



energy

Department:
Energy
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR SITE OR RETAIL LICENCE

PETROLEUM PRODUCTS ACT 120 OF 1977 AS AMENDED - PETROLEUM PRODUCTS SITE AND RETAIL LICENCE REGULATIONS 2006

INSTRUCTIONS

- 1. READ REGULATIONS BEFORE COMPLETING THIS APPLICATION FORM.
- 2. USE CAPITAL LETTERS AND WHERE APPLICABLE MARK WITH A .
- 3. USE A SEPARATE FORM FOR EACH LICENCE APPLICATION.

4. INDICATE TYPE OF LICENCE YOU ARE APPLYING FOR.

- SITE LICENCE
 RETAIL LICENCE

5. INDICATE IF APPLICATION IS FOR AN EXISTING OPERATION (CONVERSION LICENCE) OR A NEW OPERATION APPLICATION.

- CONVERSION LICENCE
 NEW LICENCE

OFFICIAL USE ONLY

SITE LICENCE NUMBER

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RETAIL LICENCE NUMBER

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SECTION 1: APPLICANT'S DETAILS (COMPLETE FOR SITE AND RETAIL LICENCE APPLICATIONS)

REGISTERED NAME IN FULL

TRADE NAME IN FULL

POSTAL ADDRESS OF REGISTERED OFFICE

POSTAL CODE

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PHYSICAL ADDRESS OF REGISTERED OFFICE

POSTAL CODE

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BUSINESS TEL NO. (INCLUDE CODE)

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MOBILE PHONE NUMBER

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FAX NO. (INCLUDE CODE)

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E-MAIL ADDRESS

MUNICIPAL
AREA/
AUTHORITY

INDICATE PROVINCE WHERE THE RETAIL OPERATIONS ARE/WILL BE CARRIED OUT

- EASTERN CAPE FREE STATE GAUTENG KWAZULU-NATAL
- LIMPOPO MPUMALANGA NORTHERN CAPE NORTH WEST
- WESTERN CAPE

GLOBAL POSITIONING SYSTEM (GPS) COORDINATES OF PROPERTY WHERE RETAIL OPERATIONS ARE/WILL BE CARRIED OUT

NOTE: Coordinates must be recorded from the centre of the property.

LATITUDE: degrees, minutes, seconds

			°			'				"
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LONGITUDE: degrees, minutes, seconds

			°			'				"
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SECTION 4: COMPLETE FOR A RETAIL LICENCE APPLICATION ONLY

TRADE NAME/
PROPOSED
TRADE
NAME

NAME OF FUEL SUPPLIER (wholesaler / refiner)

OIL COMPANY BRAND DISPLAYED/TO BE DISPLAYED ON SITE

INDICATE TYPE OF RELATIONSHIP BETWEEN SITE OWNER AND RETAILER (DEALER)
(Select one of the following)

- RETAILER OWNED, RETAILER OPERATED 3rd PARTY OWNED, OIL COMPANY LEASED,
RETAILER OPERATED
- OIL COMPANY OWNED, RETAILER OPERATED OIL COMPANY TRAINING SITE
(Include wholesale licence number if issued)
- OTHER

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IF OTHER
(SPECIFY)

SITE LICENCE NO. (IF ISSUED)

Note: Where a new retailer applies for a retail licence to replace an existing retailer, in such a case please enter the site licence number.

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VOLUMES (LITRES) SOLD IN LAST CALENDAR YEAR, (For retailing operations that existed before the 31 March 2006)

PETROL

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DIESEL

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ILLUMINATING
PARAFFIN

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ENTER PROJECTED VOLUMES (FOR NEW RETAILING OPERATION AS INDICATED IN THE NPV SUBMITTED)

PETROL

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DIESEL

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ILLUMINATING
PARAFFIN

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DOCUMENTS TO BE ATTACHED FOR A NEW SITE LICENCE APPLICATION

1. A motivation for the site.

2. A certified copy of the applicant's identity document, if the applicant is a natural person, and in the case of a non- South African citizen, permanent residence permit or employment permit and proof of residence in South Africa, or proof of domicile in South Africa, as the case may be.

OR

a certified copy of the business entity's registration documents, if the applicant is a corporate entity or a trust.

3. A certified copy of the land use-zoning certificate issued by a competent authority, authorising retailing from the site.

4. A certified copy The Record of Decision of the environmental authorities in accordance with the Environmental Conservation Act, 1989 (Act No. 73 of 1989), permitting retailing operations on the site.

5. A Certified copy of, in the case of-

a. An owner, the title deed to the land on which the site is located.

OR

b. Publicly owned land, the written permission of the landowner.

6. The permission by the National Roads Authority to develop the site, if the site allows or is intended to allow access by vehicles to a national road.

7. If necessary, the original or certified copy of a declaration by the applicant giving reasons why any attachment required is not provided.

DOCUMENTS TO BE ATTACHED FOR CONVERSION SITE LICENCE APPLICATION

1. A certified copy of the applicant's identity document, if the applicant is a natural person, and in the case of a non- South African citizen, permanent residence permit or employment permit and proof of residence in South Africa, or proof of domicile in South Africa, as the case may be.

