



**Lewes District Council**

## **Permit with introductory note**

**Environmental Permitting (England and Wales)  
Regulations 2010 (as Amended)**

### **Installation address**

**Baldocks of Wivelsfield  
Ditchling Road  
Wivelsfield  
East Sussex  
RH17 7RF**

**Permit Reference: PTL/096/P3**

**Contact Details:**

Lewes District Council  
Environmental Health  
Southover House  
Southover Road  
Lewes  
BN7 1AB

Tel: 01273 471600  
01273 484488 minicom

Fax: 01273 484451

[www.lewes.gov.uk](http://www.lewes.gov.uk)

email: [ehealth@lewes.gov.uk](mailto:ehealth@lewes.gov.uk)

**Introductory note**

*This introductory note does not form a part of the Permit*

The following Permit is issued under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (S.I.2010 No. 675) (“the EP Regulations”) to operate an installation carrying out one or more of the activities listed in Part B to Schedule 1 of those Regulations, to the extent authorised by the Permit.

The Permit includes conditions that have to be complied with. It should be noted that aspects of the operation of the installation which are not regulated by specific conditions are subject to the Best Available Techniques condition placed in the permit, that the Operator shall use the best available techniques for preventing or, where that is not practical, reducing emissions from the installation. This is regarded as covering , among other matters, the provision of sufficient training and practical instruction for service station operation staff in order to enable them to carry out their duties in respect of using (or supervising the use of) and maintaining vapour collection controls, and the actions to be taken in the event of leak of vapour.

Please note techniques include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

**Brief description of the installation regulated by this permit.**

**Installation for the Unloading of petrol into storage, and motor refuelling, at service stations** as prescribed by Section 1.2 Part B of schedule 1 to the Environmental Permitting (England and Wales) Regulations 2010 (as Amended), subject to the following conditions.

<b>Superseded Licences/Consents/Permits relating to this installation</b>		
<b>Holder</b>	<b>Reference Number</b>	<b>Date of Issue</b>
Baldocks of Wivelsfield Ltd	PTL/096	23.07.99
Baldocks of Wivelsfield Ltd	PTL/096/P1	05.10.05
Baldocks of Wivelsfield Ltd	PTL/096/P2	21.11.14

**Confidentiality**

The Permit requires the Operator to provide information to Lewes District Council. The Council will place the information onto the public registers in accordance with the requirements of the EP Regulations. If the Operator considers that any information provided is commercially confidential, it may apply to the Lewes District Council to have such information withheld from the register as provided in the EP Regulations. To enable Lewes District Council to determine whether the information is commercially confidential, the Operator should clearly identify the information in question and should specify clear and precise reasons.

**Variations to the permit**

Your Attention is drawn to the Variation Notification Procedure condition in the permit. This Permit may be varied in the future. If at any time the activity or any aspect of the activity regulated by the following conditions changes such that the conditions no longer reflect the activity and require alteration, the Regulator should be contacted.

### **Surrender of the permit**

Where an Operator intends to cease the operation of an installation (in whole or in part) the Regulator should be informed in writing, such notification must include the information specified in regulation 24, or in accordance with Regulation 25 of the EP Regulations for Permits to which Regulation 24 does not apply.

### **Transfer of the permit or part of the permit**

Before the Permit can be wholly or partially transferred to another person, a joint application to transfer the Permit has to be made by both the existing and proposed holders, in accordance with Regulation 21 of the EP Regulations. A transfer will be allowed unless the Authority considers that the proposed holder will not be the person who will have control over the operation of the installation or will not ensure compliance with the conditions of the transferred Permit.

### **Responsibility under workplace health and safety legislation**

This Permit is given in relation to the requirements of the EP regulations. It must not be taken to replace any responsibilities you may have under Workplace Health and Safety legislation.

### **Appeal against permit conditions**

Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Appropriate Authority, (Secretary of State for the Environment, Food and Rural Affairs, in England and the Welsh Ministers in Wales) Appeals must be made in accordance with the requirements of Regulation 31 and Schedule 6 of the EP Regulations.

