



**POLLUTION PREVENTION AND CONTROL ACT 1999  
ENVIRONMENTAL PERMITTING REGULATIONS 2007**

**Permit Number: 1.2/049111/NP**

**Installation Address:  
Norfolk Park Filling Station  
East Bank Road, Sheffield, S2 3PS**

**In accordance with Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2007 as amended, Cooperative Group Limited, operating as Norfolk Park Filling Station, East bank Road, Sheffield, S2 3PX is hereby permitted to operate a scheduled activity at the Sheffield address detailed above, namely the unloading of petrol as described in Schedule 1, Part 2, Chapter 1, Section 1.2, Part B, subsection (d) and subject to the following 28 conditions of this Permit.**

**Signed Dominic Stokes**

**Dated this day 14 November 2008**

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**Assistant Manager  
Authorised by Sheffield City Council to sign on their behalf**

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The Secretary of States Guidance PG 1/14 (06) Unloading of Petrol into Storage at Petrol Stations has provided the framework for the conditions in this permit

**The Operator**

The Cooperative Group Limited  
Wyke Regional Office  
1<sup>st</sup> Floor Office  
Wyke District Centre  
Towngate  
Wyke  
BD12 9JF

**Registered Office:**

Cooperative Brands Limited  
New Century House  
Corporation Street  
Manchester  
M60 4ES

**Address of Permitted Installation:**

Norfolk Park Filling Station  
East bank Road  
Sheffield  
S2 3PS

**Petrol/PVR Contact:**

The Cooperative Group Limited  
Petrol Support Office  
1<sup>st</sup> Floor Office  
Wyke District Centre  
Towngate  
Wyke  
BD12 9JF

**Site Contact:**

Andrew Leaper - Health & Safety Mngr.  
Email: [andrew.leaper@co-operative.coop](mailto:andrew.leaper@co-operative.coop)  
1<sup>st</sup> Floor Office  
Wyke District Centre  
Towngate  
Wyke  
BD12 9JF  
Tel: 01274 607909

**The Regulator**

Environmental Protection Service  
Sheffield City Council  
2-10 Carbrook Hall Road  
Carbrook  
Sheffield  
S9 2DB

Any communication with the Regulator should be made to the above address, quoting the Permit Number. Alternatively;

Email: [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk)  
Tel: (0114) 273 4651  
Fax: (0114) 274 6464

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## **Explanatory Note to Pollution Prevention and Control Permit for Part B Installations.**

**(This note does not form a part of the Permit)**

The following Permit is issued under Regulation 13 of the Pollution Environmental Permitting (England and Wales) Regulations 2007 (S.I. 2008 No.3538), as amended, ("the EP Regulations") to operate an installation carrying out activities covered by the description in Part 2, Chapter 1, Section 1.2, Part B, subsection (d) of Schedule 1 of those Regulations, to the extent authorised by the Permit:

### **Process Changes**

Under the provisions of Regulation 69 of the EP Regulations, you are required to notify the Council of any proposed change in operation at least 14 days before making the change. This must be in writing and must contain a full description of the proposed change in operation and the likely consequences. Failure to do so is an offence.

If you consider that a proposed change could result in the breach of the existing permit conditions or is likely to require the variation of permit conditions then you may apply in writing under Regulation 20(1) of the EP Regulations.

### **Variations to the Permit**

The Permit may be varied in the future (by the Council serving a Variation Notice on the Operator). If the Operator itself wants any of the Conditions of the Permit to be changed, a formal Application must be submitted.

### **Surrender of the Permit**

Where the operator of a Part B installation or mobile plant ceases or intends to cease the operation of the activity the operator may notify the regulator of the surrender of the whole permit, in any other case, notify the regulator of the surrender of the permit in so far as it authorises the operation of the installation or mobile plant which he/she has ceased or intends to cease operating. The notification shall contain information as described in Regulation 24 or 25 of the EP Regulations.

### **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 Sheffield City Council 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.

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## **Annual Subsistence Fee**

In accordance with Regulation 65 of the EP Regulations, the holder of a permit is required to pay a fee for the subsistence of the Permit. This fee is payable annually on 1st April. You are advised that under the provisions of Regulation 65 (5) of the EP Regulations, if you fail to pay the fee due promptly, Sheffield City Council may revoke the Permit. You will be contacted separately each year in respect to this payment.

