**ANNEX II**

**APPLICATION FORM FOR THE APPROVAL OF A PROJECT FOR A FUEL FILLING STATION**

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| 1. **APPLICANTS IDENTIFICATION** | | | |
| Name or Company Designation: | | | |
| Type of Identification Document: | | Identification Document No.: | |
| Taxpayer Identification No.: | |  | |
| Certificate of registration No.: | | Share Capital: | |
| License to do Business No. : | | | |
| Representative: | | | |
| Address: | | | |
| District: | Sub-District: | | Suco: |
| Aldeia: |
| Telephone: | Fax No.: | | |
| E-mail Address: | | | |

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| 1. **TYPE OF FUEL FILLING STATION**   Please tick “√” against the appropriate box: | | |
| Automotive Fuel Filling Station | New Fuel Filling Station | Proposed utilization:  Retail Filling Station  Home Base Filling Station |
| Existing Fuel Filling Station |
| Marine Fuel Filling Station | New Fuel Filling Station |
| Existing Fuel Filling Station |
| Aviation Fuel Filling Station | New Fuel Filling Station |
| Existing Fuel Filling Station |
| Atypical Fuel Filling Station  Please provide details: | New Fuel Filling Station |
| Existing Fuel Filling Station |

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| 1. **PROJECTS AND DOCUMENTS**   Please tick “√” against the appropriate box to confirm that applicant has submitted required documents | | |
|  | Applicant Use | Office Use |
| General written description of the proposed/existing facilities | Yes No | Yes No |
| 3 sets of plans (preferably in A4 or A3 size) drawn to metric scale and signed by Professional/s | Yes No | Yes No |
| Location plan showing distances from specific and prominent landmarks (preferably to 1:2500 scale), as well as width and conditions of access roads | Yes No | Yes No |
| Certificate of Approval of Location for Fuel Filling Station | Yes No | Yes No |
| Site plan evidencing plot dimensions, layout of buildings with setbacks from all boundaries, access roads, high water marks, parking layout, septic tank/other waste disposal system and any other existing structures (preferably to the scale of 1:200) | Yes No | Yes No |
| Layout plans of each floor of any buildings (preferably to the scale of 1:100 or 1:200) showing clearly the proposed use of all divisions | Yes No | Yes No |
| Main elevations (preferably to the scale of 1:100 or 1:200), showing height of building | Yes No | Yes No |
| Area of the site, area of each floor and detailed calculations for plot coverage and parking shown on site plan | Yes No | Yes No |
| Any basement proposed and contour plan submitted to justify the basement level | Yes No | Yes No |
| Details of all walls & fences shown on plans | Yes No | Yes No |
| Structural details including:  • Foundation layout  • Columns/Foundation details (bases, strip footing, etc.)  • Beam details for each level  • Slab/s details for each level  • Stairs  • Basement (if any)  • Septic Tank/other waste water disposal system  • Copy of all structural details of existing structure (if applicable) | ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No | ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No |
| Property Certificate/Lease Agreement or any other documents demonstrating the ability to use the site | ⬜ Yes ⬜ No | ⬜ Yes ⬜ No |
| Layout and detailed architectural plans depicting the location, type and characteristics of the proposed canopies, pump islands and fuel dispensers | ⬜ Yes ⬜ No | ⬜ Yes ⬜ No |
| Are there any ancillary activities to be performed in the Fuel Filling Station? | ⬜ Yes ⬜ No | ⬜ Yes ⬜ No |
| If yes, has the applicant filled a layout and detailed architectural plans depicting the location, type and characteristics of such ancillary services, namely:   * Shop * Convenience Store * Restaurant * Carwash * Oil change workshop * Repair shop * Other (please specify) | ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No | ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No  ⬜ Yes ⬜ No |
| Are any plans, layouts or descriptions signed by or have been prepared by duly qualified consultants i.e. Architect/ Engineer? | ⬜ Yes ⬜ No | ⬜ Yes ⬜ No |
| Are the projects, designs, plans and other technical documentation signed by a duly qualified professional and accompanied by an undertaking by the latter assuming full responsibility for the adequacy of the technical solution contained in the documents? | ⬜ Yes ⬜ No | ⬜ Yes ⬜ No |
| Do the proposed plans, layouts and descriptions comply with the general standards set forth in the Technical Specifications for Fuel Filling Stations, or other standards approved by the ANP? | ⬜ Yes ⬜ No | ⬜ Yes ⬜ No |
| If not, has the applicant obtained the prior written consent of the ANP and has the applicant filed the support documentation to prove that equal or higher standards will be applied and ensured? | ⬜ Yes ⬜ No | ⬜ Yes ⬜ No |
| 🗌 Additional Documents  Please provide details  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **4. INSTALLATION OF EQUIPMENT IN FILLING STATIONS**  Please tick “*√*” against the appropriate box: | | | | |
|  | Applicant Use | | Office Use | |
| * + - 1. **Accesses** |  | |  | |
| Has the applicant filed general entrance and exit layouts and schematics? |  | |  | |
| The layout of the filling station is defined so that the vehicles can only move forward? |  | |  | |
| 🗌 Additional Documents  Please provide details  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| * + - 1. **Storage Tanks** | | | | |
| Has the applicant filed Storage Tank layouts? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Does the layout indicate if the Storage tank installed outside the building? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Does the layout indicate if the storage tanks installed underground? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Do the same detail the number of tanks? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Do the same detail the Fuel Type to be used in each of the Storage Tanks? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Do the same detail the Tank Capacity of each of the Storage Tanks? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Does the layout indicate if the Storage Tanks are installed/to be installed under buildings, power lines, bridges, or in tunnels, basements, excavations, on other Storage Tanks and in areas that pose risks of ground instability? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Are the minimum distances applicable to Storage Tanks indicated? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Are the limits of the Fuel Filling Station property and the distance of same to any Residential, Used, Support, Ancillary or Integrated Building depicted? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| 🗌 Additional Documents  Please provide details  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| * + - 1. **Pump Islands** | | | | |
| Has the applicant filed Pump Island layouts? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Do the same detail the number of Pump Islands? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Do the same detail the fuel type to be used in each of the Pump islands? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Does the layout indicate if the Pump Islands are installed/to be installed beneath buildings? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Are the minimum distances between Pump Islands and Storage Tanks indicated? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Are the distances of the Pump Islands to the limits of the property of the Fuel Filling Station depicted? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Are the distances of the Pump Islands from any Residential, Support, Ancillary, Integrated or Used Buildings Public or Private depicted? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| 🗌 Additional Documents  Please provide details  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| * + - 1. **Water Treatment Systems** | |  | |  |
| Do the layout plans include references to the installation of a system for treating wastewater contaminated with hydrocarbons? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| * + - 1. **Gutters, Grills and Sinks** | | | | |
| Do the layout plans include reference to the installation and location of Gutters, Grills and Sinks? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| * + - 1. **Safety and Protection Zones** | | | | |
| Does the proposed layout clearly indicate the existence of Safety Zones? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Does the proposed layout clearly indicate the existence of Protection Zones? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Are the Safety and Protection Zones of the Pump Islands and Fuel Dispensers depicted? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| 🗌 Additional Documents  Please provide details  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| * + - 1. **LPG** | | | | |
| Does the applicant intend to provide LPG? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Has the applicant filed any plans for a dedicated Storage Area for the storage of Cylinders of Bottled LPG? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Do the layout plans detail the demarcated and protected space within the Fuel Filling Station for storage of Bottled LPG? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| Has the applicant filled any dedicated plans for Pump Islands for Auto gas? | | ⬜ Yes ⬜ No | | ⬜ Yes ⬜ No |
| 🗌 Additional elements (if any)      Please provide details | | | | |

