



**Guidance to the Applicants for Petroleum Licences  
and Construction Approval**

**MAY 2017**

## INTRODUCTION

In order for the Authority to consider processing Petroleum Licences or construction approvals applications, it is imperative for the applicants to submit the complete applications accompanied with appropriate supporting documents.

The Guidance provides minimum requirements for the supporting documents to be accompanied for each type of application. Any application submitted without being accompanied with appropriate support documents shall not be processed. Therefore, all applicants are urged to ensure that they submit complete applications accompanied with appropriate support documents. Applicants are advised to consult Petroleum Division Staff for scrutiny of their applications before submission.

Below are the requirements for the supporting documents to be accompanied for each type of application:

### 1. Petroleum (Wholesale) Licence

An applicant should submit a dully filled-in application form No 200, attested by a Commissioner for Oaths together with the following:

- a)** certified copies of its registration documents;
- b)** hospitality agreement or a proof of depot ownership;
- c)** a business plan describing the scope of a licensed activity;
- d)** proof of financial capability which can be either:-
  - (i) bank guarantee of not less than one billion and five hundred million shillings;
  - (ii) a deposit of not less than one billion and five hundred shillings at a bank or financial institution licensed by the Bank of Tanzania to act as such, or
  - (iii) an unequivocal letter of comfort from a financial institution or a bank that confirms that the bank or the financial institution shall extend a loan to the applicant for the amount of not less than one billion and five hundred million shillings; Provided that the letter shall be signed by the chief executive officer of the financial institution or bank.
- e)** tax identification number certificate;
- f)** a list of facilities and proof of availability of such facilities to support the proposed business (**applicable for depot owners**); and
- g)** a proof of payment of an appropriate application fee (**Attach a Copy of EWURA Receipt**)

## 2. Petroleum Storage Business Licence

An applicant should submit a dully filled-in application form, attested by a Commissioner for Oaths together with the following:

- a)** certified copies of its registration documents;
- b)** certified copy of Certificate of Occupancy (Title Deed) that approves the plot for development of petroleum bulk storage facility;
- c)** certified copy of Building Permit from relevant local Authority;
- d)** Copy of EWURA Construction Approval (**applicable for depot Constructed after April 2009**)
- e)** an environmental impact assessment certificate issued by the relevant authority (**for new depot constructed after 2004**);
- f)** tax identification number certificate;
- g)** certified copy of Fire Certificate;
- h)** a list of personnel and proof of training and qualification;
- i)** an engineering layout plan duly signed by a registered engineer which shall specify:
  - (i) the number of tanks and loading gantries ;
  - (ii)the location and distances between building structures, facilities and equipment;
  - (iii)entry and exit;
  - (iv) perimeter wall and property boundaries;
  - (v)location and identification of loading gantries; and
  - (vi) a proof that the engineering design and construction has been carried out in accordance with approved specifications
- j)** a proof of payment of the appropriate application fee (**Attach a Copy of EWURA Receipt**)

## 3. Construction Approval for Petroleum Storage Depot

An applicant should submit a letter of application together with the following:

- a)** The applicant's name, business address, telephone, fax number, the location and complete address of the proposed depot.
- b)** certified copies of its registration documents;
- c)** certified copy of Certificate of Occupancy (Title Deed) that approves the plot for development of petroleum bulk storage facility;
- d)** certified copy of Building Permit;
- e)** an environmental impact assessment certificate issued by relevant authority;
- f)** a project or business plan describing the scope of the proposed depot activity;
- g)** a list of personnel and proof of training and qualification;
- h)** a list of facilities to be constructed;
- i)** an engineering layout plan duly signed by a registered engineer which shall specify:
  - (i) the number of tanks and loading gantries;
  - (ii) the location and distances between building structures, facilities and equipment;
  - (iii)entry and exit;
  - (iv) perimeter wall and property boundaries;

