



Government of the Republic of Trinidad and Tobago
MINISTRY OF ENERGY AND ENERGY INDUSTRIES

Head Office: Level 26, Tower C, International Waterfront Centre
#1 Wrightson Road, Port of Spain, Trinidad and Tobago
Telephone: (868) 623-6708, Facsimile: (868) 625-0306

APPLICATION FOR A CNG SERVICE LICENCE (CSL)

An application for a CSL must contain particulars according to Regulation 6 of the Petroleum (Compressed Natural Gas) Regulations, and must include but is not limited to the following:

- 1) Name and nationality of applicant;
- 2) Name of business, place of business, nature of business of applicant and Articles of Incorporation, where applicable;
- 3) Board of Inland Revenue (BIR) number and Value Added Tax (VAT) registration number of applicant; and Income Tax and VAT Clearance Certificates from BIR, where applicable;
- 4) Address of the premises to which the application relates;
- 5) Description of the premises to which the application relates; situation, boundaries and area of the parcel of land, illustrated by a plan or map;
- 6) Evidence of legal title to the property or legal arrangement to occupy the property (Deed or lease agreement for property);
- 7) Evidence of tax compliance of the property;
- 8) Evidence of Water and Sewerage Authority (WASA) clearance for property;
- 9) Proposed site layout and detailed design drawing of proposed facility (Defueling zone, location of gas detectors, emergency rally points, offices, work bays, etc. must be clearly shown);
- 10) Outline approval from Town and Country Planning Division (TCPD) of Ministry of Planning and Sustainable Development and any other planning authority;
- 11) Grant of a Certificate of Environmental Clearance (CEC) from the Environmental Management Authority (EMA);
- 12) Comprehensive description of CNG system to be installed, maintained and repaired. (All components and tanks etc.);
 - Standards to which equipment must adhere to include but are not limited to:
 - a) ECE R-110
 - b) ISO 15500
 - c) ISO 11439
 - d) TTS/NFPA52:2017 – Specification for compressed natural gas (CNG) vehicular fuel system
 - e) Any other standards issued by Trinidad and Tobago Bureau of Standards.

- Installation of CNG Kit and Cylinder must also conform to TTS/NFPA52:2017 – Specification for compressed natural gas (CNG) vehicular fuel system.
- 13) Evidence of applicant’s ability to obtain requisite equipment;
 - 14) Qualifications of technical staff to be employed in inspection, installation, maintenance, repair and testing;
 - 15) Training plans for key personnel;
 - 16) Statement of Capital investment involved;
 - 17) Applicant’s financial resources for undertaking construction and operation of service center and
 - 18) Copy of receipt for payment of application fee of \$500.00.

Please be advised that submission of a complete application does not guarantee the grant of a CSL.

AFTER CONDITIONAL APPROVAL

If conditional approval for the grant of a CSL is obtained, then further submissions must be made prior to construction. These include but are not limited to:

- 19) Approval of the designs from Occupational Safety and Health Agency (OSHA);
- 20) Approval of the designs from Trinidad and Tobago Fire Services (TTFS) and
- 21) Full Planning Approval from Town and Country Planning Division of the Ministry of Planning and Sustainable Development.

FINAL APPROVAL

Upon completion of construction, before a CSL is actually granted, the following submissions must be made, but are not limited to:

- 22) Completion Certificate, Site Plan and As Built Drawings;
- 23) Approval/Satisfactory inspection of the installation by Electrical Inspectorate (Class 1 Division 1 electrical fixtures to be used near defueling zone.);
- 24) Fire and Life certificate from Trinidad and Tobago Fire Services (TTFS);
- 25) Approval/Satisfactory inspection of completed facility from Occupational Safety and Health Agency (OSHA);
- 26) Approval/Satisfactory inspection of completed facility from Ministry of Energy and Energy Industries (MEEI) Petroleum Asset Monitoring and Measurement Division (PAMM) and
- 27) Copy of receipt for payment of CSL fee of \$2,000.00.