Appeals should be received by the Secretary of State for Environment, Food and Rural Affairs or the Welsh Ministers at the following addresses:

The Planning Inspectorate  
Environment Team, Major and Specialist Casework  
Room 4/04 Kite Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol BS1 6PN

Or for appeals in Wales:

The Planning Inspectorate  
Crown Buildings  
CathaysPark  
CARDIFF  
CF10 3NQ

### **Please Note**

An appeal brought under Regulation 31 (2) (b), (c) and Schedule 6, in relation to the conditions in a permit will not suspend the effect of the conditions appealed against; the conditions must still be complied with.

In determining an appeal against one or more conditions, the Act allows the Secretary of State in addition to quash any of the other conditions not subject to the appeal and to direct the local Authority either to vary any of these other conditions or to add new conditions.

Our enforcement of this permit will be in accordance with the Regulators' Compliance Code. A copy is on the Business, Innovation and Skills Department website: <http://www.bis.gov.uk/files/file45019.pdf>.

### **End of introductory note**

**Permit issued under the Environmental Permitting  
(England and Wales) Regulations 2010 (as Amended)**

**Permit**

**Permit Number: PTL/096/P3**

Lewes District Council (the Regulator) in exercise of its powers under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (S.I. 2010 No. 675) hereby permits:

**Baldocks of Wivelsfield Limited** (“the Operator”),

Whose registered office is:

**13 Mill Hill  
Shoreham by Sea  
West Sussex, BN43 5TG**

Company Number: **01301794**

To operate an installation at:

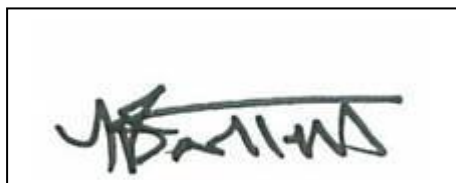
**Baldocks of Wivelsfield  
Ditchling Road  
Wivelsfield  
East Sussex  
RH17 7RF**

to the extent authorised by and subject to the description and boundaries within the conditions of this Permit.

**Activity Description:**

**Installation for the Unloading of petrol into storage, and motor refuelling, at service stations** as prescribed by Section 1.2 Part B of schedule 1 to the Environmental Permitting (England and Wales) Regulations 2010 (as Amended), within the boundaries of the permit and subject to the following conditions.

Signed



**Tim Bartlett  
Authorised to sign on behalf of  
Lewes District Council**

Dated

2<sup>nd</sup> February 2015



## CONDITIONS

### The Permitted Installation

1. If the Operator proposes to make a change in the operation of the installation, he must, at least 14 days before making the change, notify the Regulator in writing. The notification must contain a description of the proposed change in operation. It is not necessary to make such a notification if an application to vary this permit has been made and the application contains a description of the proposed change. In this condition "change in operation" means a change in the nature or functioning, or an extension of the installation which may have consequences for the environment.
2. The best available techniques shall be used to prevent, or where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation which is not regulated by any other condition of this permit.
3. Vapours displaced by the delivery of petrol into storage installations at service stations shall be returned through a vapour tight connection line to the road tanker delivering the petrol. Unloading operations may not take place unless the arrangements are in place and properly functioning, subject to conditions 5, 6 and 7.
4. Effective preventative maintenance shall be employed on all equipment concerned with the control of emissions to air. The Operator shall implement the schedule of preventative maintenance provided as part of the permit application and in accordance with the most recent Process Guidance Note.
5. All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. The Regulator shall be advised without delay of the circumstances of such a vapour leak if there is likely to be an effect on the local community, and in all cases such a vapour leak should be recorded in the log book required under condition 26. In this condition and in condition 6 a vapour leak means any leak of vapour excepting those which occur through the vent mentioned in condition 13 during potentially hazardous pressurisation.
6. The Operator shall advise the Regulator of the corrective measures to be taken and the timescales over which they will be implemented in the event of a vapour leak described in condition 5.
7. Instances of vapour lock shall be recorded in the log book and, under the circumstances detailed in condition 5, be advised to the Regulator.
8. The procedures in conditions 4 to 7 inclusive shall be reviewed in light of any modifications which occur to the facilities. The Regulator shall be advised of any proposed alteration in operating procedures.
9. The vapour collection systems shall be of a size and design, as approved by the Regulator, to minimize vapour emission during the maximum petrol and vapour flow in accordance with conditions 3 and 10 (i.e. when most tank compartments are being simultaneously discharged). [In the case of existing vapour collection systems, an assessment shall be made of the maximum number of tanks which can be discharged whilst still maintaining the integrity of the vapour collection system.] [Refer to current Process Guidance Note PG1/14]
10. The number of tanker compartments being discharged simultaneously shall not exceed two, excluding the diesel compartment[s].