OR

a certified copy of the business entity's registration documents, if the applicant is a corporate entity or a trust.

2. Certified copy of, in the case of-

- a. An owner, the title deed to the land on which the site is located.

OR

- b. Publicly owned land, the written permission of the land owner.

OR

- c. A lease agreement or an offer to purchase the site or an offer to lease the site.

3. A declaration by the applicant stating that the applicant is in compliance with the Act, the referred Regulations and all other national, provincial and local government laws applicable for the operation of the activity concerned, including but not limited to laws relating to labour, safety, hazardous substances, security, health and the environment.

4. If retailing operations were being conducted on the site at the commencement of the Amendment Act's, a declaration by the applicant to that effect.

5. If the applicant is in the process of developing a site at the commencement of the Amendment Acts, a statement signed by the appropriate building inspector or other competent authority stating-
 - a. the date on which building plans for the site were approved by the appropriate authorities, and
 - b. that construction in accordance therewith had begun at the commencement of the Amendment Acts.

6. If necessary, the original or certified copy of a declaration by the applicant giving reasons why any attachment required is not provided.

DOCUMENTS TO BE ATTACHED FOR A NEW RETAIL LICENCE APPLICATION

<p>1. A motivation for the retailing activity.</p>
<p>2. A certified copy of the applicant's identity document, if the applicant is a natural person, and in the case of a non- South African citizen, permanent residence permit or employment permit and proof of residence in South Africa, or proof of domicile in South Africa, as the case may be.</p> <p style="text-align: center;">OR</p> <p>a certified copy of the business entity's registration documents, if the applicant is a corporate entity or a trust.</p>
<p>3. In the case of an application made by a natural person claiming to be a historically disadvantaged South African, a declaration by that person to that effect.</p>
<p>4. The net present value calculation including-</p> <ul style="list-style-type: none">a. the result of the net present value calculation, andb. all data and assumptions used in the calculation of the net present value.
<p>5. A declaration by the applicant stating that the applicant is not owned in any way by a licensed wholesaler.</p>
<p>6. In the case of an application made by a juristic person, a declaration on the extent of ownership of the business by historically disadvantaged South Africans as defined in the Charter.</p>
<p>7. In the case of a retail business owned by a licensed wholesaler for training purposes, declaration by the licensed wholesaler stating that the licensed retailing activity will be used for training purposes.</p>
<p>8. If necessary, the original or certified copy of a declaration by the applicant giving reasons why any attachment required is not provided.</p>

DOCUMENTS TO BE ATTACHED IF THIS IS AN APPLICATION FOR CONVERSION RETAIL LICENCE

1. A certified copy of the applicant's identity document, if the applicant is a natural person, and in the case of a non- South African citizen, permanent residence permit or employment permit and proof of residence in South Africa, or proof of domicile in South Africa, as the case may be.

OR

a certified copy of the business entity's registration documents, if the applicant is a corporate entity or a trust.

2. In the case of an application made by a natural person claiming to be a historically disadvantaged South African, a declaration by that person to that effect.

3. In the case of an application made by a juristic person, on the extent of ownership of the business by historically disadvantaged South Africans as defined in the Charter.

4. A declaration by the applicant stating that the applicant is in compliance with the Act, these Regulations and all other applicable national, provincial and local government laws, including but not limited to laws relating to labour, safety, hazardous substances, security, health and the environment.

5. A declaration by the applicant stating that the applicant is not owned in any way by a licensed wholesaler.

6. In the case of a retail business owned by a licensed wholesaler for training purposes, declaration by the licensed wholesaler stating that the licensed retailing activity will be used for training purposes.

7. If necessary, the original or certified copy of a declaration by the applicant giving reasons why any attachment required is not provided.

DECLARATION

I (full names).....hereby declare that all information provided herein is within my personal knowledge and that-

- a) I am duly authorised to make this declaration;
- b) I am the designated person responsible for this licence and any conditions attached thereto;
- c) I have read and understood the regulations related hereto, with specific reference to Regulation 34 regarding any false declaration; and
- d) all information provided herein is to the best of my knowledge true and correct.

Signed at.....(place) on this..... day of.....(month) (year)

.....
Signature

I certify that the deponent-

- (a) has acknowledged that he/she knows and understands the contents of this application form and its annexures, that he/she has no objection to taking the prescribed oath and that he/she considers the oath binding on his/her conscience; and
- (b) has in the prescribed manner sworn that the contents of this application form and its annexures are true and signed same before me at (place) on thisday of(month).....(year).

COMMISSIONER OF OATHS

Name: _____

Address: _____

Capacity: _____

NOTE: If this application form is completed electronically it must be printed out, signed before a Commissioner of Oaths and submitted with the necessary supporting documents to the address below.

Submit this form to:-

**Controller of Petroleum Products
Department of Energy
Private Bag x19
Arcadia
0007**

Or

**Controller of Petroleum Products
Department of Energy
Trevenna Office
70 Meintjies Street
Sunnyside
0002**

Enquires

Contact: Help Desk
Contact No.: (012) 444 4444
Fax No.: (012) 444 4503
E-Mail: petroleum.controller@energy.gov.za