



**PUBLIC NOTICE – NPA. N. 009C**  
**LIQUEFIED PETROLEUM GAS (LPG) BOTTLING PLANT COMPANY LICENCE**

- A. The **NATIONAL PETROLEUM AUTHORITY** wishes to inform the general public, and in particular those who intend to obtain an LPG Bottling Plant Company Licence of the following requirements for obtaining the licence.

**Section 11(1) of the NPA Act, 2005 (Act 691) states that:**

“A person shall not engage in a business or commercial activity in the petroleum downstream industry unless that person has been granted a licence for that purpose by the Authority.”

B. **REQUIREMENTS TO OBTAIN AN LPG BOTTLING PLANT COMPANY LICENCE (LBC)**

- a. The Applicant shall be a corporate entity registered under the laws of Ghana with 100% equity interest held by a citizen or citizens of Ghana.
- b. A comprehensive Business Plan for a minimum of five (5) years detailing the following where applicable:
  - i. business description including the company’s trading activities, history and capabilities where applicable;
  - ii. organization, corporate structure and management;
  - iii. risk analysis;
  - iv. market analysis;
  - v. regulatory regime;
  - vi. project strategy;
  - vii. financial and economic analysis (full cycle);
  - viii. environmental and social analysis; and
  - ix. corporate social responsibility plan.
- c. A corporate environmental policy culminating in the grant and issue of an environmental permit by the EPA.
- d. Evidence of financial capability to undertake the following:
  - i. Commence operations with a minimum storage infrastructure of 250MT;
  - ii. Equip the Plant at commencement with infrastructure to produce a minimum refilling capacity of 1,000 cylinders/hour;
  - iii. Evidence of Public Liability Insurance of not less than One Million US Dollars (US\$ 1,000,000.00) or its Ghana Cedi equivalent.
- e. Provide evidence of:
  - i. Ability to upgrade the Plant to a minimum of 750 MT storage facility within 5 years of being granted the LPG Bottling Plant Licence;

- ii. Technical and operational competency/ capabilities to undertake the operations of the Plant; and
- f. A minimum trade facility of One Million Two Hundred Thousand US dollars (US\$ 1,200,000) or its Ghana Cedi equivalent and must be evidenced by any or a combination of the following:
  - i. Cash or cash equivalent (e.g. government bonds, treasury bills etc.) lodged at the Bank of Ghana serving as equity capital; and
  - ii. Comfort /Facility Letter from a reputable bank or banks which shall be licensed by and in good standing with the Bank of Ghana stating their willingness and financial ability to provide funding of not less than One Million Two Hundred Thousand US Dollars (US\$ 1,200,000) or its Ghana Cedi equivalent to the applicant for the said activity.
- g. A non-refundable processing fee of Ten Thousand US dollars (US\$ 10,000.00) or its Ghana Cedi equivalent.
- h. Annual Licence fee of fifty thousand US dollars (US\$ 50,000.00) or its Ghana Cedi equivalent valid for twelve (12) months and renewable annually to be paid upon granting approval of the licence. Should the company fail to acquire a construction permit within twenty-four (24) months of the grant of the license, its license shall be deemed to have been terminated.

Without prejudice to the above, the Authority reserves the exclusive right to revise its licence requirements and any such revision shall apply and be binding on all existing license holders.

**C. APPLICATION FOR A CONSTRUCTION PERMIT FOR AN LPG BOTTLING PLANT**

1. A person issued with a valid LPG Bottling Plant Company Licence shall require a Construction Permit from the National Petroleum Authority for the purpose of constructing the LPG Bottling Plant.
2. Only persons issued with a valid LPG Bottling Plant Company Licence shall qualify to apply for the Construction Permit for an LPG Bottling Plant.
3. An application for a permit to construct an LPG Bottling Plant shall be submitted to the National Petroleum Authority giving details of the proposals and any information that may be relevant to the project (electronic and hard copies).
4. The Permit shall expire twenty-four (24) months from the date on which it was issued, or at the expiration of any extension period which the Authority may have granted to the applicant.
5. The following documents shall be submitted with the application:
  - a. No Objection Letter from NPA; To Obtain a ‘No Objection’, the applicant must provide the following:
    - i. Site plan for the facility.

- ii. Block Plan.
  - iii. Copy of the LPG Bottling Plant Company licence.
- b. Evidence of Land Title Registration/Lease Agreement accompanied by the Land Title Deed(s) of the Lessor. The land should be a minimum of 2 hectares;
- c. An Environmental Permit from the Environmental Protection Agency (EPA) for the LPG Bottling Plant;
- d. A Fire Permit signed by the Chief Fire Officer or a Regional Fire Officer evidencing that arrangements proposed for the prevention and fighting of fire coupled with good housekeeping at the site are satisfactory;
- e. A risk analysis study of the proposed site conducted by a recognized professional engineer. In assessing the suitability of any site for the LPG installation, the following shall be considered: proximity of residential quarters, other industries, railways, roads, waterways, power lines and any other factor deemed an associated risk;
- f. A Development and Building Permit from the Land Use and Spatial Planning Authority approving the location as well as the construction of the LPG Bottling Plant as being compliant with the planning development of the area;
- g. 2 copies of detailed approved drawings (by the Metropolitan/Municipal/District Assemblies) of the facility to “Be Constructed” showing the proposed buildings on the site and the relative distances to the roadways and adjoining properties. The facility shall be constructed in accordance with the applicable national or international codes such as GS 1006 – 3, ASME Boiler and Pressure Vessel Code Section VIII, API 2510, NFPA 58 and the NPA Guidelines for establishing LPG Bottling Plant;
- h. 2 copies of the Piping and Instrumentation diagram of the facility;
- i. A report from the Geological Survey Department of Ghana attesting to either the absence of or acceptable levels of seismic activity on and around the proposed site;
- j. A Certified Geotechnical Report; and
- k. A processing fee of Twenty Thousand US Dollars (US\$ 20,000.00) or its Ghana Cedi equivalent.