



London Borough of Hounslow

Application for a Storage Licence under the Explosives Regulations 2014

- Please read the guidance notes before completing this form.
- You should not use this form for an application for a licence to store the explosives listed in note 1
- You should *only* use this form if you want to store less than 2000kg of explosives
- If there is insufficient room to provide the information requested, please continue on a separate sheet(s) (see note 2)
- Please note that it is an offence under Section 33 of the Health and Safety at Work etc. Act 1974 to provide false information. Incomplete or inaccurate information could result in a delay in the processing of your application.
- The information contained in this form may be stored electronically. The information may, where appropriate, be shared with other relevant bodies such as other local licensing authorities or the Health and Safety Executive. You have the right to request a copy of any personal information and to have any inaccuracies corrected.
- Please complete this form using either **black** ink or type.

The information gathered on this form may constitute personal data as defined in the Data Protection Act 1998. Any personal data will be processed in accordance with the requirements of that Act.

The application is for: *[tick the box that applies]*

New storage licence Renewal storage licence

If this is a renewal application, please state the date of expiry and any reference number

Expiry Date

Reference No.

Nature of business: *[tick the category or categories that apply to this application]*

Fireworks – retail Fireworks-import/wholesale Fireworks-display operator

Recreational user Other *[please specify]*

Are you applying for a licence where the storage will be subject to separation distances? *(See note 5)*

Yes No

Details of the applicant: *[if you are applying on behalf of a company or limited liability partnership (or, in Scotland only, a partnership), please give its name].*

Name of applicant:

Companies House No *(if applicable)*

Date and place of birth *[where applicant is an individual]*

N.I. no *[where applicant is an individual]*

Address *[including postcode]. If the applicant is a company, please give the registered office*

Daytime telephone number:

Mobile number:

Email:

Full address (*including postcode*) of the place where the explosives will be stored:

Do you have an explosives store at an address different to that above? Yes No

If yes, please provide the full address including postcode of this store

Do you have a licence for this store? Yes No . If yes, please provide the licence number and date of expiry

Licence Number

Date of Expiry

If the applicant is not the owner/manager of the business, please give the details of the person with management responsibilities for the store.

Name

position

Address including postcode [*if different from above*]

Contact telephone number

Email:

Out of hours contact details (*if different from above*) – please give the name and telephone number, including mobile if appropriate, of the person to be contacted in an emergency.

Name of contact

Telephone No.

Mobile No.

The completed application form, together with the following documents in support of the application, should be sent to your licensing authority. *(Please tick the boxes to confirm the following have been submitted)*

Application fee:

Supplementary information sheet *(if applicable)* [see note 2]

Plan of the site: [see notes 7 & 8]

Floor plan: *(if explosives are to be kept on the shop floor or in a building that is to be used for other purposes as well as the storage of explosives)* [see note 9]

For licensing authority use only:

Application form completed

Fee enclosed

Site Plan enclosed

Building Floor Plan enclosed *(if applicable)*

Guidance to applicants

IMPORTANT It is your responsibility to ensure you are aware of, and comply with, the Explosives Regulations 2014. The licensing authority has the power to prohibit storage of explosives at the site if it believes the site is no longer suitable. It may also take enforcement action if you are not storing safely.

If you are intending to supply fireworks **outside** the normal permitted period's e.g. New Year, Chinese New Year, October 15th-November 10th and Diwali, you will also need to make a separate application to your local licensing authority for a licence to comply with the Fireworks Regulations 2004.

General information on completing the application

1. This form should **not** be used for an application for a licence to store the explosives listed below:

- relevant explosives
- ammunition the acquisition of which is regulated or prohibited by virtue of the Firearms Acts 1968 to 1997
- smokeless powder or percussion caps
- explosives stored by a person who is registered as a firearms dealer under section 33 of the Firearms Act 1968

If you want to store the explosives listed above, you should use form ER2

You should only use this form if you want to store less than 2000kg of explosives. If you want to store more than 2000kg of explosives you should apply to the Health and Safety Executive for a licence. Further information on licensing can be found at www.hse.gov.uk/explosives/licensing/how-to-apply.htm

2. If there is insufficient room to provide the information requested, please continue on a separate sheet(s). You should also put your name and address at the top of each sheet before attaching the sheet(s) to your application form.

