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This **Checklist** should be completed and submitted together with **“Form XI – Application Form”**, except for amendments to the permit.

This checklist is to be used for either Liquefied Petroleum Gas or the Petroleum Products

**Instructions**

1. Read Energy Regulation (General) Regulations 2023 before completing this form
2. Read and comply with the provisions of the guidelines for siting of Petroleum infrastructure
3. Use capital letters and where applicable mark with
4. This checklist has nine (09) parts.
  - a. For initial application complete parts: **A,B,C,D,E,H&I**
  - b. For amendment to a Construction permit complete parts: **A,F,H&I**
  - c. For renewal application complete parts: **A,G,H&I**
5. Use a separate application form for each project.
6. In part E, please complete either section 1 which is for construction of White Products/Heavy Fuel Oil Depot or section 2, which is for Liquefied Petroleum Gas Depot

**Official Use Only**

Construction Permit Number

		/			/			/		
--	--	---	--	--	---	--	--	---	--	--

**A. Application Particulars**

Name of Applicant \_\_\_\_\_

Please mark with  to select type of entity or specify in “other”

- |  |   |                                      |   |
|--|---|--------------------------------------|---|
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Partnership            | <input type="checkbox"/> Sole Trader | <input type="checkbox"/> Body Corporate |
| <input type="checkbox"/> Trust                     | <input type="checkbox"/> Other (please specify) |                                      |   |

Entity’s Registration Number \_\_\_\_\_


ZRA Taxpayer Identification Number \_\_\_\_\_

ERB (application fee) Receipt Number \_\_\_\_\_

Please mark with  to select type of application

Initial     Amendment     Renewal

**Note** If the selected type of application is **“Amendment”** please go to **“Part F”**  
If the selected type is **“Renewal”** please go to **“Part G”**

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## B. Financial Information

**Please state the projected total cost of implementing the project**

*(Attach document to confirm project cost (e.g Signed/Verified BoQ, Construction Contract, etc)*

Amount in Figures

Amount in Words

<b>Proof of funds</b>	Mark with <input checked="" type="checkbox"/> where applicable
<i>Line of credit from a financial institution</i>	<input type="checkbox"/>
<i>Letter of sponsorship/financing</i>	<input type="checkbox"/>
<i>Bank statement</i>	<input type="checkbox"/>
<i>Grants</i>	<input type="checkbox"/>
<i>Other (specify)</i>	<input type="checkbox"/>

## C. Key Technical Personnel for Construction Permit *(initial application only)*


Key engineering/project personnel that are expected to provide expertise for quality assurance.

No	Name	Responsibility <sup>1</sup>	Certification No.	Certification Body	Expiry Date

## D. Permission from other Authorities

Requirement	Issue date	Expiry date	Reference No.
Environmental clearance			
Local Authority ( <i>Zoning Approval</i> )			
Wayleave clearance <ul style="list-style-type: none"> <li>i. Road Infringement approval</li> <li>ii. Electricity</li> <li>iii. Water</li> <li>iv. Railway</li> <li>v. (Other Specify)</li> </ul>			
Planning Authority (Engineering and layout drawings approval)			
Change of Land Use Approval (where necessary)			

<sup>1</sup> Indicate respective responsibility e.g Project supervisor, SHEQ, site foreman, etc

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**E. Details of the Proposed Petroleum Bulk Depot to be constructed**

Please mark with  to select type of depot infrastructure to be constructed.

White Products/Heavy Fuel Oil Depot

Liquefied Petroleum Gas Depot

**Note** If the selected type of infrastructure is “**White Products/Heavy Fuel Oil Depot**” please complete “**Section 1**”

If the selected type is “**Liquefied Petroleum Gas Depot**” please complete “**Section 2**”

**I. Construction of a White Products/Heavy Fuel Oil Depot**


Name of facility \_\_\_\_\_

Proposed start date \_\_\_\_\_ Proposed End date \_\_\_\_\_

**Outline the location of the project** (Detailed project location, including a topographical map of appropriate scale (such as 1:50,000) with GPS coordinates of the key units in coordinates system WGS 84 in Degrees, Minutes and Seconds (00°00'00.0"S 00°00'00.0"E)

**Outline the location of the project** Distances from facilities which are normally crowded, incompatible activities, residential, sensitive ecological area and distances to other operating retail facilities

