

**PETROLEUM HISTORICAL INFORMATION SEARCH REQUEST FORM**

Our records consist of both current and historical records, which may include information from Authorities that preceded Suffolk County Council, as well as information provided by third parties. It is possible that we may not hold any or complete records for a site. Suffolk County Council will make every effort to ensure that the information provided is accurate and will not accept any liability for the error or omission, however caused.

We can only search for individual postal addresses; we are unable to process an application for large plots of land or multiple buildings that do not have an individual postal address. For such sites, please submit a separate search request for each unit/building address or contact us beforehand. Failure to do so will result in the search being rejected.

**Contact Details:**

Contact Name:	Company Name & Address:
Contact Phone No:	
Contact E-mail:	
Your Reference:	Invoice Address (if different):
Purchase Order:	
Signed:	Dated:

Postal Address of the site location (including any known business names used).

**PLEASE NOTE: If the site has a current Petroleum Storage Certificate or Petroleum Licence, we also require a signed authorisation from the Keeper of the Petroleum or owner of the site, confirming that they are happy for us to release the requested information:**

**Information required.**

<input type="checkbox"/> Licence/Petroleum Storage Certificate details (dates, volume etc.)	<input type="checkbox"/> Tank details (e.g. age, size, fuel type, and current condition where known)
<input type="checkbox"/> Details of decommissioning (including fill material)	<input type="checkbox"/> Reported Spillages/Contamination/Incidents
<input type="checkbox"/> Plans of last known tank locations (charges may apply but will be discussed with you before being made)	<input type="checkbox"/> Other, as outlined separately:

We aim to complete all search requests within ten working days, however as our historical records are now archived and stored off site, so may on occasions exceed this time, we will endeavour to notify you if this is likely to occur.

**An Invoice will be issued on completion of the search (including any charges for plans), if a Purchase Order Number, is required by your payment section, please ensure this is provided.** Payment instructions will be on the invoice but can be made by bank transfer or by cheque to payable Suffolk County Council. **If payment is not received, no further searches will be authorised in the future, until all outstanding invoices are paid.**

**Charges:**

- 1) **£57 (+VAT)** minimum charge for initial search that reveals no information.
- 2) **£114 (+VAT)** where historical petroleum information is available, the charge of £114 (+VAT) include the first two hours officer time; if additional or subsequent time is required this is charged at an additional cost of £57 (+VAT) per hour.
- 3) Where drawings / plans are available, copies can usually be provided at cost, using external printers / copiers, in addition to the £114 + VAT fee above. Where electronic copies can be provided these will be Free of charge.

Please send the completed form preferably by email to [petroleum@suffolk.gov.uk](mailto:petroleum@suffolk.gov.uk) or by post to:  
 Trading Standards, Landmark House, 4 Egerton Road, Ipswich, Suffolk, IP1 5PF, Tel. 01473 264859

<b>OFFICE USE ONLY</b>	<b>Wk/</b>	<b>Payment received Y / N</b>	<b>Archive Box Y / N</b>
<b>Owner / Keeper Authorisation Rec Y / N / NA</b>		<b>Plans Y / N</b>	

## **Description of Service being provided**

Information will be provided on the history of specific premises known to have had been licenced or keeping petroleum – this information may contain the number and size of tanks, current usage and any known history of leaks or spillages at the premises. Any personal data contained is exempt from disclosure by virtue of the Data Protection requirements. Some information may also be exempt, either under FOIA or under the Environmental Information Regulations. All exempt information is excluded from this class and will be removed before copies of reports are provided.

## **Submission Guidance**

Our records relate to individual postal addresses. We can only search on postal addresses (including the post code) and/or building/unit number(s) where applicable.

We will only provide a report for individual addresses. We are unable to process search requests for large plots of land and/or multiple buildings that do not contain individual address information.

We suggest that if the applicant requires a search on an area of land which encompasses a number of properties/addresses, they should initially identify the ` for underground storage tanks such as premises that are likely to have been petrol filling stations, transport depots, commercial yards etc. Having identified these types of premises, a separate search request form must be completed for **each** individual unit/building address to be searched.

**NOTE: IF THE POSTAL ADDRESS OF THE SITE HAS CHANGED SINCE THE PREMISES WERE LAST LICENSED FOR THE KEEPING OF PETROL, OUR SEARCH MAY PROVE NEGATIVE. THEREFORE, ANY SEARCH REQUEST SHOULD INCLUDE AS MUCH INFORMATION AS POSSIBLE REGARDING BOTH CURRENT AND HISTORIC ADDRESSES (THIS WILL BE TREATED AS A SINGLE SEARCH), INCLUDING A MAP OF THE AREA IF POSSIBLE.**

Should you require the invoice to be sent to person or a company other than that who is making the request we will require written confirmation from that third party that they are happy to undertake the payment of said invoice. This document must be submitted with the initial request.

**If you are not the legal owner of the site or “Keeper of the Petroleum” a signed authorisation will also be requested before we release any information.**

## **Charges**

For searching our records, both current and historical a charge of **£57 + VAT** will be incurred. This is the minimum charge for searches, even for those that do not reveal any petroleum related history at the premises.

For searches that reveal any history of petroleum storage at the premises, the cost will be **£114 + VAT**, for which we will provide a “site report”; any additional work required in excess of 2 hours, or any subsequent requests relating to the initial enquiry, will attract an additional charge of **£57 + VAT** per hour (or part off).

Hard copies of plans / drawings relating to the premises can be provided on a cost recovery basis, using third party providers. The applicant will be contacted during the completion of the report and asked whether they require hard copies of any available drawings. Where it is possible to provide electronic copies, these will provide free of charge as part of the overall search fee. Note, any charges will be in addition to the **£114 + VAT** referred to above.

## **Day/Date of receipt**

Please note that Search Requests will be actioned on the next working day following receipt.

## **Email and postal service**

Wherever possible, we will respond by email (and provide a hardcopy if requested). Obviously, when copies of drawings have been requested, we can only send these by post.

A request for an environmental search must be made in writing and will only be accepted when submitted on the attached template, quoting the full address of the property concerned. An invoice for the fee is sent under separate cover on completion of the search, but prior to releasing the information.

## **Data Protection Statement:**

Suffolk County Council is committed to protecting your privacy and will treat your personal data in line with the General Data Protection Regulation (GDPR) and subsequent, revised UK data protection law.

You can read our corporate and service specific privacy notices for more information -

<https://www.suffolk.gov.uk/about/privacy-notice/>

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