



AUTOGAS DISPENSING STATION

a) Requirements for a construction permit for the construction of Auto-gas dispensing station

1. Certificate of Incorporation or Business Registration Certificate.
2. CR12 from the Registrar of companies for limited companies (the CR12 should not be older than 1 year from the date of issue).
3. Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors.
4. Work Permits Class G for foreign directors working in Kenya;
5. Valid EIA license from NEMA specifically authorizing development of Autogas dispensing Station
6. Proof of land ownership (copy of title deed in the name of company/director(s)). In the case of long term land lease, copy of duly executed lease agreement in the name of the Applicant company
7. Approval to construct acceleration/deceleration lanes from the relevant roads authority (KENHA/ KURA/ KeRRA/County Government whichever is applicable)
8. Mechanical engineer's drawings
 - i. Specifying materials and design/ operational limitations (The detailed underground tanks designs,
 - ii. The detailed corrosion protection designs/methods/basis, Proof of breakaway couplings on the dispensers, site layout design,
 - iii. P&ID for the entire loading process, Fire water designs (for truck offloading area) pressure relief valves (location in the facility), water draw off fittings – proof of double isolation/presence of dead's mans valve);
9. Civil engineer's drawings all civil works including (The underground tank farm detailed designs (backfilling materials, structural designs and access manholes), Site drainage system, hard standing surfaces (Canopies and other buildings), internal service roads, e.t.c);

10. Prepare a technical design basis report to be shared with the Authority for future reference. The report should detail the materials used, corrosion monitoring, procedures and implementation plan of the project;
11. Fire suppression systems (firefighting water storage tanks and associated fittings, firewalls etc) which should be accompanied by calculations showing adequacy of the same; and

Note: All drawings are to be done by respective class of professional engineers or firm(s) registered as such (attach proof). These shall, at minimum, take into consideration the Kenya Standards for Petroleum Retail Stations namely and in particular KS 2506:2014 and KS 1938 applicable series.

b) Online application procedure:

To apply, visit the Online Services Portal on the EPRA website and follow the following steps:

1. Click "Create Account";
2. Click on "License Management" then select "New Licence Application";
3. Select the preferred Category in this case – Autogas dispensing station;
4. Read and accept the permit conditions provided and click on "Proceed with registration icon";
5. Follow the application process step by step by filling in the required information and click "Save";
6. Attach the required documents as per the permit category; and
7. Submit the application.

c) Licence processing period, duration and charges:

1. Applications for construction permits are evaluated within 45 calendar days from date of receipt.
2. No fees are charged for Petroleum Construction Permits issued by EPRA.