

Mrs Theeba
Linkway Service Station
Kitson Way
Harlow
Essex
CM20 1NE

Environmental Health

Harlow Council
Civic Centre
The Water Gardens
Harlow
Essex CM20 1WG
www.harlow.gov.uk

Our Ref: 22/PH/03350
Your Ref:
Date: 04/05/2022

Dear Mrs Theeba.

RE: Motor Fuel Ltd, Esso Linkway, Kitson Way, Harlow, Essex, CM20 1HE

As part of our permit compliance inspection programme I wish to confirm my visit on the 5th April 2022 to the above premises.

I would like to take this opportunity to thank you for your assistance during the inspection.

Please find enclosed an inspection report for the above installation.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours Sincerely

Peter Hayden
Senior Environmental Health Officer
Tel: 01279 446103
Peter.hayden@harlow.gov.uk

Harlow District Council
 Civic Centre
 The Water Gardens
 Harlow
 Essex.
 CM20 1WG



LA-PPC Inspection Report

General Information

Inspection Type	Compliance
Local Authority	Harlow District Council
Site Name and Address	Link Way Esso Service Station, Link Way, Kitson Way, Harlow, Essex. CM20 1NE
Installation Type	Filling Station (Unloading of Petrol into storage tanks at petrol stations)
Permit Reference	EPR/B/1.2/19/V1MFL
Site Representative Seen	Mrs-. Theeba
Regulator/representative	Harlow Council: Peter Hayden
Inspection Date	5 th April 2022
Report Date	4 th May 2022
Duration of Inspection	40 minutes
Review of permit conditions undertaken	New permit issued 2019

Recent History

	Comments	Action
Number of justified complaints received	None	None
Process/Installation changes	None	None

Future Developments

	Comments	Action
Information relating to EPR	Process Guidance Note 1/14(13) issued December 2013	None
Other relevant information	The Council's Authorised Process public register is now online http://www.harlow.gov.uk/environmental-public-register	None

Risk Assessment

Risk Assessment Score	0
Summary of changes	Installation remains low risk

Summary of Inspection

Satisfactory installation

Actions Required

Reference to any breach of condition (or not) and other compliance issues as necessary	None.
Other relevant information	None

Compliance Checking

Inspection List	✓, ✗ or N/A	Condition/observation details	Action Required
Logbook and Records			
Storage tank summary	✓	1 Super Unleaded 13110 2 Diesel 13110 3 Unleaded 44524 4 Diesel 26315 5 Supreme Diesel 13110	None
Incident Log book present? Any incidents of vapour leaks? Any incidents of vapour locks?	✓	Maintenance fault log available, no reported incidents.	None
Is the certification for the servicing of the Stage I vapour recovery system present on site? <i>Test every 3 years</i>	✓	Vapour recovery inspection test certificate for stage 1 undertaken on 7/09/2021	None
Is the certification for the servicing of the Stage II vapour recovery system present on site? <i>Test every 3 years</i>	N/A		
Is the certification for the servicing of the pressure relief valves (PVRV) present on site?	✓	Certificate dated 7/09/2021	None
Are there training details for staff and competence records?		Training covering permit conditions seen online and in the site file.	None

Is there a copy of the permit on site?		Copy of the current Permit dated 4 th July 2021 seen.	None
Maintenance records/schedule <ul style="list-style-type: none"> • Maintenance inspections • Examination and testing • Inventory Checking • Installation and repair work carried out 	✓	Full details of maintenance available on site. Electrical report seen dated 12/11/2021	None
Notifications received by the regulator of accidents, breakdowns or emissions likely to affect the local community during the period under review.	✓	None	None
Site inspection			
Are connection points on tank filling pipes and vapour return pipes fitted with secure seals?	✓	Yes.	None
Are all connection points secured?	✓	Secured and padlocked	None
Are the fittings for delivery and vapour return pipes different?	✓	Yes	None
Are connections for vapour return and delivery hose clearly locked and labelled? Is there clear notices/signage near the vapour return connection point reading: “ connect vapour return line before off-loading” “the maximum number of tanker compartments which can be discharged”	✓	Satisfactory	None
Condition of manholes	✓	Manholes securely sealed	None
General Housekeeping	✓	Very Good`	None

1 - Compliance Assessment**Scoring for Compliance Assessment**

Scale of Non-Compliance	Possible Score	Score Awarded
(A) Incident leading to justified complaint but no breach of any specific permit condition or of the general/residual BAT condition.	0 points	0
(B) Incident leading to a justified complaint*.	5 points per incident	0
(C) Breach of permit not leading to formal action.	10 points per breach	0
(D) Incident leading to formal caution, Enforcement Notice or prosecution.	15 points per incident	0
(E) Incident leading to a Prohibition Notice or Suspension Notice.	20 points per incident	0
Total (Max. 50):		0

2 - Assessment of Monitoring, Maintenance and Records**Scoring for Assessment of Monitoring, Maintenance and Records**

Criterion	Possible Score			Score Awarded
	Yes	No	N/A	
(A) Are emissions and emissions monitoring recorded as required in the permit?	0	10	0	0
(B) Process operation modified where any problems indicated by monitoring?	0	5	0	0
(C) Has a written maintenance programme for pollution control equipment been provided to the regulator?	0	5	0	0
(D) Is there a log book at the permitted premises incorporating details of all maintenance, examination and testing, inventory checking, installation and repair work carried out?	0	5	0	0
(E) All relevant documents forwarded to the authority by date required?	-5	10	0	0
Total:				0

3 - Assessment of Management, Training and Responsibility**Scoring for Assessment of Management, Training and Responsibility**

Criterion	Possible Score			Score Awarded
	Yes	No	N/A	
(A) Are procedures in place to ensure proper management, supervision and training for process operations, proper use of equipment and effective preventative maintenance on all plant and equipment concerned with the control of emissions to the air?	0	5	0	0
(B) Are all staff with responsibility for operating the installation trained to be aware of their responsibilities under the permit?	0	10	0	0
(C) Does the operator maintain, and make available on request, a statement of training requirements for each operational post?	0	5	0	0
(D) Does the operator keep, and make available, a record of the training received by each person whose actions may have an impact on the environment?	0	5	0	0
(E) Is there a competent trained person who remains near the tanker during unloading? (Delivery drivers may be trained as the competent person.)	0	5	0	0
(F) Is an 'appropriate' environmental management system in place and working effectively?	-5	0	0	0
Total:				0

4 - Determination of Regulatory Effort from Scores

Actual score = 0	Score band = 0	Category = Low
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