



Institution/Organization Name:		Energy & Petroleum Regulatory Authority	
Affiliations; Ministry / Department/ County/ Parent Company:		Ministry of Energy	
Economic Sector Alignment:		Petroleum Sector	
Big 4 Alignment:		Enabler	
Accounting Officer:		Daniel Kiptoo Bargoria, Director General	
Period: FY		2021/2022	
Process Documentation			
Service Name		Application - Construction permit for a proposed Fuel storage Depot/LPG Storage Depot, Petroleum Retail Dispensing Station, Liquefied Petroleum Gas (LPG) Storage and Filling Facility, Fuel Consumer Site/ Liquefied Petroleum Gas (LPG) Consumer Site and/or LPG Reticulation system.	
Brief Description Document Purpose/ Service		Procedure for application of construction permit for a proposed Fuel storage Depot/LPG Storage Depot, Petroleum Retail Dispensing Station, Liquefied Petroleum Gas (LPG) Storage and Filling Facility, Fuel Consumer Site/ Liquefied Petroleum Gas (LPG) Consumer Site and/or LPG Reticulation system in accordance with <i>The Energy (Licensing of Petroleum Logistics Business and Facility Construction) Regulations, 2013</i>	
Document Control: Change Record/ Version Number		Revision Zero (0)	
Process Owner: Name and Position		Eng. Edward Mwirigi Kinyua Director, Mid and Downstream Petroleum and Gas	
Process Writer (s); Name and Position			
Process Reviewer (s) Name and Position			
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor

1.	Visit the EPRA website, i.e. www.epra.go.ke , scroll down and go to Online Services Portal	–	Licence applicant
2.	a) For a new licence application proceed to Step 3 b) For licence renewal go to Step 5.9		
3. New Licence Application			
3.1	a) For new applicants without an account proceed to Step 4 b) If you have an existing account go to Step 5		
4. For new applicants without an account			
4.1	Click on Create Account to create a new account	–	Licence applicant
4.2	Click on Create a Business Account	–	Licence applicant
4.3	Fill in your business account details, login details, and details of the contact person. Type in the security code, and then click Signup	–	Licence applicant
4.4	A message will be displayed stating “ <i>Your Account has been created. Check your email for further instructions and click the activation link received so as to login.</i> ”	–	Automated system
4.5	Go to the email you provided under Login details and open the email received from EPRA	–	Licence applicant
4.6	Click on the link in the email to activate your created account then proceed to Step 5	–	Licence applicant/ Automated system
5. For existing applicants with an account			
5.1	Access your business account by entering your username, password, and the Security Code then click on Login	–	Licence applicant

5.2	<p>a) Select new licence application under Licence Management and a list of all petroleum licences will appear</p> <p>b) Under the Petroleum construction Permit section, select the permit you wish to apply for among the following; -</p> <ul style="list-style-type: none"> • Fuel storage Depot/LPG Storage Depot • Petroleum Retail Dispensing Station/ Autogas Dispensing Station • Liquefied Petroleum Gas (LPG) Storage and Filling Facility • Fuel Consumer Site/ Liquefied Petroleum Gas (LPG) Consumer Site • LPG Reticulation system. <p>c) Ensure you have the listed required documents as specified for each of the above categories (find attached in the Annex) saved in the device you are using to make the application then click on Continue with Registration</p> <p>Please note</p> <ul style="list-style-type: none"> • Ensure you engage professionally registered Engineers to carry out the Concept Designs before submitting to EPRA; • Ensure you engage certified Environmental experts to carry out the EIA Project reports; and • Ensure you have obtained the NEMA EIA Approval License before submission to EPRA. 	-	Licence applicant
5.3	Fill in the required personal details under the Bio Data Section then click Next	-	Licence applicant
5.4	<p>a) Click on Add Directors to provide the details of your Company directors.</p> <p>b) To Include additional Directors, Click on Add Directors for each subsequent entry</p> <p>Click Next to proceed</p>	-	Licence applicant

