



National Bank Tower  
 501-134 Kent Street  
 P.O. Box 577  
 Charlottetown, PE  
 C1A 7L1

## APPLICATION FOR RETAIL PETROLEUM OUTLET LICENSE NEW RETAIL OUTLET

**ALL QUESTIONS MUST BE ANSWERED**

<b>1</b>	NAME OF APPLICANT:			
<b>2</b>	ADDRESS OF PROPOSED OUTLET:	(Street)	(Town, Community)	(Province) (Postal Code) P.E.I.
<b>3</b>	OWNER OF PROPOSED OUTLET:			
<b>4</b>	OWNER'S MAILING ADDRESS:			
<b>5</b>	OPERATOR OF PROPOSED OUTLET:			
<b>6</b>	OPERATOR'S MAILING ADDRESS:			
<b>7</b>	HAS THE APPLICANT PREVIOUSLY BEEN LICENSED UNDER THE PETROLEUM PRODUCTS ACT: <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please specify: _____			
<b>8</b>	METHOD OF PROPOSED DISPENSING (check all that apply): <input type="checkbox"/> Full-serve <input type="checkbox"/> Split-serve <input type="checkbox"/> Self-serve <input type="checkbox"/> Keylock <input type="checkbox"/> Cardlock			
<b>9</b>	TYPE OF PROPOSED OUTLET (check all that apply): <input type="checkbox"/> Service Station <input type="checkbox"/> C-Store/General Store <input type="checkbox"/> Marine <input type="checkbox"/> Other (specify) _____			
<b>10</b>	PROPOSED SUPPLIER OF PETROLEUM PRODUCTS:	<b>11</b>	WHAT PETROLEUM PRODUCTS WILL BE SOLD:	
<b>12</b>	DEFINE TYPES OF SERVICES TO BE OFFERED AND/OR BUSINESSES TO BE OPERATED IN CONJUNCTION WITH THE SALE OF PETROLEUM PRODUCTS (IF APPLICABLE, ALSO INDICATE TYPE OF PROPOSED PROPANE DISPENSING):			
<b>13</b>	GIVE DESCRIPTIONS AND DIMENSIONS OF BUILDINGS TO BE ASSOCIATED WITH THE PROPOSED OUTLET:			
<b>14</b>	HOW MANY PUMP ISLANDS AND PUMPS ARE PROPOSED:			
<b>15</b>	WHAT HOURS DO YOU PROPOSE TO OPERATE: Weekdays:        Full Service    ____ a.m. to ____ p.m.        Self Serve    ____ a.m. to ____ p.m. Sundays/Holidays: Full Service    ____ a.m. to ____ p.m.        Self Serve    ____ a.m. to ____ p.m.			
<b>16</b>	WHAT VOLUME OF PETROLEUM STORAGE IS PROPOSED TO BE INSTALLED:			
<b>17</b>	HOW FAR WILL PUMP ISLAND BE LOCATED FROM THE CENTRE OF THE NEAREST ROAD: _____ feet			
<b>18</b>	WILL PUBLIC WASHROOMS BE PROVIDED: <input type="checkbox"/> Yes <input type="checkbox"/> No        If yes, how many washrooms? _____			

