



**POLLUTION PREVENTION AND CONTROL ACT 1999  
ENVIRONMENTAL PERMITTING (ENGLAND AND WALES)  
REGULATIONS 2016 as amended**

**Permit Number: 1.2/054799/LR4**

**Installation Address:**

**Jet Cutlers Service Station  
Northfield Road  
Sheffield  
S10 1QP**

**In accordance with Regulation 20 of the Environmental Permitting (England and Wales) Regulations 2016, as amended, Motor Fuel Limited is hereby permitted to operate a scheduled activity at the address detailed above, namely the unloading of petrol into stationary storage tanks at a service station, if the quantity of petrol unloaded into such tanks in any 12 month period is likely to be 500m<sup>3</sup> or more as described in Schedule 1, Part 2, Chapter 1, Section 1.2, Part B, subsection (c);**

**and Part B(e) Motor vehicle refuelling activities at a new service station, if the throughput of petrol at that service station in any 12-month period is, or is intended to be, in excess of 500m<sup>3</sup> and subject to the following Permit conditions.**

**Signed**

**Dated this day: 14.05.2025**

**Commercial Team Manager  
Authorised by Sheffield City Council to sign on their behalf.**

The Secretary of State's Process Guidance Notes PG1/14(13) Unloading of Petrol into Storage at Petrol Stations have provided the framework for the conditions in this Permit.

**Name & Address of Operator:**

Motor Fuel Limited  
10 Bricket Road  
St Albans  
Hertfordshire  
AL1 3JX

**Registered Office:**

Motor Fuel Limited  
10 Bricket Road  
St Albans  
Hertfordshire  
AL1 3JX

Company Registration Number: 05206547

**Company contact details**

Email: [HSE\\_Team@motorfuelgroup.com](mailto:HSE_Team@motorfuelgroup.com)  
Telephone: 01727 227941

**Address of Permitted Installation:**

Jet Cutlers Service Station  
Northfield Road  
Sheffield  
S10 1QP

Site Contact Telephone: 0114 3081960

## Talking to Us

Any communication with Sheffield City Council should be made to the following address quoting the Permit number.

### **Environmental Protection Service**

Sheffield City Council

4th Floor (South)

Howden House

1 Union Street

Sheffield

S1 2SH

Telephone: (0114) 273 4651

Email: [ippc@sheffield.gov.uk](mailto:ippc@sheffield.gov.uk)

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

The following Permit is issued under Regulation 20 of the Environmental Permitting (England and Wales) Regulations 2016, as amended (Statutory Instrument 1154), ("the EP Regulations") to operate an installation carrying out activities covered by the description in Schedule 1, Part 2, Chapter 1, Section 1.2, Part B, subsections (c) and (e) to the extent authorised by the Permit:

Chapter 1 Energy Activities, Section 1.2 Gasification, Liquefaction and Refining Activities,

Part B(c) The unloading of petrol into stationary storage tanks at a service station, if the total quantity of petrol unloaded into such tanks at the service station in any 12-month period is likely to be 500m<sup>3</sup> or more.

And Part B(e) Motor vehicle refuelling activities at a new service station, if the throughput of petrol at that service station in any 12-month period is, or is intended to be, in excess of 500m<sup>3</sup> and subject to the following Permit conditions.

### **Process Changes**

As part of your permit, 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. Additionally, if this involves a SUBSTANTIAL CHANGE to the installation you will be required to submit an application, pay the relevant fee and advertise the application accordingly. You may serve a Notice on the Council requesting that they determine whether any change that is proposed would constitute a substantial change before you proceed with application.

### **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.

## **Annual Subsistence Fee**

In accordance with Regulation 66 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 66 (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  
4th Floor (South)  
Howden House  
1 Union Street  
Sheffield  
S1 2SH  
Telephone: (0114) 273 4651  
Email: [jppc@sheffield.gov.uk](mailto:jppc@sheffield.gov.uk)

## **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 Environmental Permitting (England and Wales) Regulations 2016, as amended.

## **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.

### **How to Appeal**

There are forms available to lodge an appeal here:

<https://www.gov.uk/government/publications/environmental-permit-appeal-form>

There is no fee to appeal.

### **Where to Send Your Appeal Documents**

Appeals should be addressed to:

The Planning Inspectorate  
Environment Appeals Team  
3A Eagle Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol BS1 6PN

Phone: 0303 444 5584

Email: [etc@planninginspectorate.gov.uk](mailto:etc@planninginspectorate.gov.uk)

**You must also send a copy of your appeal to the relevant regulator.**

In the course of an Appeal process, the main parties will be informed of the 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.

## **Enforcement**

An **Enforcement Notice** may be served if the Local Authority believes an Operator has contravened, is contravening or is likely to contravene any condition of his Permit.

A **Suspension Notice** may be served if in the opinion of the Local Authority the operation of an installation involves an imminent risk of serious pollution. This applies whether or not the Operator has breached a Permit condition.