3. Please contact the Licensing Team or Trading Standards Team, ECCS, London Borough of Hounslow, Hounslow House, 7 Bath Road, Hounslow, TW3 3EB, if you have any questions about completing this form or about your application.

4. Please note: Any previous convictions you may have may be subject to the Rehabilitation of Offenders Act 1974 and you do not have to include convictions that are 'spent' on this application form. Where the application relates to a corporate body or company convictions of all directors should be listed. Where the application relates in Scotland to a partnership, convictions of all partners should be listed. Information on how Licensing Authorities will consider the relevance of previous convictions to an application for a licence can be found at www.hse.gov.uk/explosives/index.htm

5. Separation distances - please see Regulation 27 of the Explosives Regulation 2014. You will not normally be required to maintain separation distances if you store no **more** than:

- 250kg HT4
- 25kg HT3 (or combination of HT3 and HT4)
- 0.1kg HT1
- 0.1kg HT2

on one site. If you are unsure whether your store or on places where you will be manufacturing or processing explosives on site are subject to separation distances, contact your local licensing authority

6. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see <http://www.bexley.gov.uk/index.aspx?articleid=5324>

The following documents should be submitted with the application form:

7. A plan to a scale sufficient to show the location of the site in relation to its surroundings (i.e. named or numbered roads, hamlets, villages or geographical features). Where the site does not have a postal address this should normally be a minimum scale of 1:25000.

8. If the store is subject to separation distances you will also need to provide an Ordnance Survey Site plan (or similar) map showing the location of the store and distances to any neighbouring buildings. The plan should also show any areas where you intend to process or manufacture explosives where a licence for those activities is not required under regulation 6 of ER2014. The scale will depend on the separation distance. For a distance of up to 200 metres, a 1:1250 would normally be required while greater distance would require a 1:2500 or even a Super Plan. Where this plan clearly identifies the location of the site in relation to its surroundings it can be substituted for the plan referred to in 6 above.

9. If you intend to store or display more than 12.5kg of fireworks on a shop floor, the licensing authority will require you submit a floor plan of the sales area.

10. If you intend to store, process or manufacture explosives within a building that is also used for other purposes you should include a floor plan showing the places within the building where you intend storing, processing or manufacturing the explosives.

11. The fee must also be submitted with the application. Information on fees can be found at <http://www.hse.gov.uk/explosives/licensing/fees.htm> , or contact your licensing authority for advice.

Hazard type and quantity

12. The licensing authority will need to know the hazard type and quantity of the explosives you wish to store to determine whether your store is suitable. The quantity you will be allowed to store will depend on the hazard type of the explosives. Please contact your supplier if you are uncertain about the hazard types of explosive you wish to store.

13. The "quantity" refers to the '**net mass**' of the explosives. This means the weight of the explosive contained within an article i.e. less packaging, casings, etc.

14. Licences for fireworks and other explosives that do not require an explosive certificate may be granted for up to 5 years or as the licensing authority determines.

Generic Schedule of Works/Floor Plan

To progress your application please provide a schedule of all proposed works you intend to carry out to ensure safe storage and sale of explosives. Include a floor plan of the premises indicating the location and size of both the non-public storage area and the shop floor public area, along with the proposed location of any firework display cabinet(s), emergency escape routes and the location of fire extinguishers.

The plan may be hand-drawn but must include the floor sizes of the two areas, together with a copy of your risk assessment.

If there is domestic/sleeping accommodation above or adjoining the premises where you intend to store explosives, please advise if it is occupied.

To help we have provided this example generic plan. You can use this as a guide, changing it as necessary to reflect the specific circumstances relating to your proposed activities. Attach any extra information you feel necessary.

Example Schedule of Works:

Stock:

- Check order with supplier to confirm hazard type of fireworks to order.
- Check that maximum Net Explosive Quantities permitted by licence/registration application for the Hazard Type is not exceeded.

Staff:

- All staff reminded of rules & procedures re storage & sale of fireworks.
- Training records updated.

