



Government of the Republic of Trinidad and Tobago
MINISTRY OF ENERGY AND ENERGY INDUSTRIES

Head Office: Level 26, Tower C, International Waterfront Centre
#1 Wrightson Road, Port of Spain, Trinidad and Tobago
Telephone: (868) 623-6708, Facsimile: (868) 625-0306

APPLICATION FOR A CNG CONSUMER REFUELLING LICENCE (CRL)

An application for a CRL must contain particulars according to Regulation 6 of the Petroleum (Compressed Natural Gas) Regulations, and must include but is not limited to:

- 1) Name and nationality of applicant;
- 2) Name of business, place of business and nature of business of applicant;
- 3) Board of Inland Revenue (BIR) number and Value Added Tax (VAT) registration number of applicant; and Income Tax and VAT Clearance Certificates from BIR, where applicable;
- 4) Evidence of Agreement with National Gas Company (NGC) for a supply of natural gas;
- 5) Address of the premises to which the application relates;
- 6) Description of the premises to which the application relates; situation, boundaries and area of the parcel of land, illustrated by a plan or map;
- 7) Evidence of legal title to the property or legal arrangement to occupy the property;
- 8) Evidence of tax compliance of the property;
- 9) Evidence of Water and Sewerage Authority (WASA) clearance for property;
- 10) Proposed site layout and detailed design drawing of the proposed facility (Location of gas detectors, emergency shut-down device(s), fire alarms, etc. must be shown);
- 11) Outline approval from the Town and Country Planning Division (TCPD) of the Ministry of Planning and Development and any other planning authority;
- 12) Approval from the Highways Division of the Ministry of Works and Transport (MOWT);
- 13) Grant of a Certificate of Environmental Clearance (CEC) from the Environmental Management Authority (EMA);
- 14) Comprehensive description and specifications of the CNG system to be installed (All components and tanks etc.);
 - Standards to which equipment must adhere to include but are not limited to:
 - i) NFPA 52 – Vehicular Fuel Gaseous Code
 - ii) ASME Boiler and Pressure Vessel Code
 - iii) Any other standards issued by Trinidad and Tobago Bureau of Standards.
 - Station must be able to integrate Radio Frequency Identification (R.F.I.D.) equipment.
 - CNG system used should be of a type and rating approved by the Minister (The equipment and system to be used in the fuelling station must be designed to ensure that the time for dispensing CNG simultaneously and continuously through each dispensing nozzle into vehicles with a 50 litre water capacity tank should not be greater than three (3) minutes).
 - Station layout should be in accordance with NFPA 52.

- 15) Statement of Capital investment involved;
- 16) Applicant's financial resources for undertaking construction and operation of service station;
- 17) Applicant's ability to obtain requisite equipment;
- 18) Number and qualifications of technical staff to be employed;
- 19) Evidence of the applicant's capability of operating and maintaining the equipment in accordance with industry standards and
- 20) Copy of receipt for payment of CML application fee of \$500.00.

Please be advised that submission of a complete application does not guarantee the grant of a CRL.

AFTER CONDITIONAL APPROVAL

If conditional approval for the grant of a CRL is obtained, then further submissions must be made prior to construction. These include but are not limited to:

- 21) Full Planning Approval from Town and Country Planning Division (TCPD) of the Ministry of Planning and Development.
- 22) Approval of the designs from Trinidad and Tobago Fire Services (TTFS);
- 23) Approval for construction of facility from Occupational Safety and Health Authority (OSHA);
- 24) Approval from the relevant Regional Corporation of the Ministry of Local Government and any other relevant authority;
- 25) Approval of the designs (Mechanical and Electrical site plans) by Ministry of Energy and Energy Industries (MEEI) Petroleum Asset Monitoring and Measurement Division (PAMM);
- 26) Approval to commence construction from Ministry of Energy and Energy Industries (MEEI) Petroleum Monitoring and Measuring Division (PAMM).

FINAL APPROVAL

Upon completion of construction, before a CRL is actually granted, the following submissions must be made, but are not limited to:

- 27) Completion Certificate and As Built Drawings;
- 28) Approval/Satisfactory inspection of the installation by Electrical Inspectorate (Class 1 Division 1 electrical fixtures should be used.);
- 29) Fire and Life certificate from Trinidad and Tobago Fire Services;
- 30) Approval to commence operations/Satisfactory inspection of completed facility by Ministry of Energy and Energy Industries (MEEI) Petroleum Monitoring and Measuring Division (PAMM);
- 31) Copy of the supply agreement with National Gas Company (NGC) and
- 32) Copy of receipt for payment of CRL fee of \$10,000.00.