5.5	Select the licence category from the drop down menu and then click next		
5.6	Provide details of the office Premises and Click Save & Continue Please note to include the correct details as they appear in the Title Deed i.e. The Plot Number; the details requested on amount of space and Capital are Optional	-	Licence applicant
5.7	Provide details of the Facility's Tank capacities and specify on the Product type then click Save Please note the following Acronyms 1. PMS – Premium Motor Spirit conventionally known as Super Petrol 2. AGO – Automotive Gasoil conventionally known as Diesel 3. IK – Illuminating Kerosene 4. FO – Fuel oil	-	Licence applicant
5.8	For each of the listed required documents, do the following a) Click on the Choose Files button. Go to where the document is saved on your device, select it and then click Open b) Once you have browsed and selected all the required Files, click on Upload Files	-	Licence applicant
5.9	Click on Submit to submit your application for review	-	Licence applicant
6.0	a) Once you submit your license application, you will receive an email confirming submission of the application. b) You can see the status of the application by logging to your account, go to License Management, and click on Application History . c) If the Application is materially complete, a site visit will be scheduled and the Permit will be issued subject to the findings from the Site visit within 45 days.	-	Licence applicant

EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor

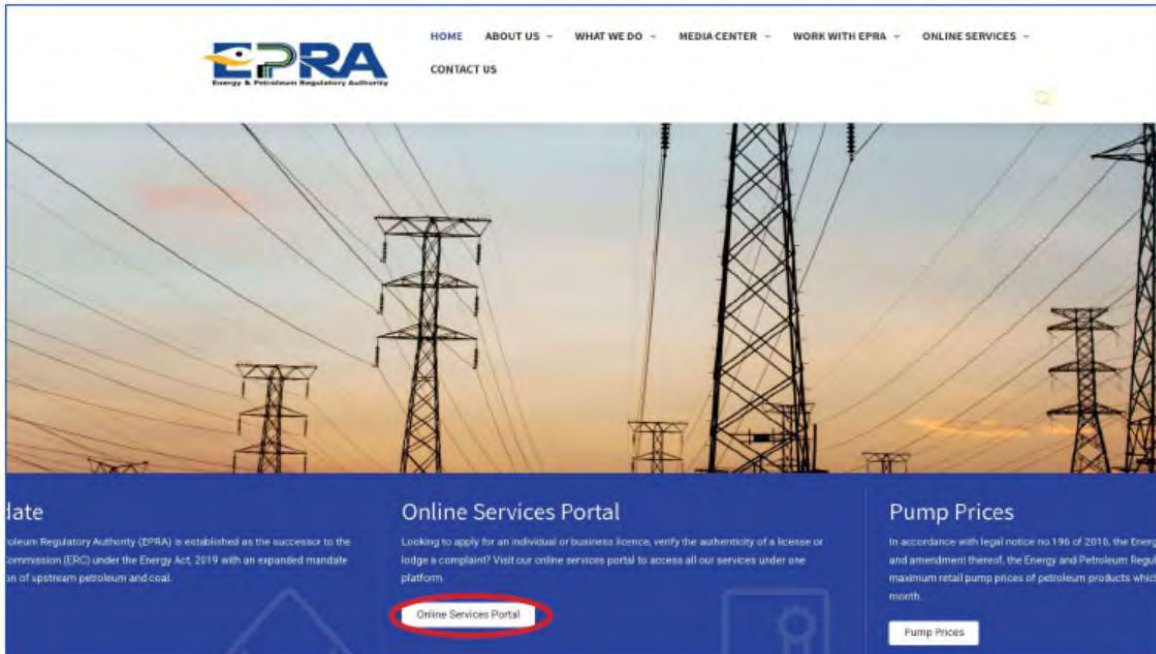
The mandatory field(s) indicated by a red star (*) or the word Mandatory is not filled/provided	1.	The system displays error message on the field that has not been provided.	–	Automated System
The application was started but has not been submitted	1.	Once you have logged in to the system, go to License Management and click on Application History	–	Automated System
	2.	The pending application will indicate the Status as Draft. Click on Resume Application	–	Automated System
	3.	Proceed from Step 5.1 for a new license application and from Step 6 for license renewal	–	Automated System



