

Application Procedures for Liquefied Petroleum Gas Business License (Type C)

1. LPG Business License (Type C) covers operation of liquefied petroleum gas filling station. In order to acquire this license, proposal must be submitted to Petroleum Products Regulatory Department together with the following documents -

- (a) Endorsement or no objection letter from the relevant State and Region Government
- (b) Name of the Applicant, Copy of national registration card
- (c) Contact Address, Phone, E-mail and Fax
- (d) Total Land Area and Location
- (e) Layout Plan and Plot Plan of proposed project
- (f) P&ID of piping, electrical and firefighting systems
- (g) Detail Design Drawings for each facility (including filling shed, warehouse, office, etc.)
- (h) Number of storage tanks, Tank capacity and aggregate storage capacity (gallons or metric tons)
- (i) Standards & Codes used for storage tank fabrication and pipeline installation and detail specifications
- (j) Schematic and Isometric Drawing of LPG storage tank and piping systems
- (k) Isometric drawing of water spray system
- (l) Material lists and Certificates
- (m) Profile and track record of construction and installation companies
- (n) Project Timeline
- (o) Estimated commissioning date
- (p) Document proofing land ownership or rights to use
- (q) Copy of Land record form (105)/(106)
- (r) License issued by relevant City Development Committee
- (s) Endorsement letter of the relevant Fire Services Department
- (t) Endorsement letter from Internal Revenue Department
- (u) Other relevant documents

2. Petroleum Products Regulatory Department will review the complete proposal and design layout according to the relevant standards and specification. After receiving the confirmation on proposed layout, applicant can start project development phase.
3. Upon the completion of construction works, the applicant must have to submit completion report altogether with the following documents;
 - (a) Layout Plan and detail Drawings approved by Petroleum Products Regulatory Department
 - (b) Profile and Track Record of Third Party Inspection Company
 - (c) Complete Inspection Report for LPG storage tank and piping system
 - (d) Petroleum Storage License issued by the Ministry of Natural Resources and Environmental Conservation
 - (e) License issued by relevant City Development Committee
 - (f) Endorsement letter of the relevant Fire Services Department
 - (g) Endorsement letter from Internal Revenue Department
 - (h) Operation & Maintenance Procedures
 - (i) Emergency Response Plan (ERP) and Fire Prevention Plan
 - (j) Training Program
4. Accordingly, PPRD will conduct on ground inspection and then proceeding to license awarding procedures. Licensee shall receive LPG Business License (Type C) for the period of one year.

Procedures for License Renewal

5. The licensee must apply to the Petroleum Products Regulatory Department in order to renew the license term and the following documents must be enclosed along with formal application letter,

- (a) Copy of National Registration Card and company registration certificate
- (b) License issued by relevant City Development Committee
- (c) Endorsement letter of the relevant Fire Services Department
- (d) Endorsement letter from Internal Revenue Department
- (e) LPG Business License (original and copy)
- (f) Petroleum Storage License issued by the Ministry of Natural Resources and Environmental Conservation