



Leak Notification Form

Underground Petroleum Storage Systems (UPSS)

Notification of a pollution incident to the relevant authority under Part 5.7 of the *Protection of the Environment Operations Act 1997 (POEO Act)*

The person responsible for the UPSS must, immediately after becoming aware of a pollution incident, notify the relevant authority. Where the notification was verbal, written notification using this form must be submitted within seven days. The person responsible is the person who has management and control of the UPSS.

This form should be completed where at least one of the following scenarios apply to the UPSS site (tick where appropriate):

- A leak from a UPSS, verified in accordance with loss detection or incident management procedures, that is causing or threatens material harm to human health or the environment.
- There is evidence on the site of free-phase hydrocarbons in surface water and/or groundwater.
- There is evidence that offsite migration of hydrocarbons could occur, is occurring, or has occurred.

Section A: UPSS site details

Site name (or name of business):

ABN/ACN (if applicable):

Local Government Area (Council):

Lot and DP Number:

Street address:

Nature of activity at the site:

Environment Protection Licence number (if applicable):

Dangerous Goods Licence/Notification Number and date of expiry (if applicable):

Section B: Details of the incident (Attach additional papers if necessary)

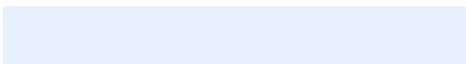
Date incident occurred or leak identified:

Duration of incident (or date leak stopped):

Nature of incident:

What aspects of the environment are affected? (tick all that apply):

- Air
- Surface water
- Soil
- Other (please specify)
- Groundwater
- Stormwater
- Sediments

Pollutants involved:	
<input type="checkbox"/> Unleaded petrol	<input type="checkbox"/> Kerosene
<input type="checkbox"/> Lead replacement	<input type="checkbox"/> Waste oil
<input type="checkbox"/> Diesel	<input type="checkbox"/> Additives
<input type="checkbox"/> Other (please specify)	
Estimated quantity or volume of pollutants involved:	
Action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution:	
Any additional information (eg. adjoining land uses, other possible source(s) of pollution):	
Location of the incident (maps and/or diagrams attached) <input type="checkbox"/>	
Section C: Person responsible for the UPSS site	
If the 'person' responsible is a corporation, an individual who is authorised to act on the organisation's behalf must be nominated.	
Name:	Phone number:
Contact person (if person responsible is not a natural person):	Postal Address:
Section D: Details of person who submitted notification	
Name:	Position:
Address:	Phone number:
Signature: 	Date:
Please submit a completed version of this form to your appropriate regulatory authority. For UPSS within the Kyogle Council area, send to council@kyogle.nsw.gov.au .	

Please contact Kyogle Council on (02) 6632 1611 or council@kyogle.nsw.gov.au if you require more information.

This form was developed by the NSW Environment Protection Authority and was last updated May 2020.

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