PROCESS MAPS/VISUALS

1. NEW LICENCE APPLICATION

1.1 Visit the EPRA website: www.epra.go.ke and click on the online services portal



1.2 New Applicants Without an Account (*If you have an existing account proceed to 1.3*)

1.2.1 Click on create account to create new account

EPRA Licencing Portal

Username *

Password *

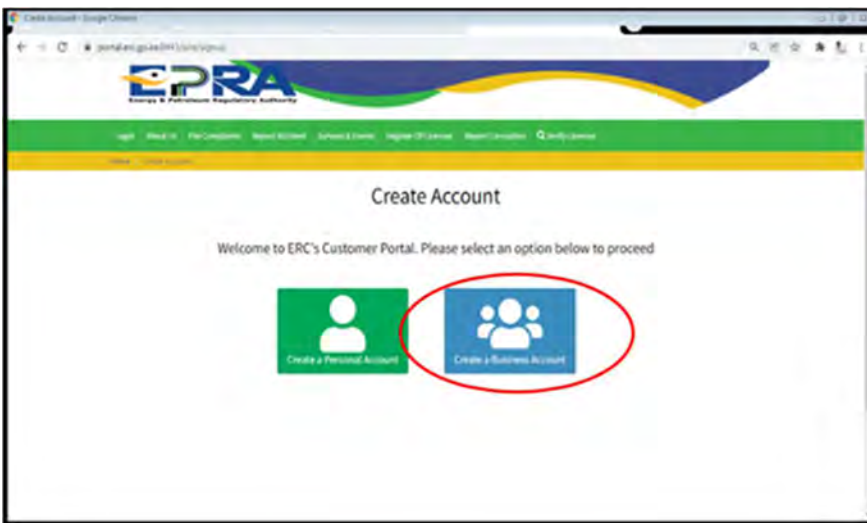
Security Code

deosy

Please Type the Security Code above Here!

Remember Me

1.2.2 Choose create business account icon/tab



1.2.3 Fill in your company details, then click sign up

Home | Signup

Signup

Please fill in the following information to signup:

Business Name *

Business Name cannot be blank.

Email * **Krapin ***

Login Details

UserName *


Password * **Confirm Password ***

Contact Person

First Name * **Last Name ***

Other Names **Mobile Number ***

Security Code *



Please Type the Security Code above Here!

1.2.4 Once you sign up, you will receive the message below in your email registered in the system

Follow the link below to reset your password:

https://portal.erc.go.ke:8443/site/reset-password?token=YQJagTXExXyZ2GGTNJlxJISAQBQ0CKmH_1636704680

Energy And Petroleum Regulatory Authority
P. O. Box 42681-00100, Nairobi
Eagle Africa Centre, Longonot Road Upperhill

Existing Applicants With an Account


1.3 Login to your business account using your username and password

EPRA Licencing Portal

Username *

Password *

Security Code




Please Type the Security Code above Here!

Remember Me

[Create Account](#) [Reset Password](#)

1.4 Select licence management;



[About Us](#)
[License Management](#)
[Petrol Stations](#)
[File Complaints](#)
[Report Accident](#)
[Report Corruption](#)
[Surveys](#)
[Energy Management](#)

Home / About Us

About Us

The Energy and Petroleum Regulatory Authority (EPRA) is established as the successor to the Energy Regulatory Commission (ERC) under the Energy Act, 2008. Click here to learn more about our mandate.