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| **5. ADDITIONAL ELEMENTS**  🗌 Please mark and provide details if additional documents have been presented and attached to the present form | | |
| **Annex No.** | **Name** | **Details** |
| 🗌 1 |  |  |
| 🗌 2 |  |  |
| 🗌 3 |  |  |
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| **6. STATEMENT OF APPLICANT**  **NOTE:** This form and any relevant additional in formation is of public record and will remain on file. By filing this form you are declaring that you will not use the information you receive now or afterwards for any illegal or unlawful purposes | |
| I certify that all of the information contained in this form is complete and accurate. I understand the information provided to the ANP is subject to review and audit. The detailed records which substantiate the information contained herein are available upon request.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_ | To be completed by ANP |
| Fees paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the individual in charge  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **7. ANP’s DECISION**  For official use only |
| ⬜ Project Approved  ⬜ Project Not Approved  ⬜ Project Deferred / Returned (additional elements required |
| **Remarks/ Requirements/Implementation Procedures and respective timing:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Notes:**

1. All Projects submitted shall comply with the Technical Specifications for Fuel Filling Stations or other standards adopted by the ANP;
2. Any variation of the standards set forth in the Technical Specifications shall require the prior written consent of the ANP;
3. The ANP may request additional documentation from the Applicant in order to adequately assess the Application;
4. ANP shall decide on the Application within 90 days of the date on which the last requested document is submitted by the Applicant;
5. The ANP’s decision shall include the procedures and timing for the implementation of the project, which must be strictly complied with;
6. The Applicant shall have 1 year (or such longer period as established by the ANP) as of the date of submittal of this form to effectively implement the Project and to request the respective License;
7. The issuance of the License shall be preceded by an inspection carried out under ANP Regulations nos. 1/2012 and 2/2012, both of 24 October 2012.