

Payment of Fees associated with the Storage of Petrol at Dispensing Premises

Guidance Notes

IMPORTANT

This guidance note is issued by the Highland Council as the “Petroleum Enforcement Authority” (PEA) and is intended for anyone who keeps petrol on any dispensing premises (e.g. a retail or non-retail petrol filling station)

As a notified keeper it is your responsibility to ensure that: -

- The site has a valid Petrol Storage Certificate (PSC);
- The site has not been subject to any “Prescribed Material Changes” , i.e.
 - The cessation of use of one or more of the petrol storage tanks.
 - The removal or permanent decommissioning of one or more of the petrol storage tanks.
 - The installation of any tank, pipework or vapour pipework associated with the storage and dispensing of petrol.
- The dispensing of petrol on the site is undertaken in accordance with the requirements of the Petroleum (Consolidation) Regulations 2014; and
- The site is maintained in a safe condition that satisfies the requirements of the “Blue Book¹”.
- The fees associated with the continued certification of the site are paid.

Any change of keeper needs to be notified to the PEA a minimum of 28 days before the day on which the person ceases to occupy the dispensing premises. If you are no longer the keeper, but have not yet notified the PEA you will continue to be legally liable for the site until the PEA has received notification of the proposed change of keeper and this has been registered by the PEA.

Any unauthorised Prescribed Material Change to the site will invalidate the PSC and make any continued storage or dispensing of petrol from the site illegal.

Fees

The annual fees due, which are set by legislation and tiered according to the quantity of petrol storage at each site ([Current Fees Schedule²](#)), can be paid online here for any period between 1 and 10 years. Payment of fees can only be processed however if you are in possession of a fees reminder letter issued by the PEA which gives you the Petrol Storage Certificate Number and a unique reference associated with the site.

Please contact Highland Council Trading Standards by email at trading.standards@highland.gov.uk if you have any questions about this process.

¹ Guidance for Design, Construction, Modification, Maintenance and Decommissioning of Filling Stations (Revised April 2018) published jointly by the Energy Institute and the Association for Petroleum and Explosives Administration.

² https://www.highland.gov.uk/downloads/file/12844/trading_standards_fees_schedule