



# **Roscommon County Council**



## **Dangerous Substances (flammable liquids and fuels distribution and commercial supply stores) Regulations, 2019 (SI No. 631)**

### **Schedule 2**

#### **Form of Application for a first / amended / renewal of, or transfer of, a licence for a Distribution and Commercial Supply Store.**

**1. Applicant/Licensee/Owner or Operator:**

Name and address/registered office of the company, firm or person:

.....

.....

**2. Location of the proposed distribution and commercial supply store;**

Address.....

County.....

Place or townland .....

Ordnance Survey Map reference .....

**3. Name of licensee/owner or operator (if application is for transfer of a licence or Certificate of Operation):**

.....

.....

**4. Particulars of plans accompanying this application:**

.....

.....

**5. Maximum quantity of Category or Categories of flammable liquids stored or to be stored at the store:**

Category 1: ..... litres in container stores  
..... litres in underground tanks  
..... litres in above-ground tanks

Category 2: ..... litres in container stores  
..... litres in underground tanks  
..... litres in above-ground tanks

Category 3: ..... litres in container stores  
..... litres in underground tanks  
..... litres in above-ground tanks

Other Fuels (State units of measurement):

Name: ..... quantity in container stores  
..... quantity in underground tanks  
..... quantity in above-ground tanks

Name: ..... quantity in container stores  
..... quantity in underground tanks  
..... quantity in above-ground tanks

Name: ..... quantity in container stores  
..... quantity in underground tanks  
..... quantity in above-ground tanks

This licence application must be accompanied by a risk assessment and drawings as laid out in Regulation 12 and Schedule 5 of the Dangerous Substances (flammable liquids and fuels distribution and commercial supply stores) Regulations, 2019.

**6. Remarks:**

.....

I hereby certify that the information supplied above is true to the best of my knowledge and belief.

Signature of applicant.....

Postal address of applicant.....

Date of application.....

The form, when completed, should be returned (together with the appropriate fee and drawings) to:

***The Chief Fire Officer, Roscommon Fire Service, Roscommon Town Fire Station,  
Circular Road, Roscommon Town.***

Fees to be submitted with the application (Licence fee schedule below);

€ .....

Note: Please note that any application for the renewal of a licence shall be made not less than 3 months before the date on which the licence expires. Licences are normally issued for 3 year periods.

Dangerous Substance (Licensing Fees Regulations 1979) Licence fees will remain under the Dangerous Substances (Retail and Private Petroleum Stores) Regulations, 1979 (S.I. No. 311 of 1979) until further instruction. On the grant of the licence, the amount of the fee for each year or part of a year for which the licence is to be valid shall be:

Fee	Storage capacity
€3.81	Up to 500 litres
€7.62	501 to 2,500 litres
€11.43	2,501 to 5,000 litres
€15.24	5,001 to 25,000 litres
€30.47	25,001 to 50,000 litres
€45.71	50,001 to 100,000 litres
€63.49	100,001 to 250,000 litres
€126.97	Excess of 250,000 litres

## **GUIDANCE NOTES FOR APPLICANT**

### **SCHEDULE 4**

#### **Matters to be included in Risk Assessment of a flammable liquids and fuels distribution and commercial supply stores (See Regulation 12).**

The following list is not exhaustive but sets out the minimum aspects, all of which must be addressed in any risk assessment to be undertaken by a competent person and submitted to the appropriate licensing authority relating to an application for a first, amended, renewal or transfer of a licence under the Dangerous Substances (flammable liquids and fuels distribution and commercial supply stores) Regulations, 2019.

1. General operation of site:

- a) Boundary security
- b) Fuel delivery frequency and time
- c) Delivery area assessment
- d) Loading Rack construction
- e) Loading and unloading areas
- f) Separation distances from boundaries and stationary ignition
- g) sources
- h) Paved area/drainage run-off/spill receptor and interceptor provisions
- i) Truck turning movement
- j) Truck parking stands (overnight)
- k) Sensitive receptors in the vicinity of the store
- l) Wet-stock control
- m) Management and staff/authorised person training
- n) Historical incidents at this site

2. Fuels/Tanks/Pipes:

- a) Nature and volumes of fuels to be stored
- b) Storage tanks assessment (this is not an exhaustive list):
  - I. Age and condition of the underground fuel tanks
  - II. Gantry

- III. Overfill prevention
- IV. Prevention of spills when filling underground tanks
- V. Tank construction and installation specifications
- VI. Tank in-take fill rates/out-loading withdrawal rates/vent-in breathing and out-breathing rates
- VII. Separation distance between tanks
- VIII. Size of bund(s) provided and maintenance of bund(s)
- IX. Bund integrity
- X. Extent of over-topping
- XI. Details of tertiary containment, if any

c) Pipework assessment

3. Emergency response:

- a) Firefighting plan
- b) Evacuation plan
- c) Certificates and other mandatory documents:
- d) Petrol Vapour Recovery Certificate
- e) Explosion Protection Document
- f) Electrical Safety Certificate
- g) Fire Safety Certificate

A risk assessment is also expected to include gap analysis with current good practice and a programme to close the gap.