Storage Area:

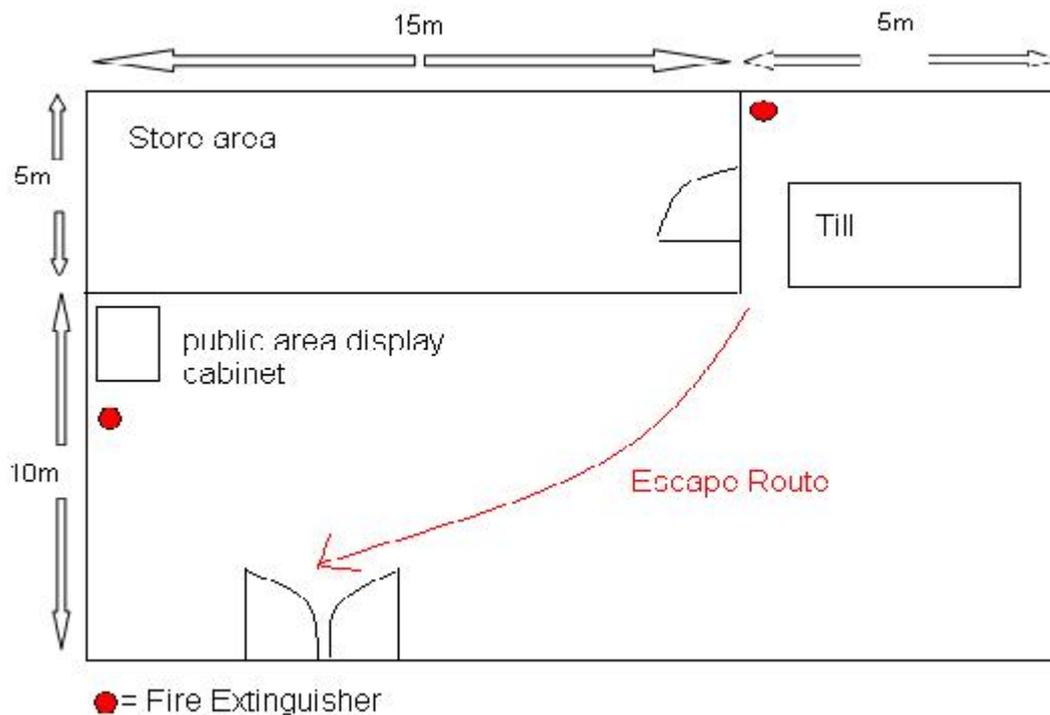
- Empty rear store area of highly flammable/combustible material.
- Check storage area for damp.
- Blank off access to electrical power outlets.
- Remove electrical equipment other than light fittings.
- Install wooden shelving to hold up to 250kg Hazard Type 4 fireworks in transit boxes.
- Put up No Entry sign to non-public storage area.
- Put up No Smoking Sign on entry door.
- Display Hazard Warning notice on Entry door.

Public Shop Area:

- Display cabinets checked for suitability.
- No smoking sign placed next to display area.
- Location of display cabinets checked at least 1 metre from any live electrical equipment.
- Fire Extinguishers checked for type & rating (at least two minimum rated 13A) and last service.
- Replace any not working/out of date.
- Escape route clear.
- Door(s) unlocked whenever store is occupied.

Example Floor Plan

Ground Floor:



Size of Explosive Non Public Storage Area = 75 m^2 (length x width)

Size of Public Shop Floor Area = 200 m^2

Rating/Type of Fire Extinguishers = 13A (water)

Residential Accommodation above? = Yes/No* Occupied? = Yes/No*

First Floor / Second Floor etc.: (include a floor plan for each additional floor you may use for the storage or sale of fireworks)

NOTE: Fireworks should **not** be stored in a cellar or basement or in any place that would hinder escape from the premises; for instance, in or under a staircase.

