



# Ministry of Energy

## REQUIREMENTS FOR REGISTRATION

### RETAIL SERVICE STATIONS (New)

1. Name of operator or company name if incorporated;
2. Name of Affiliate Marketing Company (ies);
3. Home and Business Address;
4. Home and Business Number;

### REQUIREMENTS/FILE DOCUMENTS

- National Environment and Planning Agency (NEPA) approval permit (**this includes approval from Town Planning**);
- Approval from Parish Council (**this includes approval from the Jamaica Fire Brigade**);
- Environmental Approval (NEPA);
- Letter of recommendation from Superintendent of Police in your area;
- Pump Calibration Certificate (Bureau of Standards) (**After station is built**)
- Number of pumps for each product dispensed;
- Number of pump attendants;
- Petroleum Retail License (available from any Court Office in the area where the Station is located); **this is received after the station is built.**
- Grade of Station payment receipt (Fee is paid at the local Revenue Authority); **this is received after the station is built.**
- Approval from Health Authorities;
- Fire Safety Certificate; (**This is given after a final inspection on completion of the Station**);
- Approval from National Works Agency. **This approval is included in the Parish Council Approval**);
- Certificate from the Registrar of Companies;
- TRN Number;
- NIS Compliance Clearance;
- Tax Compliance Certificate

For further information  
contact:  
The Ministry of Energy at  
Telephone #: 929-8990-9





**Ministry of Energy**  
REQUIREMENTS FOR REGISTRATION  
**RETAIL SERVICE STATIONS**  
**(Already Existing)**

1. Name of Operator or company name if incorporated
2. Name of Affiliate Marketing Company (ies);
3. Home and Business Address;
4. Home and Business Telephone number.

**FILE DOCUMENTS**

- ◆ Certificate from the Registrar of Companies;
- ◆ National Environment and Planning Agency (NEPA) approval permit (this includes approval from Town Planning); - ***This is needed if Station is less than five years old;***
- ◆ Approval from Parish Council (this includes approval from the Ja. Fire Brigade); ***This is needed if Station is less than five years old;***
- ◆ Environmental approval (NEPA);
- ◆ Letter of recommendation from Superintendent of Police in your area;
- ◆ Pump Calibration Certificate; (Bureau of Standards);
- ◆ Number of pumps for each product dispensed;
- ◆ Number of pump attendants;
- ◆ Petroleum Retail License (available from the Court office in the area where the Station is located);
- ◆ Grade of Station payment receipt (Fee is paid at the local Revenue Authority);
- ◆ Approval from Health Authorities;
- ◆ Approval from the National Works Agency;
- ◆ TRN Number;
- ◆ NIS Compliance Clearance;
- ◆ Tax Compliance Certificate.



# Ministry of Energy

## Application for Service Station and Retailer License

### APPLICATION FORM

*(Please tick appropriate circle)*

Type of Application

New   Renewal

**Type of Facility:**  Service Station  
 Other Retailer

**Type of Product to be sold:**  Gasoline (leaded or unleaded)  LPG  Kerosene  
 Asphalt  Other.....

APPLICATION #	APPLICATION DATE:	Telephone #:
Name of Business:		
Location of Business:	Fax #:	Email Address:
Name of owner of the Business if different from applicant:		
Source of Supply:	<b>Grade of Station /Retail Facility (annual capacity to hold and sell):</b>	
	A <input type="radio"/> 240,000 gallons and over	B <input type="radio"/> 120,000 gallons but less than 240,000
Particulars of License (Expiry Date)	Number of Pump Attendants:	Number of Employees:

#### Number and (Capacity)(Weight) of tanks/cylinders

Service Stations				Other Retailers(Number and Capacity/ weight of Tanks cylinders)										
For Gasoline		For Diesel Oil		For Gasoline		For Kerosene		For LPG		For Asphalt		Other		
Number of tanks	Capacity of tanks		Number of tanks	Capacity of tanks	Number	Capacity	Number	Capacity	Number	Capacity/weight	Number	Capacity	Number	Capacity
	90 Octane	87 Octane												

#### Total Throughput per week (proposed or real)

<i>For Gasoline</i>	<i>For Diesel</i>	<i>For Kerosene</i>	<input type="radio"/> Black Oil <input type="radio"/> LPG <input type="radio"/> Asphalt <input type="radio"/> Other.....

#### Number of Pumps

<i>For Gasoline</i>	<i>For Diesel Oil</i>	<i>For Kerosene</i>	<i>Other</i>

Name of Applicant:	Signature:
Name of receiving officer:	Date received:

#### All Applicants must submit the following documents:

Certificate from the Registrar of Company	Tax Compliance Certificate	Approval from the Parish Council/Town Planning Department(needed if station is less than 5 years old)	Service Station License (existing)	Fire Brigade Safety Certificate
NEPA's approval Certificate (needed if station is less than 5 years old)	Approval from Health Authorities	Copy of Grade of Station Fee Receipt (for existing stations)	Pump's Calibration Certificate	