## SCHEDULE 5

### **Matters to be Included in the Maps and Drawings Accompanying the Risk Assessment of a Flammable Liquids and Fuels Store.**

1. Subject to Regulation 12(3), every risk assessment for a first licence (or for the renewal of a licence where major works have taken place) shall:
  - a. be accompanied by a plan (either in electronic format or hard copy), drawn to a scale in metric units of measurement of not less than 1:2500, consisting of an extract from the Ordnance Survey map,
  - b. marked and coloured so as to identify clearly;
    - I. the site or proposed site (including the boundaries which shall be marked in red) of the store,
    - II. the surrounding district or area for not less than a distance of 1 kilometre in all directions, and
    - III. the north point on the plan
2. Every plan submitted in accordance with paragraph (1) of this Schedule shall be accompanied by—
  - a. one ground plan (in paper or electronic format) drawn to a scale in metric units of measurement of not less than 1:500 or 1:100 (whichever is acceptable to the appropriate authority) and so marked as to identify clearly the existing location or proposed location of each—
    - I. above-ground or underground storage tank,
    - II. retaining enclosure,
    - III. opening store or opening compound,
    - IV. loading or unloading location,
    - V. filling or fuelling location, ventilating pipe opening,
    - VI. pipeline, surface water drainage system including piped water and open drain,
    - VII. building or similar structure (including cellars or basements) within 16 metres of any hazardous area,
    - VIII. road or railway line,
    - IX. fire main (if any),
    - X. security fence, entrance or exit gate,
    - XI. the distances from each other and from any protected work;
  - b. one plan and specification or appropriate particulars (either in electronic format or hard copy), including suitable drawings or plans, elevations and sections to a scale in metric units of measurement of not less than 1:50 and so marked as to give adequate details of the construction or proposed construction and dimensions and the manner of installation or proposed installation of each—
    - I. above-ground storage tank and its foundation,
    - II. underground storage tank and its surround and foundation,
    - III. container store or container compound,

- IV. loading or unloading location,
- V. filling or fuelling location,
- VI. security fence, entrance or exit gate,
- VII. pipeline, surface water piped drainage system, open drain, line of rails or rail track,
- VIII. retaining enclosure and retaining walls,
- IX. building or similar structure.

c. one plan and specification or appropriate particulars (in paper or electronic format) so marked as to show all electrical apparatus installed or to be installed or used.

3. Every risk assessment under paragraph (1) of this Schedule shall be accompanied by particulars of—

- a. each building or place at a store in or at which any articles, materials or substances (other than flammable liquids and other fuels), liable to spontaneous combustion or ignition or otherwise flammable or dangerous, are kept or are to be kept and their amounts or quantities,
- b. the amount or quantity of flammable liquids and other fuels kept or to be kept in each above-ground or underground storage tank, container store or container compound, filling location or (where appropriate) auxiliary tank at a loading location,
- c. the fire-fighting installation, appliances or substances to extinguish or combat the spread of fire,
- d. the lighting arrangements,
- e. the total maximum aggregate quantity of flammable liquids and other fuels to be kept in the fuel tanks of vehicles located in the parking facilities at the store,
- f. the total maximum number of road tank-vehicles or, where applicable, rail tank wagons to be accommodated at any one time within the boundary of a store,
- g. the nature of the processes or operations carried on or to be carried on at the store and in each building or part thereof,
- h. the hours of operation of the store,
- i. the approximate maximum number of persons employed or likely to be employed at the store and, where applicable, in each building thereat, and
- j. any further particulars, plans, maps or drawings which the proper authority requires by a notice in writing.

4. Every risk assessment for an amended licence under Regulation 12 (2) shall be accompanied by—

- a. one plan in metric units of measurement, and specification or appropriate particulars (either in electronic format or hard copy) giving details of the proposed installation, alteration, enlargement, addition or reconstruction, and;
- b. any further appropriate particulars, plans, maps or drawings which the proper authority requires by notice in writing or electronically.