The Local Authority can revoke a Permit by written notice at any time by serving a **Revocation Notice**. The Permit then ceases to authorise the operation of the installation.

## **Offences**

A limited summary of the offences is listed below:

- a) operation of an installation without a Permit
- b) failure to comply with or contravene a Permit condition
- c) failure to comply with the requirements of an enforcement or suspension notice

A full list is available under Regulation 38 of the Environmental Permitting (England & Wales) Regulations 2010 as amended.

## **Penalties**

The maximum penalties for the above offences are a fine not exceeding £50,000 and/or up to twelve months imprisonment per offence for a summary conviction (in a Magistrates Court); and a fine and/or up to five years imprisonment for conviction on indictment (in a Crown Court).



## Definitions

In relation to this Permit, the following expressions shall have the following meanings:

*“Application”* means the application for this Permit, together with any response to a notice served under Schedule 4 to the EPR Regulations and any operational change agreed under the conditions of this Permit.

*“EPR Regulations”* means the Environmental Permitting (England and Wales) Regulations S.I.2016 No. 1154 (As Amended) and words and expressions defined in the EPR Regulations shall have the same meanings when used in this Permit save to the extent they are explicitly defined in this Permit.

*“Permitted Installation”* means the activities and the limits to those activities described in this Permit.

*“Monitoring”* includes the taking and analysis of samples, instrumental measurements (periodic and continual), calibrations, examinations, tests and surveys.

*“Regulator”* means any officer of Sheffield City Council who is authorised under section 108(1) of the Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in Section 108(1) of that Act.

*“BAT”* means the most effective and advanced stage in the development of activities and their methods of operation which indicates the practical suitability of particular techniques for providing in principle the bases for emission limit values designed to prevent, and where that is not practical, generally to reduce emissions and the impact on the environment as a whole. For those purposes:

*“available techniques”* means those techniques which have been developed on a scale which allows implementation in the relevant industrial sector, under economically and technically viable conditions, taking into consideration the cost and advantages, whether or not the techniques are used or produced inside the United Kingdom, as long as they are reasonably accessible to the Operator.

*“best”* means, in relation to techniques, the most effective in achieving a high general level of protection of the environment as a whole; *“techniques”* include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned. Schedule 2 of the Regulations shall have effect in relation to the determination of best available techniques.

*“Fugitive Emission”* means an emission to air from the permitted installation that is not controlled by an emission limit imposed by a condition of this Permit.

*“Petrol”* means any petroleum derivative (other than liquefied petroleum gas), with or without additives, having a Reid vapour pressure of 27.6 or more kilopascals, which is intended for use as a fuel for motor vehicles.

*“Service station”* means any premises where petrol is dispensed to motor vehicle fuel tanks from stationary storage tanks but does not include any service station exclusively used in association with the construction and delivery of new motor vehicles

## Description of Activities

The unloading of petrol into storage tanks and the refuelling of petrol motor vehicles at Jet Cutlers Service Station, Northfield Road, Sheffield S10 1QP within the installation boundary outlined in green on the plan below. The service station is fitted with petrol vapour recovery Stage I and Stage II controls serving 4 petrol storage tanks and 12 nozzles dispensing petrol.

### Site Plan



X= Petrol vapour vent pipe location

## **Conditions of Permit**

### **1 Upgrading**

- 1.1 There are no upgrading conditions requirements.

### **2 Petrol Delivery**

- 2.1 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 or to dedicated vapour abatement plant. Unloading operations shall not take place unless the arrangements are in place and properly functioning.
- 2.2 The vapour tight connection line shall be taken to include the hoses and connectors used to return vapour to the road tanker, but not the orifice vent device.
- 2.3 Petrol delivery and vapour return lines shall be tested for vapour containment integrity prior to operation. Vapour return lines shall be tested every 5 years for vapour containment integrity.
- 2.4 Pressure vacuum relief valves or other similar devices on fixed tank vents shall be checked for correct functioning (including checking for extraneous matter), correct seating, and the presence of corrosion at least once every 3 years.

### **3 Motor Vehicle Refuelling**

- 3.1 Vapours displaced by the filling of petrol into vehicle petrol tanks at service stations shall be recovered through a Stage II vapour recovery system to a storage installation, which shall include the service station's underground storage tank or other appropriate vessel. Filling of vehicle petrol tanks shall not take place unless such a vapour recovery system is fully operational and operating in accordance with condition 3.2.
- 3.2 The petrol vapour capture efficiency of the Stage II petrol vapour recovery system shall be equal to or greater than 85% but less than 115% as certified by the manufacturer in accordance with relevant European technical standards or type approval procedures. A certificate to confirm such compliance shall be retained at the petrol station.
- 3.3 Where the recovered petrol vapour is transferred to a storage tank, the vapour/petrol ratio shall be equal to or greater than 0.95 but less than or equal to 1.05.
- 3.4 Where an automatic monitoring system has been installed, the petrol vapour capture efficiency shall be tested, and the results recorded, at least once every three years by checking the vapour/petrol ratio under simulated petrol flow conditions, or by any other appropriate methodology.

