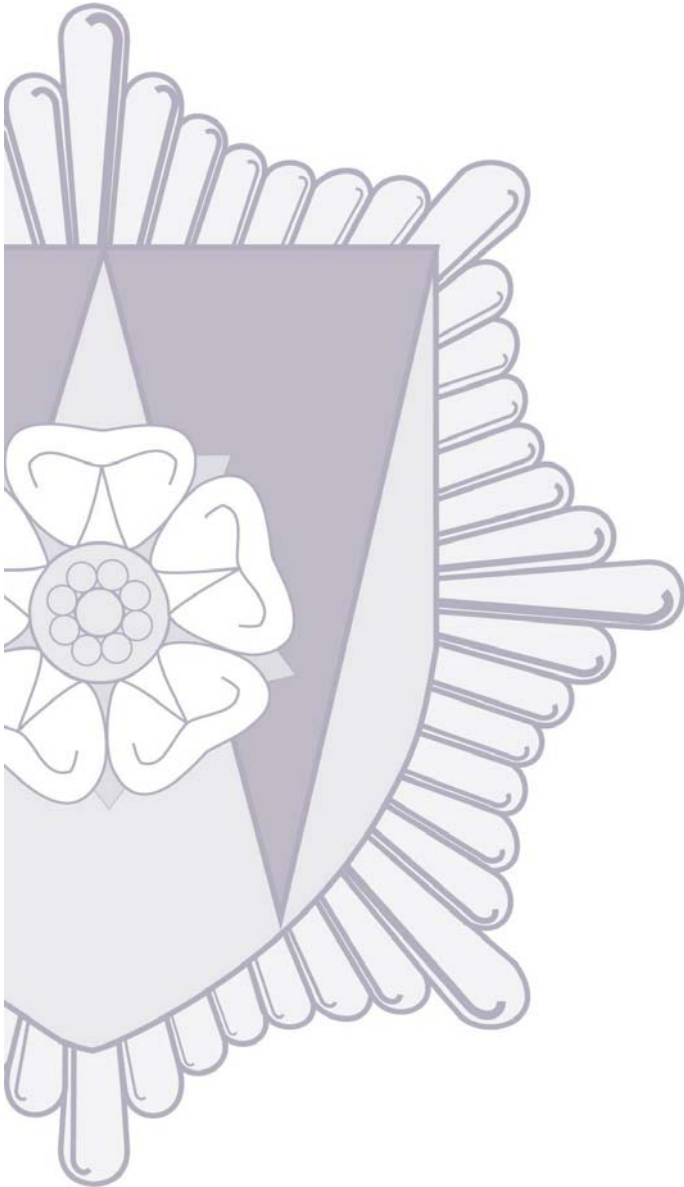


West Yorkshire Fire & Rescue Service

Fire Safety - Information Note FS-INF001

Petrol Filling Stations – Design, Construction, Modification & Decommissioning.



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PREVENTING PROTECTING RESPONDING

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1 Introduction:

1.1 Petrol filling stations should be designed and constructed in accordance with the standards detailed in the APEA/Energy Institute publication 'Design, Construction, Modification, Maintenance & Decommissioning of Filling Stations' (The Blue Guide)¹.

2 Submission of Plans for Approval:

2.1 When it is proposed to construct or redevelop a petrol filling station or where it is proposed to make material alterations² to a petrol filling station, two copies of each of the under mentioned plans must be submitted to the Fire & Rescue Service in order for a written approval³ to be obtained before any work is commenced.

a] A site plan at a scale of 1:500.

b] A drawing to a scale of 1:100 showing: -

- The position of the petrol and diesel tanks and all associated pipe work, including fill points, observation wells, pumps, road tanker off-loading position;
- The position of any other flammable liquid tanks or vessels and associated pipe work, pumps, dispensers and road tanker off-loading position;
- Any buildings (including basements) situated within 15.25m of the tanks, pumps and vent pipes;
- Details of forecourt surface water and other drainage including vehicle washing facilities and associated drainage;
- Electrical conduit runs and electrical apparatus including vacuum cleaners, coin operated tyre inflators etc;
- The site levels and details of surface finishes;
- Vehicle parking other than at refuelling positions; and
- In the case of new or redeveloped sites, the nature, location and depth of any waste disposal (landfill) any subterranean water courses, culverts, pipelines or mine workings and any cuttings or tunnels for road, rail vehicles or pedestrians directly beneath or adjacent to the proposed petrol filling station.

c] A drawing to the scale of 1:50 showing in detail the construction and method of installation of the tank(s) and observation well(s).

d] Details of the proposed method of operation; e.g., attended service, attended self-service or unmanned.