Permit and introductory note LA-PPC

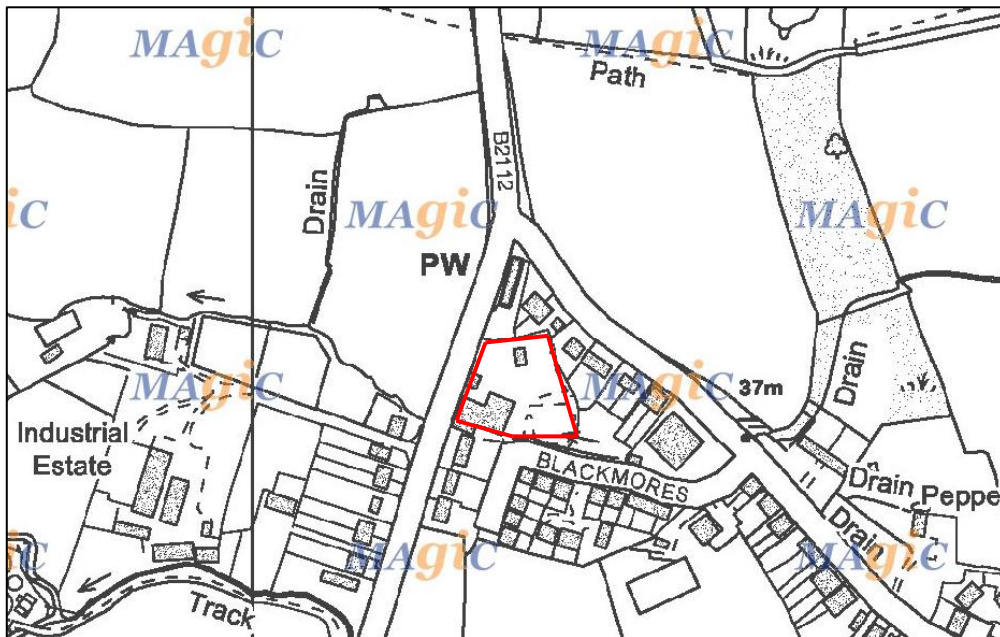
11. The connection points on the tank filling pipes and vapour return pipe shall be fitted with secure seals to reduce vapour leaks when not in active use. If apertures are provided on storage tanks for the use of a dipstick, these shall be securely sealed when not in active use.
12. The fittings for delivery and vapour return pipes shall be different to prevent mis-connection.
13. Petrol storage tank vent pipe[s] shall be fitted with a pressure vacuum relief valve (PVRv) or orifice vent device with a maximum diameter of 10mm combined with a PVRv to minimise vapour loss during unloading and storage of petrol. [The pressure vacuum relief valve shall be sized and weighted to prevent vapour loss, except when the storage tanks are subject to potentially hazardous pressurisation.]
14. When connecting hoses prior to delivery, the vapour return hose shall be connected before any delivery hose. The vapour return hose shall be connected by the road tanker end first, and then at the storage tank end.
15. Adjacent to each vapour return connection point for the storage tank, there shall be a clearly legible and durable notice instructing "Connect vapour return line before off-loading" or similar wording. The sign shall also refer to the maximum number of tanker compartments which may be unloaded simultaneously in accordance with condition 10.
16. If dip testing of storage tanks or road tanker compartments is performed before delivery, the dip openings shall be securely sealed prior to the delivery taking place.
17. Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected [Refer to current Process Guidance Note PG1/14]
18. A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading. [A competent person is one who has received training in accordance with the most current version of PG1/14.]
19. All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
20. On completion of unloading the vapour hose shall not be disconnected until the delivery hose has been discharged and disconnected. The delivery hose shall be disconnected at the road tanker end first. The vapour return hose shall be disconnected at the storage tank end first.
21. All connection points shall be securely sealed after delivery.
22. If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed after dip testing.
23. Manhole entry points to storage tanks shall be kept securely sealed except when maintenance and testing are being carried out which require entry to the tank.
24. Petrol delivery and vapour return lines shall be tested in accordance with the schedule provided as part of the application for permit or such other schedule as may be agreed by the Regulator.
25. Pressure vacuum relief valves, and other devices, on petrol storage tank vents shall be checked for correct functioning, including extraneous matter, seating and corrosion at least once every three years.
26. The Operator shall maintain a log book at the authorised premises incorporating details of all maintenance, examination and testing, inventory checking, installation and repair work carried out, along with details of training given to operating staff at the service station.

