

(e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive)

Carrying out statistical analysis, research and development on environmental issues

Providing public register information to enquirers

Investigating possible breaches of environmental law and taking any resulting action

Preventing breaches of environmental law

Assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

It should be noted that requests for Date of Birth are for identification purposes only.

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice.**

**Section 1 - Application and Charges**

A fee is required for this new permit application and you will also be required to pay an annual subsistence charge for which you will be billed annually. Should the operator of this petrol service station change, you must apply to SEPA for a transfer of the permit. Should the petrol service station close, the operator must inform SEPA in order that the permit can be surrendered, and the annual subsistence charging cease.

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| **Payment Method:** | | | | |
| BACS  Proof of payment must be submitted. | Sort Code | 83 34 00 | | |
| A/C number | 00137187 | | |
| A/C Name | SEPA | | |
| Proof of payment submitted: | Yes | | No |
| Proof of payment reference: |  | | |
| Online Card Payment  Payment is accepted online at  <https://webpayments.sepa.org.uk/>  Proof of payment must be submitted. | Proof of payment submitted: | Yes | No | |
| Proof of payment reference: |  | | |
| Cheque | Payable to SEPA and submitted with your application | | | |

Please send your form by email to [registry@sepa.org.uk](mailto:registry@sepa.org.uk) or to the following address:

**Registry Office:**

SEPA Angus Smith Building  
6 Parklands Avenue   
Eurocentral  
Holytown  
NORTH LANARKSHIRE   
ML1 4WQ

For any queries, please contact: [ppcpermitting@sepa.org.uk](mailto:ppcpermitting@sepa.org.uk)

**Section 2 - Information Required for a Petrol Vapour Recovery Stage I and II Standard Rules Permit**

This application form is for a standard rules permit for the unloading of petrol from mobile containers, such as road tankers, into stationary storage tanks at a service station (Stage I), and the refuelling of motor vehicles at service stations (Stage II).

* Stage I petrol vapour recovery system means equipment aimed at recovering the petrol vapour displaced from the delivery of petrol into storage tanks at service stations.
* Stage II petrol vapour recovery system means equipment aimed at recovering the petrol vapour displaced from the fuel tank of a motor vehicle during refuelling at a service station and which transfers that petrol vapour to a storage tank at the service station or back to the petrol dispenser for resale.

The information in this form will be used to determine your application. It will also be used to set appropriate limits on your operation.

**ONLY USE THIS FORM IF THE FOLLOWING APPLIES:**

* You wish to apply for a **standard rules permit** for your petrol station. You can view these standard rules at

<http://www.sepa.org.uk/regulations/pollution-prevention-and-control/ppc-part-b-activities/petrol-stations/>

* You are applying for a new permit for your petrol station.
* Your petrol station has an annual **petrol** throughput of at least 500m³ (500 000 litres).
* The petrol station is not located under permanent living quarters or working areas (such an activity requires a full PPC Part B application to be submitted should the annual refuelling throughput be greater than 100m³ (100 000 litres) in any month period).
* The petrol station site does not lie within a Scottish Natural Heritage designated site.
* There is no other permitted installation on the site.
* You do not wish to claim commercial confidentiality for any part of your application.

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| **GENERAL QUESTIONS** |  |  | | |
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| **Q1. Quick Pay receipt number:** |  |  | | |
|  |
| **Q2. Petrol Station (Installation Site) details:** | | | | |
| **Name of Petrol Station** |  |  | | |
| **Address** |  |  | | |
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| **Postcode** |  |  | | |
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| **Q3. Please supply Ordnance Survey national grid reference 8 characters for the petrol station location, e.g. SJ 123 456** | | |  |  |
|  | | |  |
| **Q4. Applicant contact/correspondence details – this is not necessarily the operator and should be the person with whom SEPA may discuss the application:** | | | | |
| **Name** |  |  | | |
| **Relationship with Operator** |  |  | | |
| **Address** |  |  | | |
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| **Telephone Number** |  |  | | |
| **E-mail address** |  |  | | |
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| **Q5. Please provide details of the address you wish invoices to be sent to:** | | | | |
| **Name** |  |  | | |
| **Address** |  |  | | |
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| **Postcode** |  |  | | |
| **Telephone Number** |  |  | | |
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| **Q6. What is the legal status of the operator? This is the person who has control over the petrol station and ensures that it is operated in accordance with the permit.** | | | | |
| **Individual or Group of Individuals** |  |  | | |
| **Partnership** |  |  | | |
| **Company or corporate body** |  |  | | |
|  |  |
| **For all individuals, groups of individuals or partnerships; please supply the following details:** | | | | |
| **Name** |  |  | | |
| **Date of Birth** |  |  | | |
| **Trading/Business/Partnership Name (if any)** |  |  | | |
| **Business Address & Postcode** |  |  | | |
| **Contact Telephone Number** |  |  | | |
| **E-mail Address** |  |  | | |
| **Principle Place of Business** |  |  | | |
| **For a company or corporate body, please supply the following details:** | | | | |
| **Full name of company or corporate body** |  |  | | |
| **Trading/business name (if different)** |  |  | | |
| **Registered office address & postcode** |  |  | | |
| **Principle office address (if different)** |  |  | | |
| **Company registration number** |  |  | | |
| **Date of company formation** |  |  | | |
| **Is the company a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?** |  |  | | |
| **Name of ultimate holding company** |  |  | | |
| **Ultimate holding company registration number** |  |  | | |
| **Ultimate holding company registered address & postcode** |  |  | | |