2.2 When minor alterations are proposed such as alterations to buried pipe work and the drawings submitted are in plan form only, without sections, elevations etc, a written specification must be submitted with the proposal.

2.3 No alterations to the arrangements detailed on the approved plan should be made without the written consent of a Petroleum Inspector³.

2.4 On completion of the installation, a drawing showing the pipe work runs as actually installed must be submitted to the Fire & Rescue Service.

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2.5 The approval of plans by the Local Authority under the Building Regulations and the Town and Country Planning Acts should not be deemed or construed as being an approval by the Fire & Rescue Service. Applicants are reminded that planning permission and/or building regulation approval may be required. Before entering into any commitments they should make enquiries to the Planning and Building Control Departments of the Local Authority in whose area the filling station will be situated.

2.7 A Petroleum Inspector carrying out inspections during the construction phase of any development is not a *clerk of works*. It is expected that clients/companies/contractors are already aware of what standards are required and will ensure themselves that the minimum standards are complied with at all times, whether or not a Petroleum Inspector is on site.

2.8 Contractors are expected to use safe working practices when carrying out construction, modification, repair or replacement work at petrol filling stations. Guidance regarding model work control procedures and safety method statements etc can be found in the IP "Code of Practice for Contractors Working on Petrol Filling Stations"⁴.

2.8 Any variations from the standards detailed in the 'Blue Guide' must be supported by documentation to prove that an equal or higher standard of safety, in respect of fire and explosion control measures, are being achieved.

3 Decommissioning:

3.1 Where a petrol filling station is to be closed-down or where any petrol storage tank is to be taken out of use, details of the method of decommissioning must be submitted to the Fire & Rescue Service.

3.2 With respect to storage tanks, acceptable methods of temporary or permanent decommissioning are detailed in the Information Notes No. 1b and 1c respectively.

4 Further Information:

4.1 The following Information Notes are available, free of charge, from any Petroleum Inspector or from the Fire Safety Department at the West Yorkshire Fire & Rescue Service HQ, Oakroyd Hall, Birkenshaw, Bradford, BD11 2DY. ☎ 01274 655785. 📠 01274 655 888.

- Information Note No.1a 'Petrol Filling Stations - Converting a Petroleum-Spirit Storage Tank for the Storage of Non-Licensable Petroleum Products'.
- Information Note No.1b 'Methods of Temporarily Decommissioning a Petrol Filling Station'.
- Information Note No.1c 'Methods of Rendering Underground Petroleum-Spirit Storage Tank(s) Permanently Safe from the Risk of Fire and/or Explosion'.
- Information Note No.1d 'Petrol Filling Stations – Soil Gas Surveys'.
- Information Note No.1e Petrol Filling Stations - Auto gas – Motor Vehicle Refuelling Facilities.

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References:

¹'Design, Construction, Modification, Maintenance & Decommissioning of Filling Stations' (2nd edition) ISBN 0 85293 419X. Available from the Energy Institute, 61 New Cavendish Street, London, W1M 8AR; ☎ 020 7467 7100. 📠 020 7255 1472.

²'Material Alterations' means any alteration, which could affect the fire and explosion risks at the Licensed Premises and will include: -

- The change of or cessation of use of the licensed premises;
- The removal, temporary or permanent decommissioning, repair, replacement, modification or installation of any storage tank, fuel pipeline or vapour pipeline;
- The change in use of a fuel storage tank;
- The removal without replacement or installation of any fuel pumps/dispensers; the removal or installation of any part of the site's leak detection, spillage or delivery control system;
- A change in the Mode of Operation of the dispensing equipment;
- The removal or installation of any electrical equipment within the hazardous areas of the licensed premises;
- The construction of any buildings or works within the hazardous areas or elsewhere on the licensed premises; and
- The storage of any other dangerous substances on the licensed premises.

³'Approved Arrangements' means those arrangements relating to the design, construction and mode of operation of the licensed premises, which accord with the plans and specifications approved by a Petroleum Inspector on behalf of the Petroleum Licensing Authority, the West Yorkshire Fire & Rescue Service.

⁴IP 'Code of Practice for Contractors Working on Petrol Filling Stations' (ISBN 0 85293 1948). Available from the Energy Institute, 61 New Cavendish Street, London, W1M 8AR. ☎ 020 7467 7100. 📠 020 7255 1472.