Our Contact

Head Office: Longonot Road, Nairobi, Kenya
 Phone: +254 709 336 000
 Postal Address: P.O. Box 42889, Nairobi, Kenya
 E-mail: info@epra.go.ke

- New Licence Application
- My Licences
- Application History
- Petroleum Information & Statistics
- LPG Information & Statistics
- Completion Certificate
- Certificate Reviews
- R.E Returns

1.5 Select new licence application;

The screenshot shows the EPRA website interface. At the top is the EPRA logo (Energy & Petroleum Regulatory Authority). Below it is a green navigation bar with links: About Us, Licence Management, Petrol Stations, File Complaints, Report Accident, Report Corruption, and Surveys. A dropdown menu is open under 'Licence Management', listing: Home / About Us, New Licence Application (circled in red), My Licences, Application History, Petroleum Information & Statistics, LPG Information & Statistics, Completion Certificate, and Certificate Reviews. The background content includes 'About Us' and 'Our Contact' sections.

1.6 Select the type of permit you wish to apply for and click continue with registration; e.g. Petroleum Retail Dispensing Station



Petroleum Construction Permit

- Fuel storage Depot
- Petroleum Retail Dispensing Station
- LPG Storage depot
- Liquefied Petroleum Gas (LPG) Storage And Filling Facility
- Crude storage deport
- Pipeline
- Refinery
- Fuel Consumer Site
- Petroleum Jetty
- LPG Reticulation System Construction Permit
- Liquified Petroleum Gas (LPG) Consumer Site
- Petroleum Consumer Site
- Autogas Dispensing Station
- Used Oil Recycling Plants

1.7. Proceed by clicking on 'Continue with Registration'

Petroleum Construction Permit - Petroleum Retail Dispensing Station

License Details

This kind of license is issued to a/an **Business/Company**. We'll require you to create your Business/Company profile before proceeding with the application.

In addition, you will be required to provide the following documents:

1. Certificate of Incorporation / Business Registration Certificate
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 i.e. IDs/Passports for all the Company directors
4. Development permission from the respective County Government (including County Physical Planning Office)
5. 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 registered lease agreement in the name of the Applicant company plus the title deed of the land owner.
6. Approval to construct acceleration/deceleration lanes from the relevant roads authority (KENHA/ KURA/ KeRRA whichever is applicable)
7. Mechanical engineer's drawings specifying materials and design/ operational limitations (Underground petroleum tank(s) designs and pipe-work layout)
8. Civil engineer's drawings showing details of Underground tank cradle and backfill designs; Forecourt layout and surface designs; General drainage and OWS layout/ designs
9. Valid EIA license from NEMA approving the development of the project/facility
10. Valid Work Permits Class "G" for all foreign directors working in Kenya (Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID)

Press the button below to continue.

[Continue with Registration >>>](#)

1.7 Complete registration by filling bio data section, then click next

Licence Application: Petroleum Construction Permit Petroleum Retail Dispensing Station

Home > Licence Application

Bio Data Directors Licence Category Description of Premises Facility Details Documents Submit Application

Company Name

Email * **Telephone *** **KR PIN ***

Postal Address **Postal Code** **Town**

Physical Address *

Registration Date **Business Permit No** **VAT Number**

Business Type **Business Registration No** **Designation**

Mobile Number * **Country** **County ***

Next >>

1.8 Add directors by clicking the [add directors](#) selection then click next

Licence Application: Petroleum Construction Permit Petroleum Retail Dispensing Station

Home > Licence Application

Bio Data Directors Licence Category Description of Premises Facility Details Documents Submit Application