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| **TECHNICAL QUESTIONS** |  |  | | | | | | |  | |
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| **Q7. Are you applying for a new permit to allow you to operate a service station in accordance with the** [**Standard Rules SR2 (2013)**](http://www.sepa.org.uk/media/149426/petrol-vapour-recovery-stage-ii-standard-rules.pdf) | | | | | | | | | YES / NO | |
|  | | | | | | | | |  | |
| **Q8. Will you be carrying out the unloading of petrol into stationary storage tanks?** | | | | | | | | | YES / NO | |
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| **Q9. Will you be carrying out motor vehicle refuelling activities** | | | | | | | | | YES / NO | |
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| **Q10. Is the petrol station situated under permanent living quarters or working area?** | | | | | | | | | YES / NO | |
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| **Q11. Will you be taking delivery of more than 100 m3 / 100 000 litres of petrol at your service station in a year?** | | | | | | | | | YES / NO | |
|  |  |  | | | | | | |  | |
| **Q12. Will you be taking delivery of more than 500 m3 / 500 000 litres of petrol at your service station in a year?** | | | | | | | | | YES / NO | |
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| **Q13. Please estimate the volume of deliveries in m3 (litres divided by 1000).** | | | | | | | | |  | |
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| **Q14. Is this the only activity carried out on this site that SEPA needs to know about?** For example vehicle re-spraying or acting as a petrol terminal. | | | | | | | | | YES / NO | |
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| **Other activities on-site** |  |  | | | | | | |  | |
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| **Q15. Will vapour recovery equipment be installed and operational for both the storage tanks (PVR I) and the motor refuelling points (PVR II) prior to operation?** | | | | | | | | | YES / NO | |
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| **Q16. To obtain a standard rules permit you must fully comply with the Process Guidance Note 1/14(13) Uploading of Petrol into Storage at Petrol Stations. Please confirm that you are able to meet these requirements.** | | | | | | | | | YES / NO | |
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| **Q17. Please select the local authority area in which your petrol station is located.** | | |  | Aberdeen City | | |  | Highland | |  |
| Aberdeenshire | | |  | Inverclyde | |  |
| Angus | | |  | Midlothian | |  |
| Argyll & Bute | | |  | Moray | |  |
| Comhairle nan Eilean Siar | | |  | North Ayrshire | |  |
| Clackmannanshire | | |  | North Lanarkshire | |  |
| Dumfries and Galloway | | |  | Orkney | |  |
| Dundee | | |  | Perth & Kinross | |  |
| East Ayrshire | | |  | Renfrewshire | |  |
| East Dunbartonshire | | |  | Scottish Borders | |  |
| Edinburgh | | |  | Shetland Islands | |  |
| East Lothian | | |  | South Ayrshire | |  |
| East Renfrewshire | | |  | South Lanarkshire | |  |
| Falkirk | | |  | Stirling | |  |
| Fife | | |  | West Dunbartonshire | |  |
| Glasgow | | |  | West Lothian | |  |

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| **SIGNATURE/S** | | | | | | | |
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| It is an offence under Regulation 67 of the Pollution Prevention and Control (Scotland) Regulations 2012 (as amended) to:   * Make a material statement which you know to be false or misleading; or * Recklessly make a material statement which is false or misleading   for the purposes of obtaining a permit (for yourself or anyone else) or seeking a variation or transfer of a permit.  If you make a false statement:   * We may prepare a report to the Procurator Fiscal who may prosecute you; and * If you are convicted, you may be liable to a fine or imprisonment, or both.   **Declaration**  \* I/We apply for a Permit  \* I/we certify that the information (including supporting documentation \*I/we have supplied) in this application is correct.  \* delete as appropriate  **Signature(s) of current operators**  Please note that **the operator must sign** the declaration, even if an agent is acting on their behalf. For groups of individuals or partnerships, all the persons should sign below. For a company or corporate body, an authorised person should sign below. | | | | | | | |
| **Name:** |  | | | | | | |
| **Position:** |  | | | | | | |
| **Date:** |  | | | | | | |

**Please now return this form together with all supporting information and correct payment by e-mail or to the address as listed in Section 1 of this form.**

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| **END OF FORM** |