



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, a 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)	<input type="text"/>
ABN/CAN (if applicable)	<input type="text"/>
Street Address	<input type="text"/>
Nature of Activity at the Site	<input type="text"/>
Environment Protection Lic Number (if applicable)	<input type="text"/>
Dangerous Goods Licence/Notification Number	<input type="text"/>
Date of expiry	<input type="text"/>

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

Date incident occurred or leak identified	<input type="text"/>
Duration of incident (or date of Leak stopped)	<input type="text"/>
Nature of incident	<input type="text"/>
What aspects of the environment are affected? (tick all that apply)	
<input type="checkbox"/> Air	<input type="checkbox"/> Surface water
<input type="checkbox"/> Soil	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Groundwater	<input type="checkbox"/> Stormwater
<input type="checkbox"/> Sediments	<input type="text"/>



Pollutants involved

- | | | |
|--|--|---|
| <input type="checkbox"/> Unleaded Petrol | <input type="checkbox"/> Kerosene | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Lead replacement additive | <input type="checkbox"/> Waste oil | <input type="checkbox"/> Other please specify) <input type="text"/> |
| <input type="checkbox"/> Diesel | <input type="checkbox"/> Other additives | |

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)

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

Postal Address

Section D: Details of person who submitted notification

Name Position

Address

Phone Number

Signature Date

Please send a completed version of this form to Environmental Health Officers at Hawkesbury City Council.

Visit Council's website for further information on UPSS requirements in our area.

www.hawkesbury.nsw.gov.au and search for UPSS.

For enquiries, contact an Environmental Health Officer by telephoning 02 4560 4575, or by emailing

council@hawkesbury.nsw.gov.au

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