<ul style="list-style-type: none"> <li>(v) location and identification of loading gantries; and</li> <li>(vi) a proof that the engineering design and construction to be carried out in accordance with approved specifications</li> <li><b>j)</b> environmental protection measures to be employed to prevent harmful environmental impacts resulting from the proposed depot activity</li> <li><b>k)</b> a proof of payment of an appropriate application fee (<b>Attach a Copy of EWURA Receipt</b>)</li> </ul>
<p><b>4. Petroleum (Retail) Licence for Petrol Stations</b></p>
<p>An applicant should submit a dully filled -in application form No 201, attested by a Commissioner for Oaths together with the following:</p> <ul style="list-style-type: none"> <li><b>a)</b> certified copies of its registration documents;</li> <li><b>b)</b> certified copy of Certificate of Occupancy (Title Deed) or any other authorization from relevant authority that approves the plot for development of a petrol station;</li> <li><b>c)</b> certified copy of Building Permit;</li> <li><b>d)</b> Copy of Construction Approval from EWURA (<b>applicable for Petrol Station Constructed after April 2009</b>)</li> <li><b>e)</b> certified copy of Fire Certificate;</li> <li><b>f)</b> an environmental impact assessment certificate issued by the relevant authority;</li> <li><b>g)</b> tax identification number certificate;</li> <li><b>h)</b> an engineering layout plan duly signed by a registered engineer which shall specify: <ul style="list-style-type: none"> <li>(i) the location and distances between building structures, facilities and equipment;</li> <li>(ii) entry and exit;</li> <li>(iii) perimeter wall and property boundaries;</li> <li>(iv) location and identification of dispensing unit/s including hose reach zone; and</li> <li>(v) that the engineering design and construction has been carried out in accordance with approved specifications</li> </ul> </li> <li><b>i)</b> a proof of payment of an appropriate application fee (<b>Attach a Copy of EWURA Receipt</b>)</li> </ul>
<p><b>5. Construction Approval for Petrol Stations</b></p>
<p>An applicant should submit a letter of application together with the following:</p> <ul style="list-style-type: none"> <li><b>a)</b> The applicant's name, business address, telephone, fax number, the location and complete address of the proposed petrol station.</li> <li><b>b)</b> certified copies of its registration documents;</li> <li><b>c)</b> certified copy of Certificate of Occupancy (Title Deed) or any other authorization from relevant authority that approves the plot for development of a petrol station;</li> <li><b>d)</b> certified copy of Building Permit;</li> <li><b>e)</b> an environmental impact assessment certificate issued by relevant authority;</li> <li><b>f)</b> a list of facilities to be constructed</li> <li><b>j)</b> an engineering layout plan duly signed by a registered engineer which shall specify: <ul style="list-style-type: none"> <li>(i) the location and distances between building structures, facilities and equipment;</li> <li>(ii) entry and exit;</li> <li>(iii) perimeter wall and property boundaries;</li> <li>(iv) location and identification of dispensing unit/s including hose reach zone; and</li> </ul> </li> </ul>

<p>(v) a proof that the engineering design and construction to be carried out in accordance with approved specifications</p> <p><b>g) a proof of payment of an appropriate application fee (Attach a Copy of EWURA Receipt)</b></p>
<p><b>6. LPG Distribution Business Licence (LPG Super dealers)</b></p>
<p>An applicant should submit a dully-in filled application form No 201, specifying that the <b>application is for LPG Distribution Licence</b> and attested by a Commissioner for Oaths together with the following:</p> <ul style="list-style-type: none"> <li><b>a)</b> certified copies of its registration documents;</li> <li><b>b)</b> dealership agreement with the LPG Wholesaler (s) that contain the following information; <ul style="list-style-type: none"> <li>(i) the name and physical address of the parties;</li> <li>(ii) the business licence numbers of the parties;</li> <li>(iii) the brand name of the LPG;</li> <li>(iv) the prohibition for a super dealer or dealer that require such super dealer or dealer as the as the case may be, to procure LPG from the wholesaler or super dealer who is the party party to such agreement as the case may be;</li> <li>(v) limitation on liability of parties; and</li> <li>(vi) Obligations to be bound by the legal requirements on health, safety and environmental requirements.</li> </ul> </li> <li><b>c)</b> certified copy of Certificate of Occupancy (Title Deed) that approves the plot for development of petroleum bulk storage facility (<b>applicable for Super dealers operating a bulk storage and filling plant</b>);</li> <li><b>d)</b> a business plan describing the scope of a licensed activity;</li> <li><b>e)</b> Fire Safety Certificate;</li> <li><b>f)</b> proof of possession of adequate qualified personnel(<b>applicable for bulk storage and filling plant</b>)</li> <li><b>g)</b> List of LPG dealers that the Super dealer has dealership agreement with for supply of LPG;</li> <li><b>h)</b> tax identification number certificate;</li> <li><b>i)</b> a list of facilities and proof of availability of such facilities to support the proposed business (<b>applicable for bulk storage and filling plant owners</b>);</li> <li><b>j)</b> Environmental Impact/Audit (EA) Certificate (<b>applicable for bulk storage and filling plant owners</b>);</li> <li><b>k)</b> a proof of payment of an appropriate application fee (<b>Attach a Copy of EWURA Receipt</b>)</li> </ul>
<p><b>7. Construction Approval for LPG Storage and Filling Plant</b></p>
<p>An applicant should submit a letter of application together with the following:</p> <ul style="list-style-type: none"> <li><b>a)</b> The applicant's name, business address, telephone, fax number, the location and complete address of the proposed facility.</li> <li><b>b)</b> certified copies of its registration documents;</li> <li><b>c)</b> certified copy of Certificate of Occupancy (Title Deed) that approves the plot for development of petroleum bulk storage facility;</li> <li><b>d)</b> certified copy of Building Permit;</li> <li><b>e)</b> an environmental impact assessment certificate issued by relevant authority;</li> </ul>

