

DPR GUIDELINES FOR APPROVAL TO CONSTRUCT AND OPERATE PETROLEUM PRODUCTS FILLING STATION

Procedure and conditions for granting approval for the construction and operation of Petrol Station; these guidelines are in compliance with Petroleum (Amendment decree no. 37 of 1977 safety rules and regulations).

1. SUITABILITY INSPECTION

The intending Marketer should submit an application to DPR for site suitability inspection. The inspection shall among others issues report on the following basic requirements:-

- (i) Size of the proposed land site.
- (ii) The site does not lie within pipeline or PHCN high tension cable Right Of Way (ROW).
- (iii) The distance from the edge of the road to the nearest pump will not be less than 15 meters.
- (iv) Total number of petrol stations within 2km stretch of the site on both sides of the road will not be more than four including the one under consideration.
- (v) The distance between an existing station and the proposed one will not be less than 400 (four hundred) meters.
- (vi) The drainage from the site will not go into a stream or river.
- (vii) In some instances where site is along Federal Highway, a letter of consent from the Federal Highway is required.
- (viii) DPR guided/supervised EIA study of the site by DPR accredited consultant.

2. APPROVAL TO CONSTRUCT

- (i) If suitability report on the above preliminary issues is favorable, the under listed documents shall be required for submission to DPR office for review without any obligation on DPR to grant ATC if any negative change to the suitability situation of the site occurs before the grant.

DOCUMENTS REQUIRED

- (a) Application letter addressed to the Operations Controller of the DPR Zonal/Field office nearest to where the location of the proposed station site.
 - (b) Two (2) photocopies of Certificate of Incorporation.
 - (c) Two (2) photocopies of Memorandum and Article of Association.
 - (d) Two (2) photocopies of Current tax clearance.
 - (e) Original and photocopy of Police report.
 - (f) Original and photocopy of Fire report and Certificate.
 - (g) Two (2) original copies of Approved building plan.
 - (h) Two (2) photocopies of letter from Land & Survey.
 - (i) Two (2) photocopies of Deed of conveyance.
 - (j) Environmental Impact Assessment (EIA) report for underground storage tank capacities greater than 270,000 litres.
- (ii) After “Approval to construct” is granted, it is mandatory that some meaningful development be made on site within three (3) months from the date approval was granted. The approval expires if no development commences within the time frame.
- (iii) Sign Post should be installed on site immediately after approval to construct is granted. The sign post should indicate the name of the company and the reference number of the approval letter.
- (iv) Companies involved in building of Petrol Stations, construction and fabrication of U/G storage tanks and canopy shall have DPR Permit to operate as Oil Industry Service Company.

3. STORAGE AND LICENCE TO OPERATE A PETROL STATION

After ATC and the construction of the station during which it is mandatory to invite officer(s) of DPR to witness the burial and Pressure/Leak test of the U/G tanks, an application for storage and sales licence to operate the station must be obtained.

The following requirements must be met.

REQUIREMENTS FOR ISSUANCE OF STORAGE AND SALES LICENCE

The following conditions must be met before storage and sales licence can be granted.

- (i) A minimum of three (3) underground storage tanks (one each for PMS, DPK, and AGO.)
- (ii) A minimum of three (3) dispensing pumps(one each for PMS,DPK and AGO)
- (iii) Office building: Two (2) offices, sales room, toilet, lube bay/store (Optional).
- (iv) Well concreted forecourt “**IN/OUT**” drive way inclusive.
- (v) Wall fence demarcating the station (minimum height of 1.5m high).
- (vi) Good drainage Network.
- (vii) Safety facilities (Fire Extinguishers, Sand Buckets, strategic display of “**NO SMOKING**” warning signs.
- (viii) Station Sign post/logo of company/outlet.
- (ix) Standard canopy over PMS pumps (mandatory) with company name and logo boldly written.
- (x) Standby Generator.
- (xi) Accessible Potable water source.
- (xii) Standard (51” x 30”) price bill board with changeable price mechanism

DOCUMENTS REQUIRED

- (a) Products U/G tanks pressure test report/Certificate and Leak detection test (original printout).
- (b) Photographs of the station 8” X 10” (not computer generated photographs (snapped from different angles such that in/out driveways pumps and other facilities are clearly shown).
- (c) Current Fire certificate.
- (d) Application form with Bank draft attached (amount depends on storage capacity).
- (e) Evidence of trained attendants.
- (f) Application letter addressed to:
The Operations Controller,

Department of Petroleum Resources

4. TAKE-OVER OF PETROL STATION

The above requirements and documents are also applicable for a takeover station in addition to the following:-

DOCUMENTS REQUIRED FOR TAKE-OVER OF STATIONS

- (i) Two (2) photocopies of certificate of Incorporation
- (ii) Two (2) photocopies of Memorandum & Article of Association
- (iii) Two (2) photocopies of Current tax clearance
- (iv) Original and photocopy of Current Fire Service report and certificate
- (v) Two (2) original copies of approved building plan.
- (vi) Original copy of previous storage and sales licence
- (vii) Pressure test certificate/report & Leak detection print out (original & photocopy).
- (viii) Evidence of trained pump attendants (original & photocopy).
- (ix) Completed application form with Bank draft depending on the total storage capacity applied for
- (x) Receipt of purchase (if it is an outright purchase, Management agreement)
- (xi) Release/Takeover letter on company's letter headed paper
- (xii) Station's photographs taken from different angles showing the followings:
 - (a) Station's name
 - (b) A fire extinguishers & a sand bucket on each dispensing pump island
 - (c) Price bill board measuring 51" by 30" with fonts size 6" by 3"
 - (d) Clearly demarcated drive IN/OUT Ways
 - (e) "NO SMOKING" signs conspicuously displayed in the station.