## **Public Register**

The Council is required by Regulation 46 of the EP Regulations to maintain a Public Register containing information on all LAPPC installations and mobile plant. The register is available for inspection by the public free of charge during office hours (Monday to Friday 9.00 am to 5.00 pm) at the following address:

**Environmental Protection Service  
Sheffield City Council  
2-10 Carbrook Hall Road  
Carbrook  
Sheffield  
S9 2DB**

**Tel: 0114 273 4651**

## **Confidentiality**

Sheffield City Council has a duty to consider the question of confidentiality of information supplied to it. If any information supplied is considered confidential, a statement of which information this applies to and the reasons why it is considered confidential should be specified. The Operator is reminded that he may apply to Sheffield City Council for the exclusion of information from the public register under the provisions of the EP Regulations.

## **Appeals**

Under Regulation 31 of the EP Regulations operators have the right of appeal against the conditions attached to their permit. Schedule 6 of the EP Regulations sets out the detailed procedures.

Appeals against a Variation Notice do not have the effect of suspending the operation of the Notice. Appeals do not have the effect of suspending Permit conditions.

Notice of appeal against the conditions attached to the permit must be given within six months of the date of the Notice, which is the subject matter of the appeal.

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## How to Appeal

There are no forms or charges for appealing. However, for an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide:

- Written notice of the appeal;
- A statement of the grounds of appeal;
- A statement indicating whether the appellant wishes the appeal to be dealt with by written representations procedure or a hearing - a hearing must be held if either the appellant or enforcing authority requests this, or if the Planning Inspector or the Secretary of State decides to hold one.
- (Appellants must copy the above three items to the local authority when the appeal is made)
- A copy of any relevant application;
- A copy of any relevant permit;
- A copy of any relevant correspondence between the appellant and the regulator; and
- A copy of any decision or notice, which is the subject matter of the appeal.

## Where to Send Your Appeal Documents

Appeals should be addressed to:

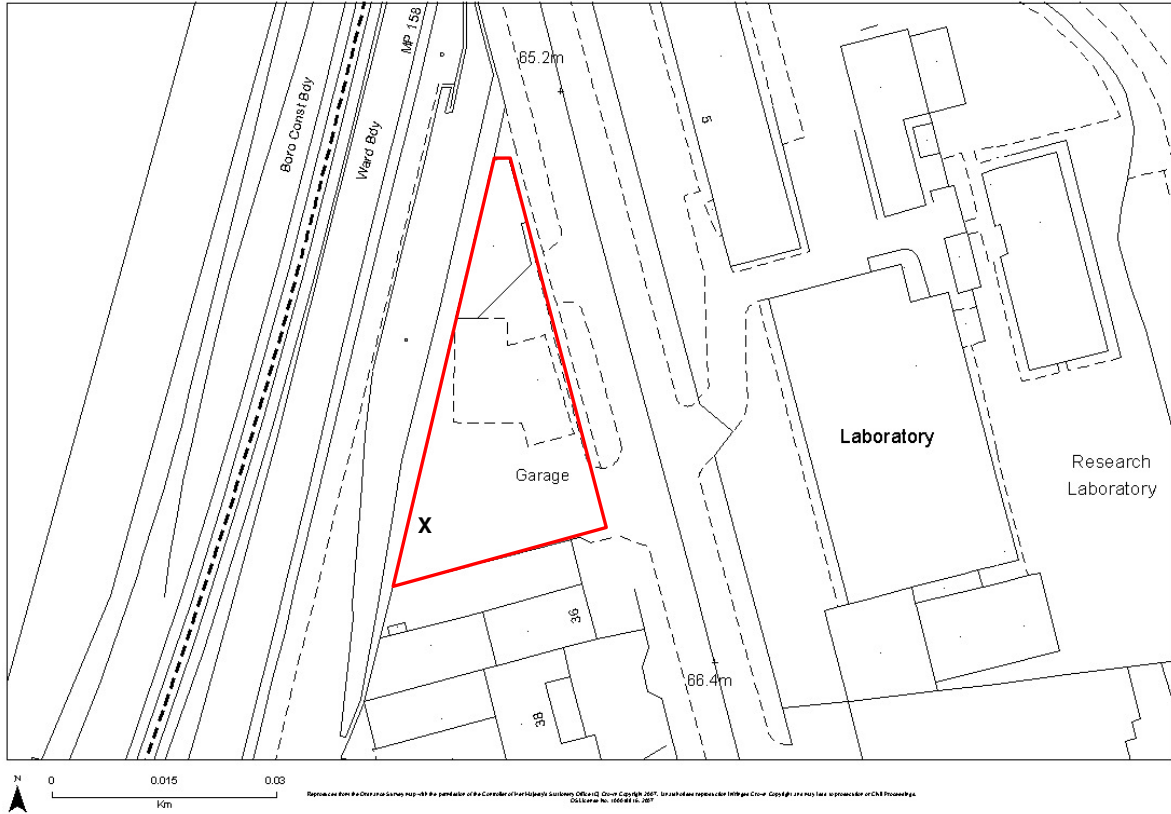
**The Planning Inspectorate  
Environmental Appeals Administration  
Room 4/19 - Eagle Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol BS1 6PN**