Completed by: (print name) Mr A N Other
Position: Owner/Manager

Name of Business: Any Shop

Trading Address that this schedule/plan applies to: 1 The Street, Any Town AA1 BB2

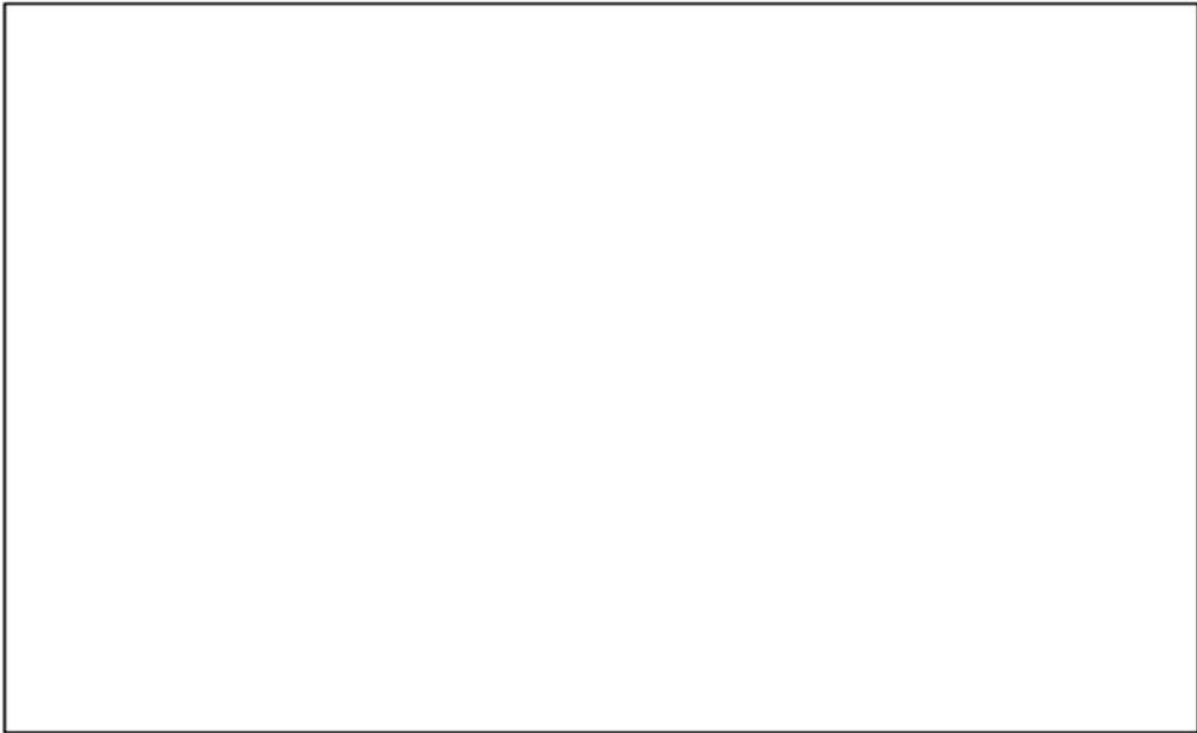
I confirm this is an accurate statement as to the proposed works and floor plan for the attached application.

Signed: *A N Other*

Date: 1 Sept 2015

Floor Plan

Ground Floor*/First Floor* /Second Floor* etc.: (*include a floor plan for each floor you intend to use to store explosives. Delete as applicable)



Size of Explosive Non Public Storage Area = m² (length x width) Size of Public

Shop Floor Area = m²

Rating/Type of Fire Extinguishers =

Residential Accommodation above? = Yes/No* Occupied? = Yes/No*

(*delete as applicable)

NOTE: Fireworks should **not** be stored in a cellar or basement or in any place that would hinder escape from the premises; for instance, in or under a staircase.

Completed by: (print name)

Position:

Name of Business:

Trading Address that this schedule/plan applies to:

I confirm this is an accurate statement as to the proposed works and floor plan for the attached application.

Signed: Date:

Fireworks in shops

Retailers' risk assessment checklist

This checklist accompanies the leaflet *Storing and selling fireworks safely* (INDG407), which is available online at www/hse.gov.uk/pubns/indg407.htm. It has been written for people who sell fireworks, to help them carry out a risk assessment and plan what actions they need to take to protect the safety of staff and customers.

