

**GUIDELINES ON DOCUMENTS REQUIRED FOR THE GRANTING, RENEWAL OR TRANSFER OF AN  
AUTHORISATION TO OPERATE A SECONDARY STORAGE FACILITY OF LPG.**

**SL 545.20 Liquefied Petroleum Gas Market Regulations**

**1.0 Granting of an Authorisation to operate a Secondary Storage Facility.**

**At the Design Stage of the proposed LPG Secondary Storage Facility:**

- Correctly filled Application Form;
- A copy of the identity card or passport of the applicant or all the Legal Representatives and all the directors in the case of a company / Legal Organisation;
- In case of an industrial / commercial category in section 4 of application form, a recent (< 3months old) police conduct certificate of the applicant. In the case of a company/ Legal Organisation, the police conduct certificate of all the Legal Representatives and all the Directors;
- 2 copies of the Technical Proposal compiled by the REWS approved Competent Person indicating the proposed design details of the LPG Secondary Storage Facility;
- Detailed site plan together with photos of the site being proposed for the LPG storage;
- Application fee of 50 Euros (non-refundable).

**Upon Completion of the new LPG Secondary Storage Facility:**

- Planning Authority (PA) Permit for the development covering the LPG Secondary Storage Facility in case of a new LPG installation;
- Commissioning Report by the REWS approved Competent Person of the LPG Secondary Storage Facility;
- Periodic Inspection Report prepared by a REWS approved Competent Persons in case that the LPG installation is in operation for a number of years;
- Photos of the nameplate and location of the tank;
- Manufacturer's tank certificates;
- A copy of the Insurance Schedule and its respective Insurance Policy details indicating the liability coverage to third parties against bodily injury and property damage caused by the storage of LPG and the associated operations of the LPG Secondary Storage Facility;

- A copy of the maintenance service contract which is to include a provision for an emergency service or a copy of the maintenance schedule and emergency service procedures together with any associated training records;
- Written Scheme prepared by the REWS approved competent person;

## **2.0 Transfer of an Authorisation from an Authorised Provider to another person.**

- Correctly filled Application Form including section 2 “Transfer”;
- A copy of the identity card or passport of the applicant or all the Legal Representatives and all the directors in the case of a company / Legal Organisation;
- In case of an industrial / commercial category in section 4 of application form, a recent (< 3months old) police conduct certificate of the applicant. In the case of a company/ Legal Organisation, the police conduct certificate of all the Legal Representatives and all the Directors;
- Application fee of 50 Euros (non-refundable);
- Updated copy of the Insurance Schedule and its respective Insurance Policy details indicating the liability coverage to third parties against bodily injury and property damage caused by the storage of LPG and the associated operations of the LPG Secondary Storage Facility;
- Updated copy of the maintenance service contract which is to include a provision for an emergency service or a copy of the maintenance schedule and emergency service procedures together with any associated training records;
- Manufacturer’s tank certificates;
- Site Plan indicating the exact location of the tank;
- Photos of the nameplate and location of the tank;
- Updated Periodic Inspection Report prepared by a REWS approved Competent Persons;
- Updated Written Scheme prepared by the REWS approved competent person.

### **3.0 Replacing LPG Secondary Storage Tanks with similar tanks of same or less capacity of an authorised facility.**

#### **Upon Completion of the new LPG Secondary Storage Facility:**

- Decommissioning Report by the REWS approved Competent Person of the authorised LPG tank/s if applicable;
- Commissioning Report by the REWS approved Competent Person of the new LPG Secondary Storage Facility;
- Photos of the tank and nameplate together with a detailed site plan indicating the exact location of the tank;
- Manufacturer's tank certificates;
- A copy of the Insurance Schedule and its respective Insurance Policy details indicating the liability coverage to third parties against bodily injury and property damage caused by the storage of LPG and the associated operations of the LPG Secondary Storage Facility;
- A copy of the maintenance service contract which is to include a provision for an emergency service or a copy of the maintenance schedule and emergency service procedures together with any associated training records;
- Updated Written Scheme prepared by the REWS approved competent person.