In the course of an Appeal process the main parties will be informed of procedural steps by the Planning Inspectorate.

To withdraw an appeal the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority.

## DESCRIPTION OF ACTIVITIES

The unloading of petrol into **3** storage tanks at **Norfolk Park Filling Station, East bank Road, Sheffield S2 3PS** within the installation boundary marked in red on the attached plan.



**X** = Petrol vapour vent pipe location

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## **Conditions of Permit**

1. Vapours displaced by the delivery of petrol into storage shall be returned through a vapour tight connection line to the tanker delivering the petrol. Unloading operations shall not take place unless these arrangements are in place and properly functioning, subject to conditions 3, 4 and 5 of this Permit.
2. The Permit Holder shall implement an annual Schedule of Preventative Maintenance Servicing and Testing in accordance with Schedule 1 of this Permit. Following the maintenance and servicing procedure, the Permit Holder shall complete and submit form reference AM1 (attached to the appendix schedule 1 of this Permit). This form shall be submitted to Sheffield City Council's Environmental Protection Service within two weeks of the servicing procedure.
3. Uncontrolled leaks of vapour from vents, pipes, valves and connectors are prohibited. Sheffield City Council Environmental Protection Service shall be advised of the circumstances of such a vapour leak at the earliest opportunity (or, if out of normal office hours, by 10.00 a.m. the next working day), if there is likely to be an effect on the local community. In all cases any vapour leak should be recorded in the log book required under condition 24.

### **NOTE:**

**In the context of this Permit a vapour leak means any leak of vapour excepting those that occur through pressure relief valves during potentially hazardous pressurisation.**

4. The Permit Holder shall, in accordance with the requirements of condition 3, advise Sheffield City Council's Environmental Protection Service of the corrective measures taken/to be taken and the timescales over which they will be implemented in the event of any vapour leak together with any contingency plans.
5. Any instances of vapour lock that occur during delivery shall be recorded in the log book kept in accordance with condition 24 of this Permit. Details shall include date, time and any remedial action taken.
6. The vapour balancing and recovery systems shall be of a design so as to minimise vapour emissions during maximum petrol and vapour flows, i.e. when maximum tank compartments are being simultaneously discharged. Plans of vapour balancing and recovery systems installed shall be held on site and made available to Sheffield City Council's Environmental Protection Service upon request.
7. During deliveries to the site, no more than two tanker compartments shall be simultaneously discharged.
8. 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 the site storage tanks or road tankers



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for the use of a dipstick, these shall be securely sealed when not in active use.

9. The fittings for delivery and vapour return pipes shall be designed to be visibly identifiable to prevent mis-connection.
10. All petrol storage tank vent pipes shall be fitted with a pressure vacuum relief valve 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.
11. When connecting hoses prior to delivery, the vapour return hose shall be connected before any delivery hose. The vapour return hose shall be connected at the road tanker end first, and then at the storage tank end.
12. There shall be a clearly legible and durable notice instructing “Connect vapour return line before off-loading” or similar wording, in a conspicuous position adjacent to each vapour return connection point for the storage tanks. The sign shall also refer to the maximum number of tanker compartments that may be discharged simultaneously in accordance with condition 7.
13. Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected.
14. 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, and remain sealed until subsequent dip testing is undertaken.
15. A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading in order to ensure that the conditions of this Permit are complied with. A competent person is one who has received training in accordance with Schedule 2 of this Permit.
16. All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
17. 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.
18. All connection points on the tanker and on the site storage facility shall be securely sealed after delivery.
19. If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed after dip testing, and remain sealed until subsequent dip testing is undertaken.

