

Dear

**PETROLEUM (CONSOLIDATION) ACT, 1928.
APPLICATION TO TRANSFER LICENCE.**

Further to your request to transfer the existing petroleum licence number , the attached application form should be completed and returned with the fee of £ to the above address, as soon as possible.

In the event that you wish to discuss any particular matter with the Petroleum Officer responsible for the premises he/she may be contacted on the above telephone number.

You are reminded that as a condition of licence this Authority requires 1 months written notice of the intention to transfer the licence in order that an inspection can be carried out to assess the suitability of the site for transfer of the licence.

The above mentioned premises also fall within the scope of The Fire Precautions (Workplace) Regulations 1997 (as amended). One of the main requirements of these Regulations is that the employer must conduct a fire risk assessment. To assist you in this task we recommend the document "Fire Safety; An Employers Guide" ISBN 0-11-341229-0 available from The Stationery Office (telephone orders; 0870 600 5522).

Yours faithfully

Community Fire Safety Officer

To: **Community Fire Safety Officer
Hertfordshire Fire and Rescue Service**

Licence no.

Application is hereby made for the transfer of my / our Petroleum Spirit / Mixture Licence(s):-

Litres in underground tanks

Litres in can stores (petroleum and / or petroleum mixtures only)

at

.....

Note: In the case of can stores, please list overleaf the quantities of other inflammable substances to be stored together with the petroleum.

Signed:Print Name.....Date.....
(Existing Licensee)

I / We propose to assume responsibility for the petroleum licence mentioned above on
(date)....., and agree to abide by the conditions detailed in the said licence.

I / We enclose the appropriate fee of * £

The transfer fee is based on fees detailed in the Health and Safety (fees) Regulations 2000.

Cheques and/or Postal Orders to be crossed and made payable to Hertfordshire County Council.

NB. Where written notice of intention to transfer has not been given by the out-going licensee, the in-coming licensee will be deemed to be responsible for work necessary to achieve a standard acceptable for transfer of the licence.

Signed: Print Name.....Date.....
(Proposed Licensee)

on behalf of

- * i) **METHOD OF PAYMENT SHOULD BE BY WAY OF CHEQUE OR POSTAL ORDER CASH WILL ONLY BE ACCEPTED IF TAKEN TO FIRE AND RESCUE HEADQUARTERS OLD LONDON ROAD HERTFORD.**
- ii) **A RECEIPT WILL ONLY BE RETURNED IF A STAMPED ADDRESSED ENVELOPE IS ENCLOSED**