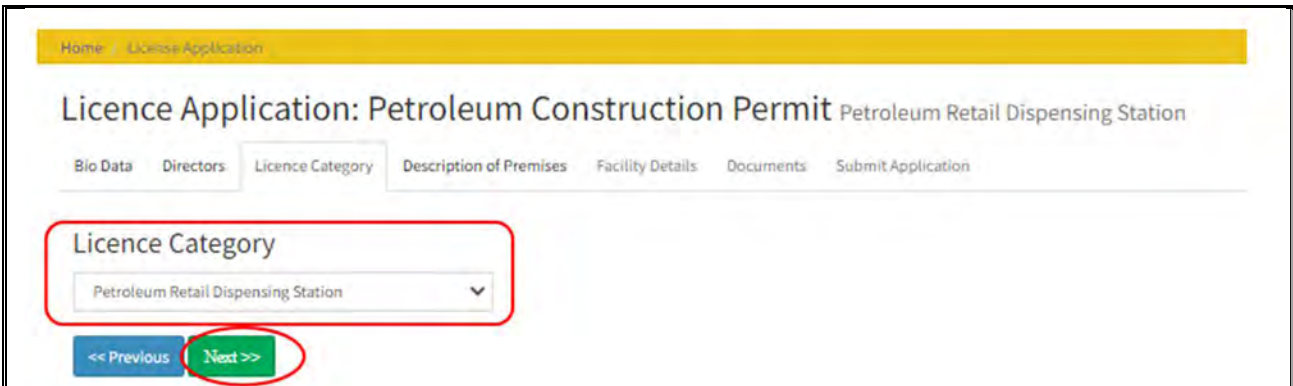
Directors

Director Name	Nationality	ID/Passport No.	Director/Partner Type	
art kish 000	AFGHANISTAN	12345678	Director	None

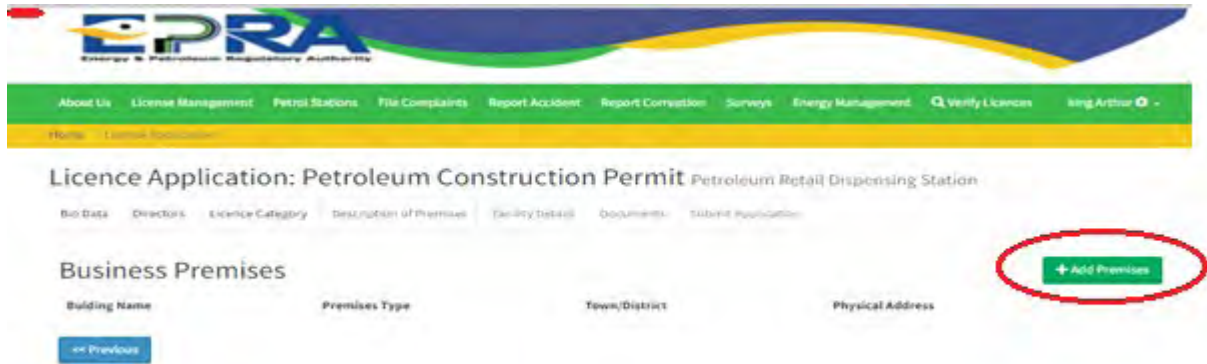
Add Directors

Next >>

1.9 Select the licence category from the drop down menu and click [next](#)



1.10 Add business premises by clicking the [add premise](#) selection and then click save and continue



1.11 Click on next (Facility Details); Provide details of the Facility's Tank capacities and specify on the Product type then click Save

The screenshot displays the EPRA website interface for a 'Licence Application: Petroleum Construction Permit'. The navigation menu includes 'About Us', 'Licence Management', 'Petrol Stations', 'File Complaints', 'Report Accident', 'Report Corruption', 'Surveys', 'Energy Management', 'Verify Licences', and 'King Arthur'. The main content area shows the 'Facility Details' tab selected, with a red circle around it. Below this, the 'Storage Tanks Description' section is visible, featuring four rows of input fields for 'Tank Name', 'Capacity (Cubic Meters)', and 'Product', each accompanied by a 'Save' button. A red arrow points to the 'Save' button for the second tank. A 'Previous' button is located at the bottom left of the form.