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20. 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.
  21. Petrol delivery and vapour return lines shall be tested in accordance with Schedule 1 of this Permit.
  22. In the event of a failure/breakdown of the vapour return system, all deliveries to site shall be suspended until the problem is rectified and a fully operational vapour return system is reinstated. Details of the failure/breakdown shall be entered into the log book kept in accordance with Condition 24 of this Permit.
  23. Pressure vacuum relief valves on petrol storage tank vents shall be checked for correct functioning, the presence of any extraneous matter, correct seating and the presence of corrosion in accordance with Schedule 1 of this Permit. Remedial action shall be taken where pressure vacuum relief valves fail to operate correctly. Details of this action shall be recorded in the log book required under Condition 24 of this Permit.
  24. The Permit Holder shall maintain a log book at the installation address 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 who work at the site. The log book shall also detail any suspected vapour leak together with action taken to deal with any leak, in accordance with Conditions 3, 5, 22 and 23.
  25. Venting of the petrol vapour shall be through the vent pipes marked **x** on the plan shown on page 7.
  26. Where dip tubes or hydrostatic gauges are being used and where petrol vapour is vented to atmosphere between deliveries, then an additional vent rising from the manifold system shall be installed. This vent shall be fitted with a ball stop valve allowing pressure to be released before tank dipping or gauge reading.

The valve shall be of a “dead man’s handle” design complete with a locking device to prevent the vent from being left open at any other time. The valve shall be checked before each delivery to ensure that it is closed before any hose is connected and it shall not be opened during the unloading of petrol.

The design of this equipment shall be submitted for approval by Sheffield City Council Environmental Protection and the Petroleum Licensing Authority, before installation commences.
  27. From 1 January 2010, vapour displaced by the filling of petrol into vehicle petrol tanks at service stations with a throughput of more than 3500m<sup>3</sup> of petrol per year for existing service stations, or 500m<sup>3</sup> of petrol per year for new service stations, shall be recovered through a vapour recovery system to the service station’s underground storage tank or other appropriate vessel. Filling of vehicle petrol tanks shall not take place

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unless such a vapour recovery system is in place and fully functioning. Such stage II petrol vapour recovery systems shall be installed and operated as set out in schedule 3 of this permit.

Details of the design of any stage II petrol vapour recovery system to be installed shall be submitted to Sheffield City Council Environmental Protection Service and the Petroleum Licensing Authority prior to installation commencing. Installation of the vapour recovery system shall not commence until Sheffield City Council Environmental Protection Service has approved the details in writing. Details submitted shall include reference to the applicable British, European or international standard to which the equipment complies and a copy of the certificate of 'type' approval from the approving EU/European Free Trade Association (in accordance with schedule 3 of this permit).

28. 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 of the installation which is not regulated by any other condition of this permit.

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## Schedule 1 - Preventative Maintenance, Servicing and Testing

- 1) The schedule of preventative maintenance and testing shall be as described in this schedule.
- 2) If overfill prevention devices are installed, they should be checked in accordance with the manufacturers instructions in order to ensure that the mechanical float is fully operational. Overfill prevention devices are to be installed on all sites where vent lines are manifolded at low level.
- 3) The pressure vacuum valve is to be checked in accordance with the manufacturers' instructions in order to ensure it is fully operational; this should be conducted on a 12 monthly basis.
- 4) The vapour recovery adapter is to be checked in order to ensure that the poppet sealer and connections are fully operational.
- 5) The vapour recovery signage will be checked to ensure that all current signage is clean, securely fixed and visible upon inspection.
- 6) The flame arrestor within the vapour recovery adapter is to be checked for obstructions and to ensure it is fully operational.
- 7) The offset fill liner, vents and the suction lines including the vapour recovery system are to be tested in accordance with the Licensing Authorities requirements.

