



## FAQs around Petroleum Licencing/Certification & Licensee/Keeper

*Do I need to confirm the details of the site on the storage certificate information sheet?*

- There is no legal obligation to confirm the details or highlight any discrepancies, however we will visit your premises to collect and verify data. By doing this we can prevent incorrect information being entered on to the petroleum storage certificate (PSC).

Keeper of petrol (keeper):

*Who/what is a 'keeper'?*

- A 'keeper' is a person who keeps petrol on dispensing premises, who has responsibility for the safe operation of the site and will be legally obliged to ensure the site is compliant with the Petroleum (Consolidation) Regulations 2014 (PCR).

*Is the keeper the same as a licensee?*

- Yes. The term licensee has been replaced with the term 'keeper'. As licences will be removed there will no longer be the need for a licensee; instead the current licensee will become the 'keeper'; the level of legal responsibility that person will have will remain the same.

*I have more than one site but I have not received a form for the other premises, what happens to the licences on those sites?*

- Due to the high volume of licences to process the issuing of certificates is being done based on the existing licence renewal date. Whilst the licence will no longer be valid your site will be deemed to be compliant (the licence will automatically be seen as a certificate) until the renewal date of the licence when a PSC will be issued.

*Do I need to provide a copy of the electrical certificate to the PEA before I can have the storage certificate issued?*

- No. There is no legal obligation for a site operator to hand over such information to be granted a certificate.

*I have not received the storage certificate for my site yet, I still have a licence, but I wish to transfer the site to a new keeper, do I still need to use a transfer form?*

- No. There is no longer a transfer of occupier form. After October 2014 the new rules are applied therefore you are required as the outgoing keeper to notify the Authority no later than 28 days prior to your departure. Upon expiry of the licence a storage certificate will be issued. Please note the incoming keeper is also duty bound to notify the authority of their intention to take over the site no later than 28 days beforehand.

*What should I do with the certificate if I hand the site over to a new keeper?*

- there will no longer be a transfer procedure in place. Instead the current 'keeper' is required to notify the Petroleum Enforcing Authority (PEA) no later than 28 days prior to their departure.

- The certificate should be handed over to the new keeper as soon as they become responsible for the site.

*What actions should the new keeper take?*

- The new keeper is also required to notify the PEA of their intention to occupy the premises. They must do so, 28 days prior to commencing occupation.

*What happens if I sell the site to somebody else?*

- As stated there will no longer be a transfer procedure in place. Instead the current 'keeper' is required to notify the Petroleum Enforcing Authority (PEA) no later than 28 days prior to their departure.

*Why do I need to tell the PEA if I am vacating the premises, my name will not be on the certificate?*

- The 'keeper' has responsibility for the site and therefore is duty bound to notify the PEA if they are vacating a premises.

*What are my responsibilities if I am closing and vacating the site?*

- In the first instance the PEA must be informed. Where the site is no longer operating as a dispensing premises the petroleum installation (including tanks) must be made safe. Guidance on the safe decommissioning of the installation can be obtained from PELG PETEL 12 and the Guidance for Design, Construction, Modification, Maintenance and Decommissioning of Filling Stations (Revised June 2011) 3rd Edition, published by the Association for Petroleum and Explosive Administration (APEA) and the Energy Institute.

#### **Fees:**

*What happens at the end of the period I have selected?*

- An invoice will be sent by the PEA asking for payment. The invoice will be the fee for a 12 month period unless you have stated otherwise. You can pay additional years in which case an invoice will be raised for the difference in the amount sent.

*Can I obtain a refund if I vacate the premises before the end of the fee period?*

- No. This fee is non-refundable.

*What happens if a new keeper takes over the premises before the end of the period?*

- The premises will remain covered until the end of the fee period. After that date, the new keeper will be invoiced as above.

*What happens if I do not specify the number of years I wish to pay for?*

- Where the number of years is not specified, an invoice will be automatically issued to cover a one year period from the date of expiry. Should this fee not be paid, a debt for the fee will be levied against the premises/'keeper', which will be recorded by the PEA and debt recovery action will be taken to recover outstanding monies.

*What happens if I do not pay the fee?*

- As detailed above.

*How do I pay the fee?*

- The same method currently used to collect fees will remain in place with an invoice issued by the PEA and monies collected either via a bank transfer, BACS, Bank Card or cheque.

*I have more than one site, do I have to choose the same payment period for all the sites or can I decide on a case by case basis?*

- There is no requirement for a keeper with multiple sites to have a uniform payment period. Each site can have its own designated payment period, which can be re-evaluated at the end of the fee period.

If you have any further queries please direct them to your Petroleum Enforcing Authority.  
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