Petroleum Licensing Process

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PRESENTATION OVERVIEW

- Acceptance of a new licence application in general;
- Process of applying for a Licence;
- Retail licence application;
- Site licence application;
- Wholesale licence application;
- Manufacturing licence application;
- Temporary licence application;
- Transfer of Site licence;
- Transfer of Manufacturing licence;
- Gauteng Regional office contact details; and
- Questions & Comments.
ACCEPTANCE OF A NEW LICENCE APPLICATION IN GENERAL

• Regulations stipulating documents to be completed and attached are available at our 9 Regional offices and on www.energy.gov.za (Click on Acts & Regulations, then Petroleum link).

• The application is accepted by the Office of the Controller through Regional offices.

• The applicant can post or hand-deliver the application.
PROCESS OF APPLYING FOR A LICENCE

Walk in

1. Applicant lodges an application
2. Application accepted?
   - NO: Return application
   - YES: Evaluation stage

By post

3. Evaluation stage
4. Decision
   - Application approved
   - Objector appeals
5. 90 days

Accept decision

Application declined
ACCEPTANCE OF A NEW LICENCE APPLICATION IN GENERAL

• Before the application is captured on PPALS, the following requirements have to be met:
  • Use of correct form as per licence type;
  • Site and Retail New licence applications have to be lodged simultaneously; and
  • Each application has to be lodged with its own set of attachments.
RETAIL LICENCE APPLICATION

- Documents to be submitted in support of a Retail licence application:
  - Motivation for the retailing activity;
  - *In a case of company (Pty) Ltd/CC or trust,* business registration documents and in a case of natural person, identity document/s;
  - NPV with all data and assumptions used in the calculation
  - **Certified** declaration on extent of ownership of the business by HDSA;
  - **Certified** declaration by applicant not owned by a licensed Wholesaler; and
  - If any of the above is not submitted the Applicant has to submit declaration stating reasons why.
SITE LICENCE APPLICATION cont.

• Documents to be submitted in support of a Site licence application:
  • Motivation for the site;
  • In a case of company (Pty) Ltd/CC or trust, business registration documents and in a case of natural person, identity document/s;
  • Title Deed to the land/Deed of Transfer OR Permission of the land owner;
  • Land use zoning certificate issued by a competent authority or person, authorising retailing from the site;
  • The Record of Decision of the environmental authorities issued by an environmental authority;
  • 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; and
  • If any of the above is not submitted the Applicant has to submit declaration stating reasons why.
• Documents to be submitted in support of a Manufacturing licence application:
  • Motivation for the manufacturing activity;
  • *In a case of company (Pty) Ltd/CC or trust,* business registration documents and in a case of natural person, identity document/s;
  • Title deed/Deed of the property on which the manufacturing facility is located or is proposed to be located OR written permission of the owner of the property;
  • Land use zoning certificate issued by a competent authority, authorising manufacturing activity on the property;
  • The Record of Decision of the environmental authorities; and
  • A declaration by the applicant stating compliance with the Act, these Regulations and all other national, provincial and local government laws applicable for the operation of the activity concerned.
WHOLESALE LICENCE APPLICATION

• Documents to be submitted in support of a Wholesale licence application:
  • *In a case of company (Pty) Ltd/CC or trust*, business registration documents and in a case of natural person, identity document/s;
  • Certified declaration stating compliance with the Charter or a statement of the applicant’s plans to meet the requirements of the Charter;
  • A list of all storage and distribution facilities intended to be used, including shared storage and distribution facilities, with specific reference to: the location, the capacity, the ownership and in the case of shared ownership, the basis of sharing as well as names of other wholesalers sharing the same facilities; and
  • If any of the above is not submitted the Applicant has to submit declaration stating reasons why.
TEMPORARY LICENCE APPLICATION

• **Documents to be submitted in support of a Temporary licence application:**

  • **Certified** copy of the original licence certificate or a **certified** copy of the receipts issued upon acceptance of the application for a conversion retail/wholesale licence;

    • **Certified** declaration from the applicant who is currently holding the retail/wholesale licence or who holds a valid retail/wholesale conversion licence application reference number giving consent to the person applying for a temporary licence and making an undertaking to surrender the retail/wholesale licence to the Controller, **this declaration must:**
      • give reasons why there is a need for temporary licence;
      • reasons why the applicant for a temporary licence is an appropriate person to apply;

    • If the applicant for a temporary retail/wholesale licence is in respect of a conversion retail/wholesale licence, of which a licence has not been issued, a **certified** declaration from the applicant who applied for a conversion retail/wholesale licence undertaking to provide all the necessary documents and information that the Controller may require to enable him to make a decision regarding the issuing of the retail/wholesale licence;
Certified declaration by the applicant stating that they will comply with the Petroleum Products Act, 1977 (Act No. 120 of 1977), as amended and all the Regulations made under the said Act;

Certified copy of a declaration that the applicant is not owned in any way by a licensed by a wholesaler (Retail only);

Certified declaration stating compliance with the Charter or a statement of the applicant’s plans to meet the requirements of the Charter (Wholesale only);

Certified copy of a Deed of Sale, Sale Agreement or Offer to Purchase Agreement;

Include proof of hardship (e.g. which can be in the form of a motivation or death certificate); and

Certified copy of Letter of Appointment from the Oil Company.
TRANSFER OF SITE LICENCE

• Application form for Site and Retail;
• The new owner of that land OR the new permit holder applies in writing to the Controller;
• **Certified** copy of the Deed of Transfer of ownership OR Title Deed to the land;
• **Certified** copy of company registration document/s and identity document;
• **Certified** copy of previous owner’s site licence certificate; and
• **Certified** copy of Sales Agreement.
TRANSFER OF MANUFACTURING LICENCE

- Application form for Manufacturing;
- Certified copy of Deeds of transfer/Title deeds;
- Certified copy of company registration document and identity document;
- Letter requesting Office of the Controller to transfer the site;
- Certified copy of previous manufacturing licence certificate; and
- Certified copy of Sales Agreement.
GAUTENG REGIONAL OFFICE
CONTACT DETAILS

• Regional office: (012) 406 7788

• Mr. Oscar Mpilo:
  • Energy Licensing Officer
  • (012) 406 7585
  • Oscar.mpilo@energy.gov.za

• Lister Mbowane
  • Regional Project Administrator
  • 012 406 7631
  • Lister.Mbowane@energy.gov.za
THANK YOU

Questions
OR
Comments