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| 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):      | 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[ ]  Groundwater | [ ]  Surface water[ ]  Stormwater | [ ]  Soil[ ]  Sediments  | [ ]  Other (please specify)       |
| Pollutants involved: |
| [ ]  Unleaded petrol[ ]  Lead replacement[ ]  Diesel | [ ]  Kerosene[ ]  Waste oil[ ]  Additives | [ ]  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) [ ]  |
| **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 send a completed version of this form to the appropriate regulatory authority.Visit the EPA’s [UPSS webpage](https://www.epa.nsw.gov.au/your-environment/contaminated-land/upss) for more information on who the appropriate regulator is. Visit the [Office of Local Government](https://www.olg.nsw.gov.au/find-my-council) to find your local council and their contact information. |

Form last updated: September 2019

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If you require more information about what is required in this form, please contact your [local council](https://www.olg.nsw.gov.au/find-my-council) or the NSW EPA at UPSSREG@epa.nsw.gov.au.