
Petroleum Storage & Dispensing Facilities

A complete Environmental Permit application will include:

- **Completed Permit Application Form** (*4 copies*)
- **Tax Registration Number (TRN)** (*for company or individual making application*)
- **Company Documents** (*Articles of Incorporation and names of Directors & Company Secretary*)
- **Copy of ID for person making the application** (*Driver's Licence, National ID or Passport*)
- **Location Map** (*Google Image with coordinates and landmarks where possible*) (*4 copies*)
- **Application Fee of \$50,000.00**

- **Project Brief** detailing the following (*4 copies*)
 - General project overview including details of vehicle servicing and washing, if applicable
 - Details of ancillary facilities including conveniences store and shops, canopy, generator, etc.
 - Number and description of all tanks including capacity, age, construction material, and location (above or below ground)
 - Description of products to be stored
 - Details of leak detection and/or overfill prevention systems
 - Results of structural integrity tests and recommendation for frequency of testing (*required only if tanks are not new*)
 - Method of sewage treatment and/or disposal
 - Description of the existing location/environment

- **Plans/Drawings** (must be drawn to scale) (*4 copies*)
 - Site Layout Plan (*including dimensions & setbacks, parking spaces, means of access and egress, and ancillary facilities including any proposed sewage treatment system*)
 - Tank Details (*including tank profile and elevations*)
 - Bund Details (*only for aboveground storage tanks*)
 - Detailed Architectural Plans (*including all floor plans and elevations*)
 - Drainage Plan

Informative

- *Architectural drawings must be certified by a locally registered architect, engineering drawings by a locally registered professional engineer, and subdivision plans by a Commissioned Land Surveyor*
- *Underground storage tanks must be double walled*
- *Aboveground storage tanks must be contained within an impervious bund with a capacity of 110% of the volume of the tank or 100% of the volume of the largest tank plus 10% for each remaining tank (where multiple tanks are present within a bund)*

- **Proof of Ownership**
 - Copy of title(s) or,
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter

Informative

- *If the applicant is not the owner, a letter of authorization from the title holder(s) witnessed by a Justice of the Peace, giving the applicant permission to use the land for the proposed activity, must be submitted along with a copy of the title and a copy of an ID for both parties*
- *If the registered title is held jointly, all parties must be reflected as applicants **or** there should be a letter or authorization from the other title holder(s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace and be presented along with a copy of an ID for all parties*
- *Anyone applying for a Permit and Licence on behalf of someone else, must submit a letter authorizing them to apply for the Permit/Licence. The letter must also state the extent of their authority in relation to the application and in whose name the Permit/Licence should be issued. The letter must be signed by all the relevant parties who they represent, witnessed by a Justice of the Peace, and presented along with a copy of the Identification for all parties e.g. current Driver's Licence, National ID or Passport.*
- *Information presented in the Project Brief must correspond to the information presented in the supporting plans/ drawings.*

Please be advised that the Permit **MUST** be collected within **THREE (3) MONTHS** of the date of the approval by the Authority. Failure to do so will result in the approval being withdrawn and reapplication for the Environmental Permit being required.