

Construction Permit Requirements for a Petroleum Consumer Storage Facility

Licensing

Doc. Type.	Form
Doc. No.	LN.FM-007
Issue Date	2024-01-26
Revision No.	00
Page No.	Page I of 5

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

Instructions	
I. 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 \boxtimes	
4. This checklist has nine (09) parts.	Official Use Only
a. For initial application complete parts:	Construction Permit Number
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 liquid petroleum pipeline or section 2,	
which is for petroleum gas pipeline	

A. Application Particulars

Name of Applicant

Please mark with \boxtimes to select type of entity or specify in "other"

□Limi □ Tru	ted Liability Company st	□Partnership □Other (please specify)	□Sole Trader	□Body Corporate
Entity's	s Registration Number			
ZRA T	axpayer Identification Nu	umber		
ERB (a	pplication fee) Receipt N	lumber		
Please	mark with $oxtimes$ to select ty	ype of application.		
Initial			F	Renewal 🗌
Note	· · · · · ·	cation is " Amendment " please ; ewal " please go to "Part G"	go to "Part F"	

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B. Financial Information

Please state the projected total cost of implementing the project		
(Attach document to con	firm project cost (e.g Signed/Verified BoQ, Construction Contract, etc)	
Amount in Figures		
Amount in Words		

Proof of funds	Mark with \boxtimes where applicable
Line of credit from a financial institution	
Letter of sponsorship/financing	
Bank statement	
Grants	
Other (specify)	

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	Certification No.	Certification Body	Expiry Date

D. Permission from other Authorities

Requirement	Issue date	Expiry date	Reference No.
Environmental clearance			
Local Authority (Zoning Approval)			
Wayleave clearance			
i. Road Infringement approval			
ii. Electricity			
iii. Water			
iv. Railway			
v. (Other Specify)			
Planning Authority (Engineering and layout			
drawings approval)			
Change of Land Use Approval (where			
necessary)			

¹ Indicate respective responsibility e.g Project supervisor, SHEQ, site foreman, etc

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E. Details of the Proposed Consumer facility to be constructed

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 ar incompatible activities, residential, sensitive ecological area and distances to other operation.	
Description	Distance in meters
Distance of the hazardous zone of the proposed Consumer Facility 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	
Safety distances proposed from railway lines	
Safety distances proposed from electricity lines	

i. Proposed Product Storage schedule

Tank	Bund wall	Bund wall	Type of	Tank Capacity (Litres)		
No.	height	volume	Type of Tank	Unleaded Petrol	Low Sulphur Gas Oil	Kerosene

ii. Schedule of Required Drawings

The drawings should be printed on AI paper for clarity.

Drawing Type	Drawing Title Drawing No. Date Approved by Local Authority		
Site Layout Plan			
Tank Farm			
Oil Interceptor			

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

	ENERGY REGULATION BOARD Requirements for a Petroleum Consumer Storage Facility	Doc. Type.	Form
ENERGY		Doc. No.	LN.FM-007
		Issue Date	2024-01-26
BOARD		Revision No.	00
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I. Appendices (Please attach the following to your application where applicable)

	The following valid documents must be attached	Yes	N/A
١.	Proof of payment for Application Fee		
2.	Proof of ownership of land or lease agreement		
3.	Written approval from Zambia Environmental Management Agency		
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)		
5.	Road access approval from a designated Authority		
6.	Proof of projected total cost of implementing the project		
7.	Project implementation schedule in form of a Gannt chart		
8.	Local Authority (Zoning) Approval		
9.	Letter of Appointment of the registered engineer supervising the project		
10.	Practicing Certificate for the engineer		
11.	Pictures of Public notices billboards (in the event that there had been change of land use)		

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Review of the Application		
Recommendation 🗌 Approval	🗌 Reject	Request for information
Reason(s) or Condition(s) for the Re	commendation	
Reviewed by	Sign	Date
Checked by	Sign	Date
Approved by	Sign	Date