How could a fire start?				
Danger	Action	Your actions and notes (record here any specific actions you need to take)	Action taken (✓)	Comments
Cigarettes and other naked lights.	<ul style="list-style-type: none"> ■ Restrict access to area where fireworks are stored. ■ Ensure fireworks are not left unattended in the warehouse. ■ Prohibit smoking anywhere near the items. ■ Keep in a locked store, locked storage cabinet or locked display cabinet. 	(eg ensure all staff are aware of no smoking areas and check <i>no smoking</i> signs are displayed in prominent locations.)		Taking positive action to prevent a fire is the most important of all the control measures you must take.
Sparks from electrical sockets and fittings.	<ul style="list-style-type: none"> ■ Disconnect from electrical supply if fitted in display cabinets or use dummy fireworks. ■ In storerooms, remove electrical equipment (other than light fittings and fire detection equipment) and blank off plugs. 			

How could a fire start?				
Danger	Action	Your actions and notes (record here any specific actions you need to take)	Action taken (✓)	Comments
Heat causing boxes to catch fire.	<ul style="list-style-type: none"> ■ Remove space heaters or position them well away from the fireworks. ■ In storerooms, leave a clear space between the light fitting(s) and the fireworks. 			
Fire involving other goods spreads to the fireworks.	<ul style="list-style-type: none"> ■ Keep in a dedicated storeroom if possible, otherwise in a fire-resistant store cupboard or cabinet or container. ■ Keep well away from flammable or combustible articles. 			Flammable substances include white spirit and solvent-based paints. Combustible articles include clothing, cardboard, paper and wood (eg pallets).
Arson or criminal action.	<ul style="list-style-type: none"> ■ Keep in a secure goods yard. ■ Keep under supervision. ■ Review location of the store and security arrangements. 			A fire might be started deliberately or by thieves using cutting equipment to gain access to the store.
How could a fire spread and get worse?				
Heat from burning fireworks causes nearby flammable or combustible articles to catch fire.	<ul style="list-style-type: none"> ■ Remove the flammable/ combustible articles if possible. ■ Locate fireworks well away from flammable substances to reduce risk of fire spreading. ■ If fireworks are stored in a container outside the building, ensure it is located well away from parked vehicles, pallets etc. 			

How could a fire spread and get worse?

Danger	Action	Your actions and notes (record here any specific actions you need to take)	Action taken (✓)	Comments
<p>Burning fireworks or fragments are thrown into flammable or combustible articles.</p>	<ul style="list-style-type: none"> ■ Keep the fireworks in their transport boxes. ■ Close transport boxes after use. ■ Keep fireworks in a separate storeroom. If this is not possible, keep in fire-resistant cupboards or cabinets. ■ If fireworks are stocked in a warehouse, ensure there is a barrier between fireworks and flammable items (eg a wall, or a wire screen) or enclose items in a wire cage or keep them in an ISO transport container or other suitable construction that will contain the fragment throw. ■ Control the amount of fireworks in the shop area. ■ Ensure the premises are suitable for the quantity of fireworks (and keep the stocks of fireworks within the limits permitted by your licence). 			<p>Anyone storing large quantities of flammable substances should seek specialist advice.</p>
<p>Fireworks are contaminated by other chemicals or by water and become unstable.</p>	<ul style="list-style-type: none"> ■ Keep away from caustic substances such as drain cleaners, paint strippers and wood preservatives. ■ Keep away from fertilisers and products containing peroxides (eg fibreglass hardeners). ■ Keep in a dry place. 			

How can people be protected in the event of a fire?

Danger	Action	Your actions and notes (record here any specific actions you need to take)	Action taken (✓)	Comments
Staff or customers are unable to escape because of heat and/or smoke.	<ul style="list-style-type: none"> ■ Keep all fireworks in the sales area in a display cabinet. ■ Ensure the fireworks are located so that escape routes are not affected by smoke and flames in the event of a fire. ■ Ensure escape routes are not blocked by other goods. ■ Ensure all staff are clear what action must be taken if there is fire. 			<ul style="list-style-type: none"> ■ Priority must be for staff and customers to evacuate the shop. ■ Fires should only be fought if people are in danger. ■ You have a legal duty under fire safety legislation to ensure that any person present in your shop can escape to safety should there be an outbreak of fire.
Fire spreads to neighbouring or adjoining residential premises.	<ul style="list-style-type: none"> ■ Locate containers away from neighbouring houses. ■ If there are flats or residential accommodation in the same building, ensure that there is a separate escape route for residents. ■ Install fire detection and alarm system. ■ Ensure that suitable fire doors are fitted etc. 			