- f) a project or business plan describing the scope of the proposed licensed activity;
- g) a list of personnel and proof of training and qualification;
- h) a list of facilities to be constructed;
- i) an engineering layout plan duly signed by a registered engineer which shall specify:
  - (i) the number of storage tanks and dispensing pumps/guns;
  - (ii) the location and distances between building structures, facilities and equipment;
  - (iii) entry and exit;
  - (iv) perimeter wall and property boundaries;
  - (v) location and identification of dispensing units including hose reach zone; and
  - (vi) a proof that the engineering design and construction to be carried out in accordance with approved specifications
- j) a proof of payment of an appropriate application fee (**Attach a Copy of EWURA Receipt**)

### **8. LPG Wholesale Business Licence**

An applicant should submit a dully filled-in application form No 200, attested by a Commissioner for Oaths together with the following:

- a) certified copies of its registration documents;
- b) hospitality agreement with another LPG Wholesaler who own LPG Storage facility and Filling Plant or a proof of ownership of LPG storage facility and filling plant;
- c) a business plan describing the scope of a licensed activity;
- d) a proof of possession of adequate qualified personnel
- e) a proof of financial capability which can be either:-
  - (i) bank guarantee of not less than one billion and five hundred million shillings;
  - (ii) a deposit of not less than one billion and five hundred shillings at a bank or financial institution licensed by the Bank of Tanzania to act as such, or
  - (iii) an unequivocal letter of comfort from a financial institution or a bank that confirms that the bank or the financial institution shall extend a loan to the applicant for the amount of not less than one billion and five hundred million shillings; Provided that the letter shall be signed by the chief executive officer of the financial institution or bank.
- f) tax identification number certificate;
- g) a list of facilities and proof of availability of such facilities to support the proposed business (**applicable for bulk storage and filling plant owners**);
- h) Environmental Impact/ Audit (EA) Certificate for (**applicable for bulk storage and filling plant owners**); and
- i) a proof of payment of an appropriate application fee (**Attach a Copy of EWURA Receipt**).

### **9. Consumer Installation Licence**

An applicant should submit a dully filled-in application form No 200, attested by the Commissioner for Oaths together with the following:

- a) certified copies of its registration documents;
- b) a detailed evidence that stipulates the applicant's petroleum requirements which can be

either:

- (i) a proof that the applicant's business/special mission undertakings need bulk supply of petroleum products. These undertakings include Mining, Agricultural farming, Transportation, Power Generation, construction and special mission including government institutions, non-governmental institutions, diplomatic mission and humanitarian relief organization/services; or
- (ii) a proof of non-existence of supplies of petroleum products within considerable nearby area.
- c)** a proof of ownership or lease of the land/property;
- d)** Fire Safety Certificate;
- e)** tax identification number certificate;
- f)** an engineering layout plan duly signed by a registered engineer for the petroleum installations;
- g)** Submit Environmental Impact Assessment (EIA) Certificate (**for the case of a new facility**); and
- h)** a proof of payment of an appropriate application fee (**Attach a Copy of EWURA Receipt**).