Where photocopies of documents are required, the originals should be tendered for sighting and returned to applicant.

5. REQUIREMENTS TO OPERATE A PETROL FILLING STATION

In addition to the major requirements on the “Approval to Operate Filling Station” issued along with the maiden licence of a station, the following are also mandatory:-

- (i) Functional Fire fighting gadgets must be kept handy and at alert.
- (ii) Ensure that a station Manager/Supervisor is always at the station
- (iii) Always make available alternative source of power to operate products pumps and adequate illumination of the station.
- (iv) Products are sold at prevailing government approved price
- (v) Products pumps accurate dispense/display of volume and price
- (vi) Pump attendants trained and dressed in safety wears
- (vii) Ensure that vehicle engines are switched off before fueling
- (viii) Strategic and conspicuous display of warning signs on “NO SMOKING and NO USE OF CELLPHONE” within the station
- (ix) Stations always maintain good house keeping.
- (x) Tanker trucks are earthed before starting and throughout products discharge
- (xi) Copy of each way-bill for products on sale shall have to be available at the station at all times.
- (xii) Products in tanker trucks to be discharged into storage tanks shall have to be allowed to settle for at least two (2) hours while in the station before the discharge.
- (xiii) Display of Current Storage and Sales licence in the station’s office
- (xiv) Availability of DPR inspections log book in the station
- (xv) Unrestricted access to DPR officials to carry out statutory functions in the station.



DEPARTMENT OF PETROLEUM RESOURCES (DPR)
APPLICATION FOR STORAGE/SALES LICENCE ONLY

SECTION A:

1. Name of Applicant/Company:
 2. Registered Address in Nigeria:
 3. Location Address for the storage of product(s):
(a) Town and Street Number.....
(b) State: Local Govt. Area:
 4. Type of licence required: Please TICK ONLY ONE (a, b, c or d)
 - a. Industrial Consumer (Storage only) (Category I)
 - b. Petrol Station, Petroleum Products Depot (Category II)
 - c. Kerosene (House-Hold) (Category III)
 - d. Liquefied Petroleum Gas (Cooking Gas) (Category IV)
 5. State whether application is for a NEW Licence or RENEWAL Licence, and the corresponding year(s) the licence is required:
If *RENEWAL*, please attach photocopy of the **expiring licence**
If *NEW*, attach photocopy of approval letter from the DPR (Ref.SEC.A:4; a,b &d)
 6. Storage Capacity:

LPG (Cooking Gas)	(Kg)	AGO (Diesel).....	(Litres)
PMS (Petrol).....	(Litres)	Fuel Oil	(Litres)
Lube Oil/Grease	(Lit/kg)	Kerosene:	(Litres)
OTHERS	(Lit/Kg)	Kerosene:	(Tin)
 7. Type of Receptacle/Storage: (TICK AS APPLICABLE)

(i) Underground Tank	(ii) Drums	(iii) Cylinder
(iv) Surface Tank	(v) Tins	(vi) Carton-packed
 8. Has the Petroleum Station's Draft Management Agreement been verified or endorsed by the DPR? YES/NO or Not Applicable
 9. Fee Paid (.....)/Words
Bank draft No Date
- I/We hereby certify that all the information contained in this application and supporting documents are to the best of my/our knowledge, correct.

.....

Name

.....

Signature

.....

Date

SECTION B:

10. TO BE COMPLETED BY THE SPONSORING MARKETING COMPANY ONLY

Name of Sponsoring Marketing Company:

INDEPENDENT MARKETER’S NUMBER (If applicable).....

NOTE

a. Where an applicant obtains product(s) from more than one company, applications should be channeled through ONLY ONE Company.

b. Application not properly filled will be rejected and fees in respect of such rejected application will neither be refunded nor transferred on to any other application

c. An application must be submitted in respect of only ONE Category (See Item No.4 Section A)

d. Bank Draft (MICRO-DRAFT) to be made payable to the: “FEDERAL GOVERNMENT OF NIGERIA / DPR Fees Account”. (DO NOT write “FGN” please).

e. Whereas Pressure Test Certificate and Report are required ensure that duly signed ORIGINAL CERTIFICATE are forwarded to LAGOS through respective zonal office of the DEPARTMENT OF PETROLEUM RESOURCES (DPR).

We hereby UNDERTAKE to **sponsor** this application for the grant of license to store and/or sell petroleum products in accordance with the conditions prescribed in the “Petroleum Regulations 1969”. (Petroleum Decree 1969).

.....
Name & Signature of Authorising
Company Official

.....
Company’s Official Stamp & Date

SECTION C:

DEPARTMENT OF PETROLEUM RESOURCES Use Only

A. Bank Draft reference No Amount Paid (₦.....)

.....
Receipt Number Name & Signature of Receiving Officer Date & Stamp

B. Recommendation of DPR Officer

C. Licence Number Date

.....
Signature & Name of DPR Officer Station Date

DEPARTMENT OF PETROLEUM RESOURCES