1.12 Click on next (Documents); Choose file button, go to where the file is saved, select it and click open. Once you have added all required documents, click on upload files

Licence Application: Petroleum Construction Permit Petroleum Retail Dispensing Station

Bio Data Directors Licence Category Description of Premises Facility Details **Documents** Submit Application

Documents **(Ensure all your files have different names).**
For large file(s) compress using PDF COMPRESSOR

	Current Document
1) Certificate of Incorporation / Business Registration Certificate (Mandatory)	Choose Files No file chosen
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) (Mandatory)	Choose Files No file chosen
3) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	Choose Files No file chosen
4) Development permission from the respective County Government (including County Physical Planning Office) (Mandatory)	Choose Files No file chosen
5) 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 registered lease agreement in the name of the Applicant company plus the title deed of the land owner. (Mandatory)	Choose Files No file chosen
6) Approval to construct acceleration/deceleration lanes from the relevant roads authority (KENHA/ KURA/ KeRRA whichever is applicable) (Mandatory)	Choose Files No file chosen
7) Mechanical engineer's drawings specifying materials and design/ operational limitations (Underground petroleum tank(s) designs and pipe-work layout) (Mandatory)	Choose Files No file chosen
8) Civil engineer's drawings showing details of Underground tank cradle and backfill designs; Forecourt layout and surface design; General drainage and OWS layout/ designs (Mandatory)	Choose Files No file chosen
9) Valid EIA license from NEMA approving the development of the project/facility (Mandatory)	Choose Files No file chosen
10) Valid Work Permits Class "G" for all foreign directors working in Kenya (Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director, should provide a copy of their ID)	Choose Files No file chosen

[<< Previous](#) **Upload Files**

1.13 Click on [submit](#) to submit the application for review

Document Type	
Certificate of Incorporation / Business Registration Certificate	petroleum/326662_NZVTr1646743392_2.jpg
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)	petroleum/326662_5DQ4D1646743392_1.pdf
Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors	petroleum/326662_7ZK1646743392_6.pdf
Development permission from the respective County Government (including County Physical Planning Office)	petroleum/326662_85UN3646743392_108.pdf
Proof of land ownership (copy of title deed in the name of company/directors); In the case of long term land lease, copy of duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner.	petroleum/326662_901003646743392_112.pdf
Approval to construct acceleration/deceleration lanes from the relevant roads authority (KENHA/ KURA/ KARRA whichever is applicable)	petroleum/326662_089931646743392_113.pdf
Mechanical engineer's drawings specifying materials and design/ operational limitations (underground petroleum tank(s) designs and pipe-work layout)	petroleum/326662_19U3H3646743392_114.pdf
Civil engineer's drawings showing details of underground tank crate and backfill designs; Forecourt layout and surface designs; General drainage and OWS layout' designs.	petroleum/326662_4qRny1646743392_115.pdf
Valid EIA license from NEMA approving the development of the project/facility	petroleum/326662_0201646743392_105.pdf
Valid Work Permits Class "C" for all foreign directors working in Kenya (Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID)	

Your Application is Complete. Click on Submit to submit the application for review.

By clicking submit, I declare that the information contained herein and the documents submitted herewith are true and accurate to the best of my knowledge and belief.

Submit Application **Cancel**

1.14 Once you submit your new application, you will receive the message below

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for Petroleum Construction Permit

Our Team is doing their best to review your application and will keep communicating to you on the progress

Kind Regards,

Licencing Systems

ANNEX 1: REQUIREMENTS FOR THE DIFFERENT CONSTRUCTION PERMIT CATEGORIES

a. Petroleum Construction Permit - Fuel storage Depot

1. Certificate of Incorporation / Business Registration Certificate
2. CR12 from the Registrar of companies not older than 1 year at the time of submission of the application. 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 i.e. IDs/Passports for all the Company directors
4. Work Permits Class "G" for all foreign directors working in Kenya, Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID.
5. EIA license from NEMA specifically authorizing development of Petroleum Storage Depot;
6. Proof of land ownership through a copy of title deed in the name of company/director(s) or a duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner.
7. Development Approval from the respective County Government
8. Mechanical engineer's drawings specifying materials and design/ operational limitations, product piping, above-ground tank(s), filling facility, water draw off fittings, location, pump vents and pumps.
9. Civil engineer's drawings for all civil works including drainage, Oil Water Separator, bund walls, tank pad/ foundation and hard standing surfaces.
10. Fire suppression systems specifying firefighting water storage tanks and associated fittings and/or firewalls which should be accompanied by calculations showing adequacy of the same