A visual check of the pipe work shall be carried out on a two weekly basis.

**FORM AM1**

**Annual Maintenance and Servicing Schedule**

**(To be completed and returned to Sheffield City Council, Environmental Protection Service annually)**

**SITE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_

**JOB NO:** \_\_\_\_\_

THIS IS TO CONFIRM THAT THE VAPOUR RECOVERY INSTALLATION AT THE ABOVE SITE WAS INSPECTED ON THE ABOVE DATE.

TYPE OF STAGE I VAPOUR SYSTEM: \_\_\_\_\_

ABOVE/BELOW GROUND COLLECTION POINTS \_\_\_\_\_

MAKE AND MODEL \_\_\_\_\_ P.R. VALVE

SERIAL NO \_\_\_\_\_ P.R. VALVE

**FUNCTIONAL CHECK WAS CARRIED OUT**

HAS P.R. VALVE BEEN REPLACED YES/NO

**FUNCTIONAL CHECK ON THE TANKER VAPOUR**

**COLLECTION POINT VALVE**

WAS COLLECTION POINT VALVE REPLACED YES/NO

**P.R. VALVE FLAME ARRESTORS INSPECTED**

WERE ARRESTORS REPLACED YES/NO

**TANKER CONNECTION POINT FLAME ARRESTORS**

**INSPECTED**

WERE ARRESTORS REPLACED YES/NO

**SIGNED BY A COMPETENT PERSON**

Signature .....

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## Schedule 2 – Schedule of Training

Supervision, training and qualification of operating staff shall be as described in this Schedule to ensure that the emission of vapour to atmosphere is minimised.

### **ELEMENTS OF TRAINING FOR PERSONS EMPLOYED AT PETROL STATION – HSG 41**

The following extract from Health and Safety Guidance Note Number 41 – Petrol Filling Station: Construction and Operation: 1990 pages 60 –61, represents the minimum standard that is required for any person that is employed on this site.

#### **1. Equipment operation (self-service and manual)**

Sound knowledge and understanding of:

- (a) Operation of fuel dispensing and other forecourt equipment, including equipment specific to the site (e.g. off-site filling points, valve pits, storage and dispensing systems for fuels other than petrol);
- (b) fuel grades and types;
- (c) imperial/metric conversion.

Ability to:

- (d) operate fuel dispensing equipment safely and correctly in accordance with company safety policy and legislation;
- (e) recognise faults in fuel equipment, take appropriate action and follow reporting procedure;
- (f) record tank contents and meter readings correctly;
- (g) operate other forecourt equipment and recognise associated faults;

#### **2. Control point operation**

Sound knowledge and understanding of:-

- (a) control point and emergency procedures;
- (b) correct operation and fault reporting;
- (c) procedures for activating and controlling dispensers;
- (d) appropriate emergency procedures;

#### **3. Forecourt safety procedures**

Sound knowledge and understanding of:

- (a) legal requirements affecting forecourt operations;
- (b) location, selection and use of fire fighting equipment;
- (c) policies and procedures covering accident and injury, safety, emergencies and emergency service contacts.

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Ability to:

- (d) follow correct procedures for use of fire fighting equipment, dealing with leakages and spillages, enforcing “no smoking” requirements and recording accident damage;
- (e) comply with accident, injury and safety policy procedure;
- (f) contact emergency services when required.

#### 4. **Receipt of fuel products**

Sound knowledge and understanding of:

- (a) dangers associated with the delivery of fuel, including manholes, cap removal, spillage and vapour;
- (b) arrangements for receipt and storage of fuel;
- (c) driver’s and receiver’s responsibilities on delivery of fuel;
- (d) dispensers, tank layout, grades and capacities, and any vapour balancing system.

Ability to:-

- (e) follow correct procedures for pump switch-off, tanker parking, tank and tanker dip checks or gauge readings, petroleum certification completion, grade checking, signing for delivery and completion of fuel stock control documentation;
- (f) appreciate safety standards on receipt of goods. Site housekeeping

Sound knowledge and understanding of:

- (a) the importance of a clean, safe and tidy forecourt
- (b) forecourt opening and closing procedures.

#### 5. **Site security**

Sound knowledge and understanding of security practices and the ability to follow them.