3.5 An automatic monitoring system 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 shall 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.

3.6 Where an automatic monitoring system has not been installed, the petrol vapour capture efficiency shall be tested, and the results recorded, at least once a year by checking the vapour/petrol ratio under simulated petrol flow conditions, or by any other appropriate methodology.

3.7 Where an automatic monitoring system is not installed, the Operator shall undertake a weekly check to verify functionality of the vapour recovery system. Such checks shall include:

- a) a test of functionality of the vapour recovery system using appropriate equipment;
- b) and 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 logbook.

3.8 Adverse results from any monitoring activity (both continuous and non-continuous) shall be investigated by the Operator 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 the Regulator as soon as practicable and in any case no later than 10:00 hours on the day following the receipt of the information.

## 4 Incident Reporting

4.1 In the event of any incident at the site which could have an impact beyond the site boundary, the Operator shall notify the Regulator by telephone without delay.

## **5 Records and Training**

- 5.1 A copy of this Permit shall be kept at the installation. All staff who should be aware of its content shall be told where it is kept.
- 5.2 Staff at all levels shall receive training and instructions necessary for their duties and shall include the following:
- a) Responsibilities under the Permit
  - b) Minimisation of emissions
  - c) Actions during abnormal conditions, accidents or spillages, that could, if not controlled result in emissions.
- 5.3 The Operator shall keep and maintain a statement of training requirements for each operational post and keep a record of the training received by each employee whose actions may have an impact on emissions. These documents shall be made available to the Regulator on demand.
- 5.4 The Operator shall notify the regulator of any changes to the persons nominated as the primary point of contact.
- 5.5 The Operator shall ensure that a logbook or suitable recording system containing the details and results of all checks, maintenance, inspections, and testing made in accordance with the Permit conditions is kept. It shall also detail any suspected vapour leaks together with action taken to deal with any leak.
- 5.6 The Operator shall ensure that all records required to be made by this Permit and any other records made by it in relation to the operation of the permitted process shall:
- a) be made available for inspection by the Regulator at any reasonable time;
  - b) be supplied to the Regulator on demand and without charge;
  - c) be legible;
  - d) be made as soon as reasonably practicable;
  - e) indicate any amendments which have been made and shall include the original record wherever possible; and
  - f) be retained at the permitted installation, or other location agreed by the Regulator in writing, for a minimum period of 4 years from the date when the records were made, unless otherwise agreed in writing.

## **6 Best Available Techniques**

- 6.1 The best available techniques outlined in Defra Process Guidance Note PG 1/14 (13) 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.

## **7 General Conditions**

7.1 The Operator shall notify the following to the regulator, in writing, within 14 days of their occurrence:

- a) any change in the trading name of the service station's registered name or registered office address;
- b) a change to any particulars of any ultimate holding company of the service station (including details of an ultimate holding company where the service station has become a subsidiary);
- c) any steps taken with a view to the service station going into administration, entering into a company voluntary arrangement or being wound up.

7.2 The Operator shall notify the regulator of any proposed operational changes including any alterations to the process involving the provision of new plant or equipment which may affect emissions or have consequences for the environment. The information shall be submitted at least 14 days before the changes take place.

7.3 The Operator shall give written notification to the regulator in the following instances:

- a) Permanent cessation of the operation of any part of, or all of the permitted installation.
- b) Cessation of the operation of any part of, or all of the permitted installation for a period, likely to exceed 1 year.
- c) Resumption of the operation of any part of, or all of the permitted installation after a cessation notified under (b) above.

7.4 All reports and notifications required by this Permit, or under any Regulation under the Environmental Permitting Regulations 2016, as amended, shall be sent to the Regulator. Unless notified in writing, all reports, notifications and communications in respect of this Permit shall be sent to:

[epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk) or [ippc@sheffield.gov.uk](mailto:ippc@sheffield.gov.uk)

or

**Sheffield City Council  
Environmental Protection Service  
Floor 4 Howden House  
1 Union Street  
Sheffield  
S1 2SH.**

**END OF CONDITIONS**

## **Please Note**

Where complaint is attributable to the operation of the installation and is, in the opinion of the Local Authority, justified, or if new knowledge develops on the potential for harmful effects from emissions, an immediate review of the Permit shall be undertaken. The Local Authority shall subsequently specify any new requirements and compliance time scales.

An annual subsistence fee as prescribed by the Secretary of State for the Environment shall be payable, for this Permit, by the process Operator, to this Authority within 2 weeks of the 1<sup>st</sup> of April of each year.

In the event that the Permit has been issued after the 1<sup>st</sup> of April in the initial year then the subsistence fee shall be pro rata for the complete months remaining and shall be due within 2 weeks of the Permit issue date.

If the relevant payment is not received by the Regulator, Sheffield City Council's Environmental Protection Service, then Permit revocation procedures may be initiated.