b. Petroleum Construction Permit – Liquefied Petroleum Gas Storage Depot

1. Certificate of Incorporation / Business Registration Certificate
2. CR12 from the Registrar of companies not older than 1 year at the time of submission of the application. 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 i.e. IDs/Passports for all the Company directors
4. Work Permits Class "G" for all foreign directors working in Kenya, Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID.
5. EIA license from NEMA specifically authorizing development of LPG Storage Depot;

6. Proof of land ownership through a copy of title deed in the name of company/director(s) or a duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner.
7. Development Approval from the respective County Government
8. Mechanical engineer's drawings specifying materials and design/ operational limitations, Piping and Instrumentation diagram, LPG tank (s) construction, filling facility, pressure relief valves and water draw off fittings.
9. Civil engineer's drawings for all civil works including drainage, tank saddle, hard standing surfaces, internal service roads and structures; and
10. Fire suppression systems specifying firefighting water storage tanks and associated fittings and/or firewalls which should be accompanied by calculations showing adequacy of the same

c. Petroleum Construction Permit - Liquefied Petroleum Gas (LPG) Storage and Filling Facility

1. Certificate of Incorporation / Business Registration Certificate
2. CR12 from the Registrar of companies not older than 1 year at the time of submission of the application. 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 i.e. IDs/Passports for all the Company directors
4. Work Permits Class "G" for all foreign directors working in Kenya, Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID.
5. EIA license from NEMA specifically authorizing development of LPG Storage and Filling Facility;
6. Development Approval from the respective County Government;
7. Proof of land ownership through a copy of title deed in the name of company/director(s) or a duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner.;
8. Mechanical engineer's drawings specifying materials and design/ operational limitations, Piping and Instrumentation diagram, LPG tank (s) construction, filling facility, pressure relief valves and water draw off fittings.
9. Civil engineer's drawings for all civil works including drainage, tank saddle, hard standing surfaces, internal service roads and structures; and
10. Fire suppression systems specifying firefighting water storage tanks and associated fittings and/or firewalls which should be accompanied by calculations showing adequacy of the same

d. Petroleum Construction Permit - Petroleum Consumer Site

1. Certificate of Incorporation / Business Registration Certificate

2. CR12 from the Registrar of companies not older than 1 year at the time of submission of the application. 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 i.e. IDs/Passports for all the Company directors
4. Work Permits Class "G" for all foreign directors working in Kenya, Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID.
5. Proof of way leave/right of way acquisition through a duly executed Lease agreement with the Land owners.
6. EIA license from NEMA specifically authorizing development of Petroleum Consumer Site;
7. Development Approval from the respective County Government;
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 and location of pump vents and pumps.
9. Civil engineer's drawings for all civil works including drainage, oil water separator, bund walls, tank pad/foundation and hard standing surfaces.

e. Petroleum Construction Permit - Liquefied Petroleum Gas (LPG) Consumer Site

1. Certificate of Incorporation / Business Registration Certificate
2. CR12 from the Registrar of companies not older than 1 year at the time of submission of the application. 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 i.e. IDs/Passports for all the Company directors
4. Work Permits Class "G" for all foreign directors working in Kenya, Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID.
5. EIA license from NEMA specifically authorizing development of LPG Consumer Site;
6. Development Approval from the respective County Government;
7. Proof of land ownership through a copy of title deed in the name of company/director(s) or a duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner;
11. Mechanical engineer's drawings specifying materials and design/ operational limitations, Piping and Instrumentation diagram, LPG tank (s) construction, filling facility, pressure relief valves and water draw off fittings.
12. Civil engineer's drawings for all civil works including drainage, tank saddle, hard standing surfaces, internal service roads and structures; and
13. Fire suppression systems specifying firefighting water storage tanks and associated

