

# Utility Regulation and Competition Office (“OfReg”) Dangerous Substances Law Permit Applications Instructions and Checklist



## Instructions for Completion:

- The document provides a summary of general requirements for ALL applicants. The Utility Regulation and Competition Office ('OfReg'), reserves the right to request additional information or documentation as it sees fit.
- Please read the guidance below to applicants before completing the respective permit application form. This document along with the application forms can also be found on the Office's website on the Application Forms page.
- Application forms are to be duly completed, signed and dated by an Operator, or his/her authorized representative. **Please do not leave any question blank. If a question does not apply to you, insert "not applicable" or "n/a" in the space provided.**
- Print clearly – illegible, unclear, or incomplete application forms may delay processing.
- Permit Types are defined in the Dangerous Substances Law (2017 Revision) Section 4, a copy of which is available on the Office's website at [www.ofreg.ky](http://www.ofreg.ky).

## Accompanying Documentation:

For new and renewal applications, the respective forms must be accompanied by the following:

### Premises Operating Permit:

- The appropriate fees (See Notes for Guidance).
- T&B License. Applicable for all Businesses. Where the Trade & Business License has expired, a copy of the receipt of payment for the renewal must be provided.
- Where the business is licensed by another body other than the Trade & Business Licensing Board, proof of current license, or copy of the receipt of payment for the renewal.
- Liability Insurance Policy. If Public Distribution and/or Bulk Storage Facility, this includes product liability, third party risks, airside risks, and related party risks, in relation to storage and handling of dangerous substances.
- Pipeline Map (if applicable).

### Vehicle Operating Permit:

- The appropriate fees (See Notes for Guidance).
- T&B License. Applicable for all Businesses. Where the Trade & Business License has expired, a copy of the receipt of payment for the renewal must be provided.
- Copy of Valid Vehicle Registration.
- Copy of Valid Vehicle Insurance.
- Copy of Vehicle Operator(s) Training Records.

Additional requirements for Cargo Tank & Compressed Air-Banks Vehicles:

- Copy of Cargo Tank Vehicle and/or Compressed Air Vehicle Certification.
- Copy of DOT Inspection or Pressure Test Records for compartments (including Plate names).

### Import Permit:

- The appropriate fees (See Notes for Guidance).
- Valid Operating Permit (or Operating Permit Application).

Notifications of changes in Ownership are treated as new applications and must be accompanied by all the above documents, including the appropriate fees.



**Schedule of Premises Operating Permit Fees:**

<u>Category of Dangerous Substances Storage</u>		<u>Fees</u>
1	Gross installed capacity in excess of 3,500,000 imperial gallons	KYD\$4,500.00
2	Gross installed capacity between 350,001 - 3,500,000 imperial gallons	KYD\$3,500.00
3	Gross installed capacity between 40,000 - 350,000 imperial gallons	KYD\$2,500.00
4	Premises where a pipeline is operated	KYD\$1000.00
5	Gross installed capacity not exceeding 39,999 imperial gallons (excluding residential premises with aggregate storage up to 500 imperial gallons)	KYD\$200.00
6	Gas Station / Marina / Other Retail of Fuel to the Public	KYD\$200.00
7	Only 1 installed generator supply tank of 250 imperial gallons or more	KYD\$125.00
8	Residential premises with up to 500 imperial gallons of storage of on-site consumption	KYD\$50.00
9	Vehicle Permit Fee (Per Vehicle)	KYD\$150.00
10	Replacement of lost, destroyed or damaged permit	One Third (1/3) Permit Annual fee
<b>Applicable Late Fees</b>		
1	For permit renewals submitted within one month after the expiry date	One Third (1/3) Permit Annual fee
2	For permit renewals submitted after one month of the expiry date	Two Third (2/3) Permit Annual fee

**Schedule of Import Permit Fees:**

	<u>Applicable Import Fee Description</u>	<u>Fees</u>
1	Permit Fee	KYD\$1,000.00
2	Application (Administration) Fee	KYD\$75.00
3	Replacement of lost, destroyed or damaged permit	One Third (1/3) Permit Annual fee

**Application Forms:**

Please click [here](#) to access the following Application Forms:

1. Import Permit Application Form.
2. Premises Operating Permit Application Form.
3. Vehicles Operating Permit Application Form.



## How to submit application forms and make payment:

In an effort to streamline the process, all new or renewal applications are to be submitted via email to [fuels@ofreg.ky](mailto:fuels@ofreg.ky). Payment is to be made through online or teller service to OfReg's account using the following bank account information:

Bank: Butterfield Bank  
Account #: 1361641690020  
Account Type: CI\$ Checking

Please be sure to include the name of your company and a brief description of the purpose of payment when making the deposit or transfer. Once the transaction is complete, kindly email us a copy of the deposit or transfer confirmation.

Alternatively, you may submit your new or renewal application and payment to our physical address at:

**The Utility Regulation and Competition Office ("OfReg")**  
3rd Floor, Alissta Towers  
85 North Sound Road  
Grand Cayman  
Cayman Islands

Cheques must be made in the name 'OfReg'

After payment is received, a paid invoice will be sent by the Office to the email address provided on the application forms.

## Premises and Vehicle Inspection Scheduling:

After submitting the completed permit application form along with accompanying documents and required fee payment to the Office, a representative of the Office will reach out to the contact person listed in the application form to coordinate premises or vehicle inspection, if necessary.

## Permit Delivery Details:

All Permit Grants are typically delivered to the applicant via the email address provided on the respective application forms.

## Notice:

The Office would like to remind Fuels Sector Licensees/Permit Holders, that the general email sent out periodically by the Office, is a courtesy reminder as part of our efforts to ensure timely application for new or renewal of permits, so that entities remain in compliance with the Law.

It is therefore the responsibility of the licensees/permit holders, to submit an application to renew their Licence/Permit, within a *reasonable* timeframe prior to its expiry, and to ensure that they obtain same in a timely manner, once the Office confirms it is ready for collection.



## Other Contact Information

Postal Address: P.O. Box 10189, Grand Cayman KY1-1002, Cayman Islands

Telephone: +1 345 946-4282

Fax: +1 345 945-8284

Email: [fuels@ofreg.ky](mailto:fuels@ofreg.ky)

***Important Note: Please use only the above email address to ensure your application is properly received and tracked by the Office. Addressing/sending your application to individual members of staff may result in delay in processing.***

Website: [www.ofreg.ky](http://www.ofreg.ky)