#### **10. Lubricants Wholesale Business Licence**

An applicant should submit a dully filled-in application form No 200, attested by the Commissioner for Oaths together with the following:

- a)** written proof of ownership or lease of a lubricant warehouse that complies with Good Petroleum Industry Practices including:
  - (i) an emergency exit
  - (ii) sufficient ventilation; and
  - (iii) adequate fire fighting equipment.
- b)** certified copies of its registration documents;
- c)** possession of oil and lubricants handling permit from a relevant authority (GCLA);
- d)** possession of adequate qualified personnel;
- e)** proof of financial capability which can be either:-
  - (i) a bank statement showing a balance of not less than five hundred million shillings;
  - (ii) a bank guarantee of not less than five hundred million shillings; or
  - (iii) an unequivocal letter of comfort from a financial institution or a bank signed by the Chief Executive Officer of the said Institution or the bank that confirms that the bank or the financial institution shall extend a loan to the applicant for the amount of not less than five hundred million shillings.
- f)** certified copies of Tax Identification Number Certificate; and
- g)** a proof of payment of an appropriate application fee (**Attach a Copy of EWURA Receipt**).

#### **11. Construction approval for Lubricants Blending Plant**

An applicant should submit a letter of application together with the following:

- a)** the applicant's name, business address, telephone, fax number, the location and complete address of the proposed facility;

- b) certified copies of its registration documents;
- c) certified copy of Certificate of Occupancy (Title Deed) that approves the plot for development of petroleum bulky storage facility;
- d) certified copy of Building permit;
- e) an environmental impact assessment certificate issued by relevant authority;
- f) a project business plan describing the scope of the proposed licensed activity;
- g) a list of personnel and proof of training and qualification;
- h) a list of facilities to be constructed;
- i) an engineering layout plan duly signed by a registered engineer which shall specify:
  - (i) the number of storage tanks and dispensing pumps/guns;
  - (ii) the location and distances between building structures, facilities and equipment;
  - (iii) entry and exit;
  - (iv) perimeter wall and property boundaries;
  - (v) location and identification of dispensing units including hose reach zone;
  - (vi) a proof that the engineering design and construction to be carried out in accordance with approved specifications; and
- j) a proof of payment of an appropriate application fee (**Attach a Copy of EWURA Receipt**).

## 12. Lubricants Blending Licence

An applicant should submit a dully filled-in application form No. 200, attested by a Commissioner for Oaths together with the following:

- a) the applicant's name, business address, telephone, fax number and the location;
- b) certified copies of its business registration documents;
- c) certified copy of Certificate of Occupancy (Title Deed) that approves the plot for bulk petroleum operations;
- d) possession of lubricant blending plant that complies with Good Petroleum Industry Practices;
- e) possession of an environmental impact assessment certificate issued by relevant authority;
- f) possession of adequate skilled personnel;
- g) a proof of financial capability which is either:
  - (i) previous year's audited financial statements which have been audited by an auditor registered by the National Board of Accountants and Auditors conducting public practice, showing an annual gross turnover of not less than five hundred million shillings and good business track record;
  - (ii) a bank statement showing a balance of not less than five hundred million shillings;
  - (iii) a bank guarantee of not less than five hundred million shillings; or
  - (iv) an unequivocal letter of comfort from a financial institution or a bank signed by the Chief Executive Officer of the said Institution or the bank that confirms that the bank or the financial institution shall extend a loan to the applicant for the amount of not less than five hundred million shillings;
- h) engineering layout plan of the plant duly signed by a registered engineer;
- i) possession of oil and lubricant handling permit from a relevant authority;
- j) possession of a lubricant analysis laboratory certified by a relevant authority or an accredited



international body;

- k) possession of a valid certificate of correctness of a measuring instrument from the Certification Authority (currently Weights and Measures Agency); and
- l) a proof of payment of an appropriate application fee (**Attach a Copy of EWURA Receipt**).

### **13. Lubricants Distribution Business Licence**

An applicant should submit a dully filled-in application form No 200, attested by a Commissioner for Oaths together with the following:

- a) written proof of ownership or lease of a lubricant warehouse that complies with Good Petroleum Industry Practices including:
  - (vii) an emergency exit
  - (viii) sufficient ventilation; and
  - (ix) adequate fire fighting equipment.
- b) certified copies of its registration documents;
- c) possession of oil and lubricants handling permit from a relevant authority;
- d) possession of adequate qualified personnel;
- e) certified copies of Tax Identification Number Certificate;
- f) dealership agreement with the Lubricant Wholesaler;
- g) list of Lubricant Retailers (i.e. Lubricant shops) which the Lubricant Distributor has dealership agreement with for supply of lubricants; and
- h) a proof of payment of an appropriate application fee (**Attach a Copy of EWURA Receipt**).

We hope that you will find this Guidance more helpful to you. For any further enquiries, please contact:

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