### **4.0 Replacing LPG Secondary Storage Tanks with tanks of larger capacity of an authorised facility.**

#### **At the Design Stage of the proposed LPG Secondary Storage Facility:**

- Correctly filled Application Form;
- A copy of the identity card or passport of the applicant or all the Legal Representatives and all the directors in the case of a company / Legal Organisation;
- In case of an industrial / commercial category in section 4 of application form, a recent (< 3months old) police conduct certificate of the applicant. In the case of a company/ Legal Organisation, the police conduct certificate of all the Legal Representatives and all the Directors;
- 2 copies of the Technical Proposal compiled by the REWS approved Competent Person indicating the proposed design details of the LPG Secondary Storage Facility;

- Detailed site plan together with photos of the site being proposed for the LPG storage;
- Application fee of 50 Euros (non-refundable).

**Upon Completion of the new LPG Secondary Storage Facility:**

- Planning Authority (PA) Permit for the development covering the LPG Secondary Storage Facility in case of a new LPG installation;
- Decommissioning Report by the REWS approved Competent Person of the authorised LPG tank/s if applicable;
- Commissioning Report by the REWS approved Competent Person of the LPG Secondary Storage Facility;
- Photos of the nameplate and location of the tank;
- Manufacturer's tank certificates;
- Updated copy of the Insurance Schedule and its respective Insurance Policy details indicating the liability coverage to third parties against bodily injury and property damage caused by the storage of LPG and the associated operations of the LPG Secondary Storage Facility;
- Updated copy of the maintenance service contract which is to include a provision for an emergency service or a copy of the maintenance schedule and emergency service procedures together with any associated training records;
- Updated Written Scheme prepared by the REWS approved competent person;

**5.0 Recertification of gas tanks**

**After Recertification stage:**

- Correctly filled application form "Requalification for LPG Tank";
- Commissioning Report by the REWS approved Competent Person of the new LPG Secondary Storage Facility, if applicable;
- Updated Written Scheme prepared by the REWS approved competent person.

**6.0 Application for a Temporary authorisation to install LPG Secondary Storage to be used ONLY during the Recertification of the authorised LPG secondary storages.**

**Before Recertification:**

- REWS approved Competent Person Declaration form for the authorisation of a temporary installation.

**After Recertification:**

- REWS approved Competent Person Declaration form for the decommissioning of the temporary installation.

**7.0 Revocation of Authorisation to operate LPG Secondary Storage**

**After Decommissioning of the authorised LPG system:**

- REWS approved Competent Person Declaration form for the Decommissioning of an Authorised LPG Secondary Storage.

**8.0 Renewal of Authorisation to operate LPG Secondary Storage .**

- Correctly filled Application Form;
- A copy of the identity card or passport of the applicant or all the Legal Representatives and all the directors in the case of a company / Legal Organisation;
- In case of an industrial / commercial category in section 4 of application form, a recent (< 3months old) police conduct certificate of the applicant. In the case of a company/ Legal Organisation, the police conduct certificate of all the Legal Representatives and all the Directors;
- Application fee of 50 Euros (non-refundable);
- Updated copy of the Insurance Schedule and its respective Insurance Policy details indicating the liability coverage to third parties against bodily injury and property damage caused by the storage of LPG and the associated operations of the LPG Secondary Storage Facility;
- Updated copy of the maintenance service contract which is to include a provision for an emergency service or a copy of the maintenance schedule and emergency service procedures together with any associated training records;

- Copy of the manufacturer certificate of the tank or the requalification document as per Pressure Equipment Directive (PED) (2014/68/EU);
- Site Plan indicating the exact location of the tank;
- Photos of the nameplate of the tank;
- Updated Periodic Inspection Report prepared by a REWS approved Competent Persons;
- Updated Written Scheme prepared by the REWS approved competent person.
- Declaration from the REWS approved competent person stating that:
  - Any special conditions listed in the original authorisation were adhered to;
  - Any corrective actions listed in the latest periodic inspection report were implemented;
  - Existing LPG installation is as per Codes of Practice (CoPs). If not, REWS approved competent person is to propose a number of mitigation measures.

**9.0 Notification to Operate LPG Secondary Storage ( *secondary storage facility of LPG consisting of six, but of not more than eight interconnected portable LPG cylinders* ).**

- Correctly filled application form (application fee is not applicable);
- Commissioning report prepared by the REWS approved competent person;