



PETROLEUM CONSUMER SITE

a) Requirements for a construction permit for the construction of petroleum consumer site

1. Certificate of Incorporation / Business Registration Certificate (for the firm developing the land);
2. CR12 from the Registrar of companies (should not be older than 1 year at the time of submission of the application. Further, if a Limited company appears as part of the shareholders, provide the company's CR12 plus all the Directors' IDs);
3. Legible Copies of Identification Documents (IDs/Passports for all the directors);
4. Valid Work Permits Class "G" for all foreign directors working in Kenya (Foreign directors not resident in Kenya should provide a notarized declaration. Further, any employee given Powers of Attorney by a foreign director should provide a copy of their identification document);
5. Proof of way leave/ right of way acquisition (copy of duly executed ownership documents or lease agreement with the landowners and in the name of the applying Company).
6. Valid EIA license from NEMA specifically authorizing development of petroleum storage site for own use;
7. Development permission from the respective County Government (including County Physical Planning Office);
8. **Mechanical engineer's drawings** specifying materials and design/ operational limitations (Site layout design, product piping, above-ground tank(s), filling facility, water draw off fittings, location, pump vents, pumps etc); and
9. **Civil engineer's drawings** (all civil works including drainage, Oil Water Separator, bund walls, tank pad/ foundation, hard standing surfaces e.t.c)

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 and in particular KS 1967:2015 & KS-IEC series standards, and in particular API Standard 650 for tank constructions.

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 – petroleum consumer site;
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.