<b>19</b>	<p>THE FOLLOWING ITEMS MUST ACCOMPANY THIS APPLICATION:</p> <ol style="list-style-type: none"> <li>1. A PLAN INDICATING THE SPECIFIC PROPERTY LOCATION <span style="float: right;"><input type="checkbox"/></span></li> <li>2. A PLAN OF THE FACILITY LAYOUT <span style="float: right;"><input type="checkbox"/></span></li> <li>3. A LETTER OUTLINING WHY IT IS CONSIDERED THAT PUBLIC INTEREST, CONVENIENCE AND NECESSITY REQUIRE THE LICENSING OF AN OUTLET IN THE AREA <span style="float: right;"><input type="checkbox"/></span></li> </ol> <p>THE FOLLOWING ITEMS MUST BE FILED WITH THE COMMISSION BEFORE A LICENSE WILL BE ISSUED. NOTE: NUMBER 9 IS NOT NECESSARY UNLESS YOU PROPOSE TO DISPENSE PROPANE.</p> <ol style="list-style-type: none"> <li>4. A COPY OF THE BUILDING PERMIT OR APPROVAL IN PRINCIPLE FROM THE AUTHORITY HAVING JURISDICTION <span style="float: right;"><input type="checkbox"/></span></li> <li>5. A COPY OF PRELIMINARY APPROVAL FROM THE DEPARTMENT OF AGRICULTURE AND LAND RELATIVE TO THE INSTALLATION OF PETROLEUM STORAGE FACILITIES <span style="float: right;"><input type="checkbox"/></span></li> <li>6. A FILING FEE AS OUTLINED IN THE CURRENT LICENSE FEE SECTION FOUND ON THE COMMISSION'S PUBLIC WEBSITE <span style="float: right;"><input type="checkbox"/></span></li> <li>7. PROOF OF OWNERSHIP OF OUTLET <span style="float: right;"><input type="checkbox"/></span></li> <li>8. COPY OF PETROLEUM SUPPLY AGREEMENT <span style="float: right;"><input type="checkbox"/></span></li> <li>9. A COPY OF APPROVAL FROM THE INSPECTION SERVICES DIVISION OF THE DEPARTMENT OF AGRICULTURE AND LAND RELATIVE TO THE HANDLING OF PROPANE <span style="float: right;"><input type="checkbox"/></span></li> </ol>
<b>20</b>	<p>I HEREBY DECLARE THAT THE ANSWERS MADE TO THE ABOVE QUESTIONS ARE TRUE AND, IF A LICENSE IS ISSUED, I UNDERTAKE TO CARRY OUT IN EVERY MANNER THE REQUIREMENTS OF THE PETROLEUM PRODUCTS ACT AND REGULATIONS.</p> <p>SIGNATURE: _____ CORPORATE NAME: _____</p> <p>PRINT NAME: _____ TELEPHONE: _____</p> <p>(Please check) <input type="checkbox"/> Owner    <input type="checkbox"/> Lessee    <input type="checkbox"/> Agent</p> <p>TITLE: _____ DATE: _____</p>

**LICENSE FEES PAYABLE TO "ISLAND REGULATORY AND APPEALS COMMISSION".**

Information on this Form is collected pursuant to the *Petroleum Products Act* and will be used by the Commission in the administration of the said *Act*. For additional information, contact the Commission at 902-892-3501 or by email at [info@irac.pe.ca](mailto:info@irac.pe.ca).

## INFORMATION FOR APPLICANTS

Issued: January, 2003

In determining applications for initial licensing of consumer outlets, the Commission is required to consider Section 20 of the **Petroleum Products Act**, which reads as follows:

"When issuing a license with respect to the operation of an outlet operated by a retailer, the Commission shall consider the public interest, convenience and necessity by applying such criteria as the Commission may from time to time consider advisable including but not restricted to the demand for the proposed service, the location of the outlet, traffic flows and the applicant's record of performance."

The Commission has interpreted this legislation to mean that **both** public convenience and necessity must be proven as they relate to the motoring public, and not the public in general. The applicant must demonstrate a demand for the proposed outlet at the proposed location. Public interest factors will be weighed individually based on existing circumstances.

Notwithstanding the generality of the foregoing, the following factors are among those that the Commission will consider in determining whether initial applications for consumer outlets meet the public convenience and necessity test:

1. the promotion of competition;
2. traffic volumes and trends in the general area of the proposed location;
3. population size and trends in the general area of the proposed outlet;
4. trends in gasoline sales, especially, but not exclusively, among outlets in the general vicinity of the proposed location; and
5. services presently available to the motoring public in the general area of the proposed location.

In considering applications for initial licensing, the Commission may invite public comment on the application and may decide to conduct a public hearing. A decision on the necessity of a public review process, including a hearing, is made on a case-by-case basis.