### Schedule 3 – Petrol Vapour Recovery Stage II Controls

- PVR.1 The vapour recovery system required by Condition 27 of this permit shall capture at least 85% of the displaced petrol vapour resulting from filling of vehicle petrol tanks.
- PVR.2 The vapour recovery system required by Condition 27 of this permit shall be approved for use under the regulatory regime of at least one European Union or European Free Trade Association country (“type approval”). A certificate to confirm such compliance shall be retained at the petrol station with the log book.
- PVR.3 Petrol delivery and vapour recovery systems for vehicle petrol tanks shall be tested in accordance with the manufacturer's specifications prior to commissioning.
- PVR.4 All vapour recovery equipment used shall be designed, installed and tested in accordance with the relevant British, European and international standards or national methods in place at the time that the equipment is installed, unless otherwise agreed in writing by Sheffield City Council’s Environmental Protection Service.
- PVR.5 The following tests shall be carried out to the vapour recovery system required by Condition 27 of this permit, as specified in the Table below;

Type of System	Tests Required (post-commissioning)
Active system <i>with</i> automatic monitoring	Vapour containment integrity = 3 yearly Vapour recovery effectiveness (V/P ratio <sup>1</sup> ) = 3 yearly
Active system <i>without</i> automatic monitoring	Vapour containment integrity = 3 yearly Vapour recovery effectiveness (V/P ratio) = 1 yearly
Other systems	Vapour containment integrity = 3 yearly Vapour recovery effectiveness = 1 yearly (according to manufacturer’s specification)

<sup>1</sup> V/P (Vapour/Petrol) ratio: The ratio between the vapour volume at atmospheric pressure passing through the vapour recovery system and the volume of petrol dispensed.

- PVR.6 For an ‘open active’ vapour recovery system the effectiveness of the vapour recovery system measured as a V/P ratio shall be at least 95% and, where the vapours are recovered into the fuel storage tank, not greater than 105%. The effectiveness of other systems shall be in accordance with the manufacturer’s specification, with details of testing retained with the service station logbook.
- PVR.7 Vapour containment integrity shall be tested following substantial changes or significant events that lead to the removal or replacement of any of the components required to ensure the integrity of the containment system.
- PVR.8 Where an automatic monitoring system is not employed, the operator shall also undertake a weekly check to verify functionality of the vapour recovery system. Such checks should include:
- a) A test of functionality of the vapour recovery system using appropriate equipment;



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- b) An inspection for torn, flattened or kinked hoses and damaged seals on vapour return lines; and
  - c) An entry of the checks and findings in the station log book.

- PVR.9 An automatic monitoring system according to condition PV.8 shall:
- a) Automatically detect faults in the proper functioning of the petrol vapour recovery system including the automatic monitoring system itself and indicate faults to the operator. A fault should be deemed to be present where continuous monitoring during filling of vehicle petrol tanks indicates that the V/P ratio averaged over the duration of filling has fallen below 85% or has exceeded 115% for ten consecutive filling operations. This only applies to filling operations of at least 20 seconds duration and where the rate of petrol dispensed reaches at least 25 litres per minute;
  - b) Automatically cut off the flow of fuel on the faulty delivery system if the fault is not rectified within 1 week; and
  - c) Be approved for use under the regulatory regime of at least one European Union or European Free Trade Association country.
- PVR.10 Operators shall record in a log book details of all maintenance, examination and testing, installation and repair work carried out for Stage II controls. Details of training given to operating staff at the service station shall also be recorded. Operators shall maintain the log book at the permitted installation.
- PVR.11 Where weekly functionality checks are required, operators shall ensure that all relevant staff is trained to perform the checks in accordance with the manufacturers instructions and in the use of preventative maintenance for vapour recovery systems to the manufacturers instructions.
- PVR.12 The operator shall investigate adverse results from any monitoring activity (both continuous and non-continuous) as soon as the monitoring data has been obtained/received. The operator shall:
- a) Identify the cause and take corrective action;
  - b) Record as much detail as possible regarding the cause and extent of the problem, and the action taken by the operator to rectify the situation;
  - c) Re-test to demonstrate compliance as soon as possible; and
  - d) Notify Sheffield City Council's Environmental Protection Service as soon as practicable and in any case no later than 10.00 hours on the day following receipt of the information.