Permit and introductory note LA-PPC

The log book shall also detail any suspected vapour leak together with action taken to deal with any leak, in accordance with Conditions 5, 6 and 7.

27. Venting of the petrol vapour shall be through the vent pipes within the site boundary.

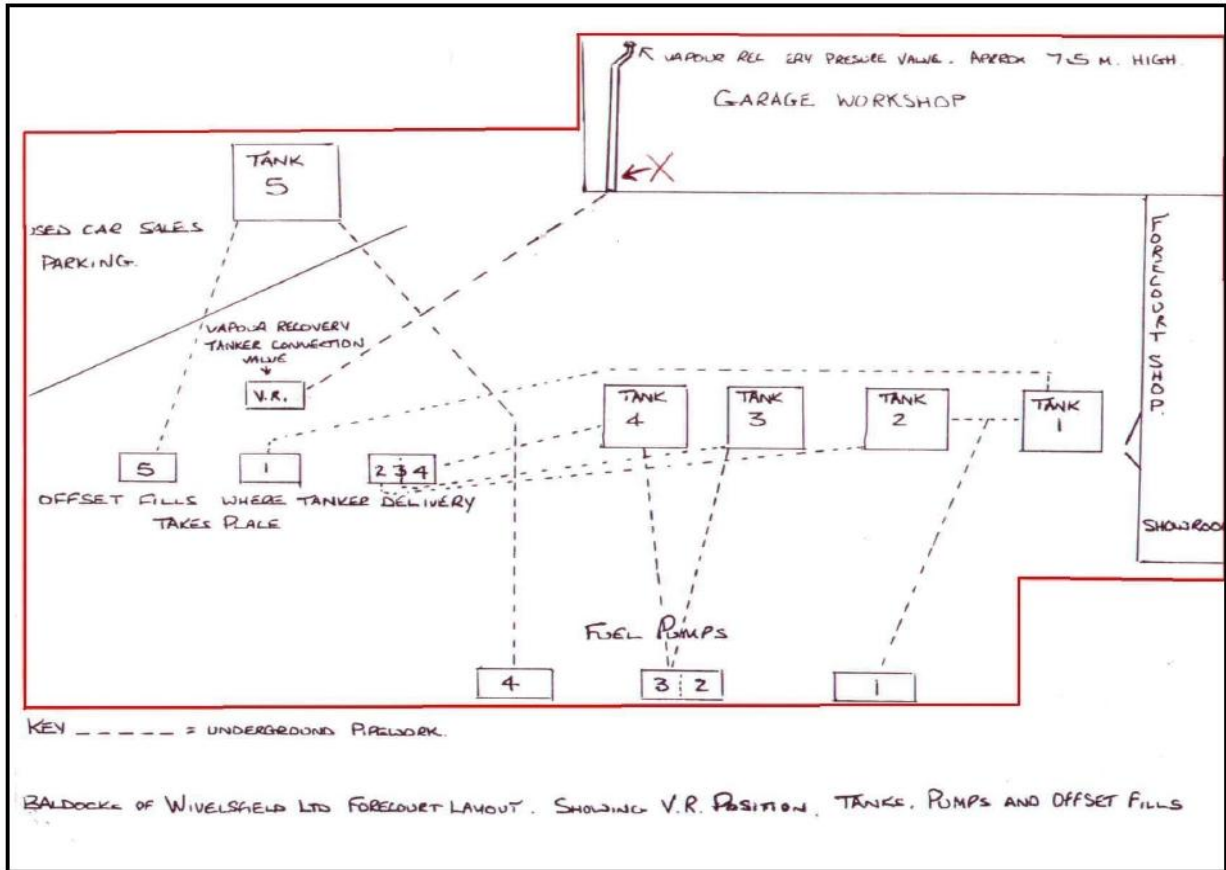
**Site Location**







**Site Plan**



**End of Permit**