



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

# APPLICATION FOR APPROVAL OF CHANGES AT RETAIL PETROLEUM OUTLET

**THIS APPLICATION IS FOR A CHANGE IN (check all that apply):**

- |                               |                          |                         |                          |
|-------------------------------|--------------------------|-------------------------|--------------------------|
| 1. METHOD OF DISPENSING       | <input type="checkbox"/> | 5. DISPENSING EQUIPMENT | <input type="checkbox"/> |
| 2. OPERATOR                   | <input type="checkbox"/> | 6. PETROLEUM STORAGE    | <input type="checkbox"/> |
| 3. SUPPLIER                   | <input type="checkbox"/> | 7. HOURS OF DISPENSING  | <input type="checkbox"/> |
| 4. PETROLEUM PRODUCTS OFFERED | <input type="checkbox"/> | 8. OTHER _____          | <input type="checkbox"/> |

**ALL APPLICABLE QUESTIONS MUST BE ANSWERED**

<b>1</b>	NAME OF OUTLET:			
<b>2</b>	LOCATED AT:	(Street)	(Town, Community)	(Province) (Postal Code) P.E.I.
<b>3</b>	CURRENT LICENSE NUMBER:	<b>4</b>	TELEPHONE NO:	<b>5</b> FAX NO:
<b>6</b>	OWNER OF OUTLET:			
<b>7</b>	OWNER'S MAILING ADDRESS:			
<b>8</b>	OPERATOR OF OUTLET:			
<b>9</b>	OPERATOR'S MAILING ADDRESS:			
<b>10</b>	SUPPLIER OF PETROLEUM PRODUCTS (INCLUDE PROPANE SUPPLIER, IF APPLICABLE):			
<b>11</b>	METHOD OF 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 (An attachment outlining the reasons for any proposed change must accompany this form)			
<b>12</b>	TYPE OF OUTLET: <input type="checkbox"/> Service Station <input type="checkbox"/> C-Store/General Store <input type="checkbox"/> Marine <input type="checkbox"/> Propane    Other _____			
<b>13</b>	DESCRIBE OTHER SERVICES TO BE PROVIDED AT THIS OUTLET: (Plans of any proposed changes must accompany this application)			
<b>14</b>	PRODUCTS TO BE DISPENSED (OTHER THAN MARINE): <input type="checkbox"/> Regular Gasoline <input type="checkbox"/> Mid-Grade Gasoline <input type="checkbox"/> Premium Gasoline <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> Furnace Fuel <input type="checkbox"/> Other _____			
<b>15</b>	MARINE ONLY (SEPARATE FORM FOR EACH LICENSE): <input type="checkbox"/> Marked Diesel Fuel <input type="checkbox"/> Clear Gasoline <input type="checkbox"/> Clear Diesel Fuel <input type="checkbox"/> Other _____			
<b>16</b>	NUMBER OF AUTOMOTIVE SERVICE BAYS IN OPERATION AT THIS OUTLET:	<b>17</b>	WHEN ARE BAY SERVICES AVAILABLE: _____ a.m. to _____ p.m.	
<b>18</b>	HOURS OF OPERATION FOR MOTOR FUELS DISPENSING: Full Serve _____ a.m. to _____ p.m.    Self Serve _____ a.m. to _____ p.m.			
<b>19</b>	IS OUTLET PRESENTLY IN OPERATION:    YES <input type="checkbox"/> NO <input type="checkbox"/> (State reason and expected date of re-opening)			

<b>20</b>	OUTLINE ANY PROPOSED CHANGES TO PUMPS AND STORAGE EQUIPMENT: (Plans of any proposed changes must accompany this application. Approval must be obtained from the Department of Agriculture and Land before any changes are made which involve petroleum storage.)
<b>21</b>	GIVE DETAILS OF ANY PROPOSED CHANGES TO WASHROOMS:
<b>22</b>	PROPOSED COMPLETION DATE OF ANY ALTERATIONS:
<b>23</b>	<p>I HEREBY DECLARE THAT THE ANSWERS MADE TO THE ABOVE QUESTIONS ARE TRUE AND, IF APPROVAL IS GRANTED BY THE COMMISSION, 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>

PLEASE NOTE:

- ALTERNATIONS ARE NOT TO BE COMMENCED UNTIL AUTHORIZATION IS RECEIVED FROM THIS COMMISSION.
- IN THE CASE OF A CHANGE OF OPERATOR OR A CHANGE IN PETROLEUM SUPPLIER, A COPY OF THE SUPPLY AGREEMENT MUST ACCOMPANY THE APPLICATION. THIS IS NOT REQUIRED FOR A CHANGE IN MANAGER ONLY.
- IN THE CASE OF A CHANGE OF OWNER OF AN OUTLET, PROOF OF OWNERSHIP MUST ACCOMPANY THE APPLICATION (SUCH AS A COPY OF THE DEED OR AGREEMENT OF PURCHASE AND SALE).
- A FEE AS OUTLINED IN THE CURRENT LICENSE FEE SECTION FOUND ON THE COMMISSION'S PUBLIC WEBSITE WILL BE PAYABLE TO THE ISLAND REGULATORY AND APPEALS COMMISSION WHERE A LICENSE AMENDMENT IS REQUIRED.

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).