



**APPLICATION FORM FOR A LICENCE FOR RETAIL OF LPG IN CYLINDERS**

1. Name of Retail Outlet .....
2. Name of Operator.....
3. Physical Address .....
4. Contact Details:   Postal Address.....  
   Tel.....  
   Email Address.....

Sr.	Mandatory requirements	Remarks	Recommendation (Official use only)
1.	Copy of a Single Business Permit (for LPG retail businesses);		
2.	Copy of a valid fire clearance certificate from the Chief Fire Officer (for LPG retail businesses);		
3.	Attach a valid certificate of weighing scale calibration: Proof that the retail site has a calibrated weighing scale		
4.	Attach a safety assessment report: Proof that the retail site has undertaken a safety assessment by persons registered by Directorate of Occupational Safety and Health Services.		
5.	Attach a valid workplace registration Certificate from the Directorate of Occupational Safety and Health Services.		
6.	Copies of valid LPG Cylinder distributorship agreements with respective brand owners		

**Licence Conditions: -**

1. Filled LPG cylinders shall only be sourced from wholesalers licensed by the Energy Regulatory Commission.
2. Records of all LPG cylinders purchased shall be maintained and availed for inspection (keep purchase records for at least 2 years).
3. All LPG cylinders stocked by the retail site shall be within the revalidation period of 8 years as stipulated in the Kenya Standard.
4. Empty and full LPG cylinders shall be stored outside in an open cage in a well ventilated area. (Storage of LPG cylinders for sale within residential building or mixed use building is prohibited.)
5. Warnings signs (no smoking, no lighters, highly flammable) shall be mounted on the cylinder storage cage.
6. The cylinder storage shall be accessible to fire brigade and other emergency services.
7. The cylinder storage shall not be kept near or block entry and emergency exits to avoid interference with emergency evacuation
8. The cylinder storage shall be kept free of long grass, dirty clothes, combustible materials, damp surfaces and away from drainages; and
9. The retail site shall undertake fire and safety training for its staff and conduct regular fire drills at least once annually.
10. The licensee shall only offer for sale standard LPG cylinders i.e. one, three, six and thirteen kilograms and brands listed on LPG exchange pool.
11. The licensee shall allow for inspection of their premises including records by the Energy Regulatory Commission or its appointed agents;
12. The licensee shall notify the Energy Regulatory Commission in writing of any accident or incident at its premises causing loss of life, personal injury, damage to property, damage to the environment, explosion, spill, fire or other incident or accident immediately and in any case not more than 48 hours after the occurrence of such an accident or incident; and
13. The retail site operator shall recognize for exchange empty cylinders belonging to other cylinder brand owners who are LPG Cylinder Exchange Pool members.

**Declaration:-**

I .....declare that I have read and understood the conditions of this licence and am aware of the consequences of non-compliance to these conditions which shall include withdrawal of licence

Name:.....Signature:.....Date:.....

Payment of non-refundable licence processing fee of KES 5,000 to:

**BANK NAME:** KENYA COMMERCIAL BANK  
**ACCOUNT NAME:** KISUMU COUNTY REVENUE COLLECTION  
**ACCOUNT NUMBER:** 1141991705

For inquiries contact Energy and Mining, County Government of Kisumu on:

**Mobile Phone no:** 0780 771 445  
**Email Address:** [Energy@kisumu.go.ke](mailto:Energy@kisumu.go.ke)  
**Physical Address:** 8<sup>th</sup> Floor, Prosperity House (Formerly Nyanza Provincial Headquarters)