Description	Distance in meters
Distance of the hazardous zone of the proposed bulk fuel depot from the nearest filling station.	
Proposed distance from the edge of the storage tanks to boundary of the depot	
Distance from the Closest installation to the centre of the roads	
Distance from the Nearest sensitive zone i.e stream/ water body	
Distance from the Nearest hazardous zone of the Bulk fuel depot to filling station	
Safety distances proposed from railway lines	
Safety distances proposed from electricity lines	

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i. Proposed Product Storage schedule

Product Type	Number Of Tanks	Tank Number	Type Of Tank	Capacity Of Individual Tank (m <sup>3</sup> )	Total Capacity (m <sup>3</sup> )

ii. Schedule of Required Drawings

*The drawings should be printed on A1 paper for clarity.*


Drawing Type	Drawing Title	Drawing No.	Date
Site Layout Plan			
Tank Farm			
Oil Interceptor			
Gantry			
Pump Houses			

## 2. Liquefied Petroleum Gas Depot

Name of facility \_\_\_\_\_

Proposed start date \_\_\_\_\_ Proposed End date \_\_\_\_\_

**Outline the location of the project** *(Detailed project location, including a topographical map of appropriate scale (such as 1:50,000) with GPS coordinates of the key units provided in degrees.*

 <b>ENERGY REGULATION BOARD</b>	<b>Construction Permit Requirements for a Petroleum Bulk Depot</b>	<b>Doc. Type.</b>	Form
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**Outline the location of the project** Distances from facilities which are normally crowded, incompatible activities, residential, sensitive ecological area and distances to other operating retail facilities

Description	Distance in meters
Proposed distance from the edge of the storage tanks to boundary of the depot	
Distance from the Closest installation to the centre of the roads	
Distance from the Nearest sensitive zone i.e stream/ water body	
Distance from the Nearest hazardous zone of the Bulk fuel depot to filling station	
Safety distances proposed from railway lines	
Safety distances proposed from electricity lines	


i. Proposed Product Storage schedule

No.	Location	Liquefied Petroleum Gas (LPG)		Butane	
		Units	Total Capacity (L)	Units	Total Capacity (T)

ii. Schedule of Required Drawings

*The drawings should be printed on A1 paper for clarity.*

Drawing Type	Drawing Title	Drawing No.	Date Approved by Local Authority
Site Layout Plan			
Tank Farm			
Offloading/loading bays			
Offloading/loading arm			
Filling sheds			
Transfer pump area			
Transfer Compressor area			

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**F. Application for Amendment**

Name of facility \_\_\_\_\_

Construction Permit Number \_\_\_\_\_

Outline of proposed amendments to permit,

Attach relevant supporting documents (Including a “Cover Letter” justifying the proposed amendment)

**G. Application for Renewal**


- a) Please fill in “**Form XI**” and “**Part A**” of this “**Checklist**”
- b) Please attach the project progress report showing the milestones achieved and the implementation plan for the remaining works;
- c) Please include a “Cover Letter” stating the justification for the renewal of the permit and the implementation status (as a percentage) which should be aligned to milestones in (b) above

**H. Declaration by Applicant**

I (full name in block letters) \_\_\_\_\_  
 declare that the particulars, details and information given in this Application Form are true and correct to the best of my knowledge

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**I. Appendices** (Please attach the following to your application where applicable)

	<b>The following valid documents must be attached</b>	<b>Yes</b>	<b>N/A</b>
1.	Proof of payment for Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of ownership of land or lease agreement		
3.	Written approval from Zambia Environmental Management Agency	<input type="checkbox"/>	<input type="checkbox"/>
4.	Two (02) copies of each drawing type which are legible, complete, consistent, properly referenced and duly approved (stamped) by the local authority indicating all safety distances (refer to the guidelines for siting of petroleum infrastructure)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Road access approval from a designated Authority	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proof of projected total cost of implementing the project	<input type="checkbox"/>	<input type="checkbox"/>
7.	Project implementation schedule in form of a Gantt chart	<input type="checkbox"/>	<input type="checkbox"/>
8.	Local Authority ( <i>Zoning</i> ) Approval	<input type="checkbox"/>	<input type="checkbox"/>
9.	Letter of Appointment of the registered engineer supervising the project	<input type="checkbox"/>	<input type="checkbox"/>
10.	Practicing Certificate for the engineer	<input type="checkbox"/>	<input type="checkbox"/>
11.	Pictures of Public notices billboards ( <i>in the event that there had been change of land use</i> )	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Review of the Application</b>

**Recommendation**     Approval                       Reject                       Request for information

<b>Reason(s) or Condition(s) for the Recommendation</b>

**Reviewed by** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**Checked by** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_