fittings and/or firewalls which should be accompanied by calculations showing adequacy of the same

f. Petroleum Construction Permit - LPG Reticulation system

1. Certificate of Incorporation / Business Registration Certificate
2. CR12 from the Registrar of companies not older than 1 year at the time of submission of the application. 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 i.e. IDs/Passports for all the Company directors
4. Work Permits Class "G" for all foreign directors working in Kenya, Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID.
5. Development Approval from the respective County Government;
6. EIA license from NEMA specifically authorizing development of LPG Reticulation System;
7. Architectural drawings indicating the specific locations where LPG is to be piped. The drawings should indicate the available gas ducts in buildings.
8. Electrical Engineers drawings indicating layout of electrical cables and other electrical installations in relation to the gas ducts specified in the architectural drawings.
9. Mechanical Engineer's drawings specifying materials to be used in the entire installation and the design limits, indicating the Piping and instrumentation Diagram, Pressure regulatory system, salient safety features to prevent accidents and details of the corrosion protection mechanism to be used for distribution pipes
10. Civil engineer's drawings for all civil works including drainage, tank saddle, fence, hard standing surfaces and any structures associated with the installation.
11. Design of Fire suppression systems indicating the capacity of the Fire-fighting water storage tanks and associated fittings, gas detectors, fire arrestors for each unit to be supplied by the reticulated system accompanied by calculations showing adequacy of the same done by a Fire safety Auditor.
12. Proof of land ownership through a copy of title deed in the name of company/director(s) or a duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner;

g. Petroleum Construction Permit - Petroleum Retail Dispensing Station

1. Certificate of Incorporation / Business Registration Certificate
2. CR12 from the Registrar of companies not older than 1 year at the time of submission of the application. 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 i.e. IDs/Passports for all the Company

directors

4. Work Permits Class “G” for all foreign directors working in Kenya, Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID.
5. EIA license from NEMA specifically authorizing development of Retail Dispensing Station;
6. Proof of land ownership through a copy of title deed in the name of company/director(s) or a duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner.
7. Approval to construct acceleration/deceleration lanes from the relevant roads authority;
8. Development Approval from the respective County Government
9. Mechanical engineer’s drawings specifying materials and design/ operational limitations through Site Layout design, Underground Petroleum tank(s) designs and the Pipe work layout.
10. Civil engineer’s drawings for all civil works including Underground tank cradle & backfill designs; Forecourt Layout and surface designs, General drainage and Oil water separator designs.

h. Petroleum Construction Permit – Auto gas Dispensing Station

1. Certificate of Incorporation / Business Registration Certificate;
2. CR12 from the Registrar of companies not older than 1 year at the time of submission of the application. 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 i.e. IDs/Passports for all the Company directors;
4. Work Permits Class “G” for all foreign directors working in Kenya, Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID;
5. EIA license from NEMA specifically authorizing development of Auto gas Dispensing Station;
6. Proof of land ownership through a copy of title deed in the name of company/director(s) or a duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner;
7. Approval to construct acceleration/deceleration lanes from the relevant road’s authority;
8. Development Approval from the respective County Government
9. Mechanical engineer’s drawings specifying materials and design/ operational

limitations through detailed underground Tank Designs, detailed corrosion protection designs, Proof of breakaway couplings on the dispensers, Piping and Instrumentation diagram for the entire loading process, fire water designs for truck offloading area, Pressure relief valves, water draw off fittings and presence of dead man's valve.

10. Civil engineer's drawings for all civil works including Underground tank farm detailed designs indicating backfilling materials, structural design and access manholes, site drainage system, hard standing surface designs of the canopies and auxiliary buildings and Internal service Roads.

