



LONDON FIRE BRIGADE

PETROLEUM ENVIRONMENTAL SEARCH REQUEST FORM

Petroleum Section
169 Union Street, London SE1 0LL
T. 020 8555 1200 x30859
F. 020 7960 3624
www.london-fire.gov.uk

Your Details:

Contact Name: Company Name & Address:
Contact Phone No:
Contact E-mail: Your Reference:

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The information provided by the search is restricted to matters currently known by the Commissioner. Although we hold extremely comprehensive records, it is quite possible that for some solid-filled & very old tanks we may not hold any records whatsoever.

Search Details: The Commissioner's databases are related to individual postal addresses. We can only search on a full specific postal address (including post code). We are unable to process an individual search request for large plots of land or multiple buildings that do not contain individual address information. Please submit a separate search request form for each unit/building address. Failure to do so will result in the search being rejected for resubmission as separate searches. Full Post Code:

Full Postal Address of the location that you wish to have researched (include company name if known). Please see notes on Page 2 regarding current and historical addresses

[Empty box for Full Postal Address]

Tick boxes for required information:

Table with 4 rows and 2 columns of tick boxes for: Tank details, Plans of last known tank locations, Details of decommissioning, Reported Spillages/Contamination/Incidents, Licence/Petroleum Storage Certificate details, and Other.

There is a statutory time limit of 20 working days for the Commissioner's response. We can offer an express service of 5 working days at a flat rate of £240 (+VAT) whether or not petroleum information is present. Please check below if required.

Express Service:

5 working day Express Service - £240 (+VAT)

An invoice will be sent under separate cover and payment details must be returned with the remittance slip to the address on the invoice not to this office.

Costs:

- 1) £70 (+VAT) minimum administrative fee when search reveals no information. OR
2) £140 (+VAT) where historical petroleum related information at the premises exists. OR
3) £240(+VAT) Express Service - response despatched within 5 working days of receipt (if received before 10am).
4) £5 (+VAT) per drawing where available, in addition to above costs.

Please provide an invoice address in the box below if different to contact address. Please note that should you require the invoice to be sent to a third party we require written confirmation from that third party that they are happy to undertake the payment of said invoice. This document should be submitted with this initial request

Invoice Address:

Please note that it is a mandatory requirement by our Finance Department that a Purchase Order Number is provided in the box below. Failure to provide a Purchase Order Number will delay the processing of this request.

Purchase order No.

Date:

Please send the completed form to the address at the head of this letter, or by Email to: petroleum@london-fire.gov.uk
PLEASE NOTE THAT ONCE SUBMITTED THE REQUEST CANNOT BE CANCELLED.
YOU ARE LIABLE FOR THE COSTS OF THE SEARCH AS SOON AS THE FORM HAS BEEN RECEIVED BY THE COMMISSIONER.
PLEASE READ THE ADDITIONAL INFORMATION ON PAGE 2.

PETROLEUM ENVIRONMENTAL SEARCH REQUEST ADDITIONAL INFORMATION

Description

Details held on the history of specific premises with regard to there having been petrol tanks – this would take the form of number and size of tanks, current usage and any known history of leaks or spillages at the premises. Any personal data contained are exempt from disclosure by virtue of the General Data Protection Regulation (GDPR). Some other 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

The Commissioner's Environmental Search databases are all related to individual postal addresses. We can only search on specific full postal addresses (including the post code) and/or building/unit number(s) where applicable.

Therefore the only way that we can reasonably provide the Environmental Search service is by responding to individual search requests for specific addresses. We are unable to process search requests for large plots of land and/or multiple buildings that do not contain individual address information. An applicant must submit a separate search request form for each building address.

We suggest that if the applicant requires a search on an area of land which encompasses many properties/addresses, they should initially identify the most likely locations 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: SHOULD THE ADDRESS OF THE LOCATION HAVE BEEN CHANGED SINCE THE PREMISES WERE LAST LICENSED FOR THE KEEPING OF PETROL, OUR SEARCH WILL PROVE NEGATIVE. SHOULD A SEARCH BE REQUESTED FOR A SINGLE LOCATION WITH BOTH CURRENT AND HISTORIC ADDRESSES THIS WILL BE TREATED AS A SINGLE SEARCH.

Charges (Cost recovery for providing the statutory service)

For searching our records, both current and historical a charge of £70 + 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.

Should our search reveal a history of petroleum storage at the premises, the completion of an 'Environmental Survey' (positive response) will attract an additional fee of £70 + VAT (a total of £140 + VAT).

See Notes below for additional charges payable for copies of drawings and an express service.

Express Service

The Commissioner will offer an express service, defined as the search being completed and dispatched within five working days. The charge for this service is £240 + VAT whether the search reveals any petroleum history at the premises or not.

Notes

An additional fee of £5 + VAT is chargeable for each drawing relating to the premises that is attached to an Environmental Survey. (The applicant will be contacted during the completion of the search and questioned as to whether they require copies of any available drawings).

Day/Date of receipt

Please note that Environmental Searches must be submitted prior to 10:00hrs on a normal working day to ensure that the day is counted as the first day of either the 5 working day or 20 working day time period as applicable.

Availability

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

A request for an environmental survey must be made in writing at the details below (request will only be accepted when submitted on the template provided on Page 1), quoting the full address of the property concerned. An invoice for the fee is sent under separate cover on completion of the search / survey.

To make a request please submit the template on Page 1 preferably by email to the address shown below:

London Fire Brigade HQ, Petroleum Group, 169 Union Street, London, SE1 0LL

Email: petroleum@london-fire.gov.uk

Phone: 020 8555 1200 x 30859

Please note that should you require the invoice to be sent to someone or a company other than the person or company making the initial request we will require written confirmation from that third party that they are happy to undertake the payment of said invoice. The document should be submitted with the initial request.

Protecting your personal data and privacy

The London Fire Brigade is committed to using personal data in a responsible and transparent way. We will ensure that we protect your privacy and comply with data protection law. In most cases we collect, process and store personal information because we have a legal duty to do so (which may be explicit or implied) or because it forms part of a contract with you. We will also share personal information with other trusted organisations if they can help to keep you safe, if they process information on our behalf, or if we are required to by law.

To find out more about data protection and privacy

We make the detailed information about data protection and privacy available to you through our 'Privacy Notice' which is published in full on our website. The notice has information about your privacy rights, which include how you can access the data we hold, and how, in some situations, you can stop us from processing the data or have it corrected or deleted. If you want to know more about data protection in the LFB or if you would like a full copy of our Privacy Notice you can:

- Visit: www.london-fire.gov.uk/privacy/
- Email: dataprotectionofficer@london-fire.gov.uk
- Telephone: 020 8555 1200 ext. 30300 and talk to a member of our Information Access Team
- Write to: Data Protection Officer, London Fire Brigade, 169 Union Street, London SE1 0LL