

Wiltshire Council

PETROLEUM HISTORICAL INFORMATION SEARCH REQUEST FORM

Search Conditions:

Our records consist of both current and historical records. The records may not be complete, and it is possible that we may not hold any or complete records for some sites. Wiltshire 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. Failure to do so will result in the search being rejected.

Your Contact Details:

| | |
|------------------|-------------------------------|
| Contact Name | Full Company Name and Address |
| Contact Phone No | |
| Contact E-mail: | |
| Your Reference: | |
| Signed: | Dated |

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

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

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 15 working days, however as our historical records are now archived and stored off site, we may on occasions exceed this time, we will endeavor to notify you if this is likely to occur.

Charges: Please refer to our current fees on the website [Petroleum Licensing - Wiltshire Council](#)

Please send the completed form preferably by email to publicprotectionwest@wiltshire.gov.uk or by post to: Public Protection Service, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN. Tel: 01225 770411

Description of Service being provided

Information will be provided on the history of specific premises known to have had been licensed 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 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

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 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 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).

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 will be incurred. There is the minimum charge for searches, even for those that do not reveal any petroleum related history at the premises. Please see the Fees section on our website. [Petroleum Licensing - Wiltshire Council](#)

Email and postal service

Wherever possible, we will respond by email (and provide a hardcopy if requested).

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. The search fee is due before we can look for any information.

Data Protection Statement:

Wiltshire 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.

Please send the completed form preferably by email to

**publicprotectionwest@wiltshire.gov.uk or by post to: Public Protection Service,
Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN, Tel.
01225 770411**