



	<b>Construction Permit Requirements for a Petroleum Retail Service Station</b>	<b>Doc. Type.</b>	Form
		<b>Doc. No.</b>	LN.FM-005
		<b>Issue Date</b>	2024-01-26
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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, et)R*

Amount in Figures

Amount in Words

<b>Proof of funds</b>	Mark "X" <input checked="" type="checkbox"/> where applicable
Line of credit from a financial institution	<input type="checkbox"/>
Letter of sponsorship/financing	<input type="checkbox"/>
Bank statement	<input type="checkbox"/>
Grants	<input type="checkbox"/>
Other (specify)	<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 Retail Service station to be constructed**

Name of service station \_\_\_\_\_

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

**Outline the location of the project** (Detailed project location, including a detailed location map of appropriate scale (such as 1:50,000) with GPS coordinates of Boundaries (Project area), Tank Farm, Canopy and 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 proposed project** (Kindly indicate distances from facilities which are normally crowded, incompatible activities, residential, sensitive ecological area and distances to other operating retail facilities, etc)

Description	No	Yes	If yes Please Specify
Is there a filling station (boundary to boundary) within 150 m along the road of the proposed site	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a residential unit next to the proposed site? (Yes/No)	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, is the proposed location of the tank farm at least 40m away from the boundary wall of the filling station	<input type="checkbox"/>	<input type="checkbox"/>	
Is the distance from the closest installation to the centre of the road at least 50m	<input type="checkbox"/>	<input type="checkbox"/>	
Is the distance to sensitive zone i.e stream/ water body at least 100m from the proposed site	<input type="checkbox"/>	<input type="checkbox"/>	
Is the distance from the edge of tank farm to boundary of crowded facilities at least 50m - (not limited to public institutions, school, hospitals, bus stops, markets, grounds, auditoriums, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the distance from the boundary of the filling station and the nearest hazardous zone of the bulk fuel depot at least 15m	<input type="checkbox"/>	<input type="checkbox"/>	
Is the distance from the Foundation of nearest structure of the shopping complex to tank farm at least 50m	<input type="checkbox"/>	<input type="checkbox"/>	
Is the proposed site at least 300m from the nearest railway lines	<input type="checkbox"/>	<input type="checkbox"/>	
Do the Safety distances of the proposed site conform to the Way-leave Code of practice with respect to power lines and other electricity infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>	

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i. Proposed Product Storage schedule

Tank No.	Type of Tanks (Single or Double walled)	Form of Coating on tanks	Type of leak detection (Automatic or Manual)	Tank Capacity (Litres)		
				Unleaded Petrol	Low Sulphur Gas Oil	Kerosene

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			
Oil Interceptor			
Canopy			
Price Display			

**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)

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### 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**

### 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	<input type="checkbox"/>	<input type="checkbox"/>
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 Approval</i> )	<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** \_\_\_\_\_