

Leak notification form

Underground Petroleum Storage Systems (UPSS)

About this form

This form is used for the 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 is verbal, a written notification using this form must be submitted within seven (7) days. The person responsible is the person who has management and control of the UPSS.

How to complete this form

1: Ensure that all fields have been filled out correctly.

2: Once completed you can submit this form by mail and in person. Please refer to the Lodgement details section for further information.

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

Part A: UPSS site details

Site name (or name of business)

Lot and DP number

ABN / ACN (if applicable)

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)

Part B: Details of the incident (attach additional documents if required)

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
- Groundwater
- Stormwater
- Sediments
- Other (please specify below)

Pollutants involved:

- Unleaded petrol
- Kerosene
- Diesel
- Lead replacement
- Waste oil
- Additives
- Other (please specify below)

Estimated quantity of volume of pollutants involved:

Part B: Premises Details Continued...

Action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution

Any additional information (e.g. adjoining land uses, other possible source(s) of pollution :

Location of the incident (maps and/or diagrams attached)

Part 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.

| | | |
|----------------------|----------------------|----------------------|
| Title | Given Name/s | Family Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Postal Address | Phone number | |
| <input type="text"/> | <input type="text"/> | |

Part D: Details of person who submitted notification

| | | |
|----------------------|----------------------|----------------------|
| Title | Given Name/s | Family Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Street address | Phone number | |
| <input type="text"/> | <input type="text"/> | |

I declare that to the best of my knowledge, the information provided in this application is accurate and correct.

| | |
|----------------------|----------------------|
| Signature | Date |
| <input type="text"/> | <input type="text"/> |

Part E: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of the notification of a pollution incident to the relevant authority.
- Intended recipients:** City of Sydney employees and any approved contractors required to provide this service.
- Supply:** The supply of this information is required by law. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.
- Storage:** The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

Part F: Lodgement details

You can lodge the completed application by:

EMAIL: council@cityofsydney.nsw.gov.au

MAIL: City of Sydney **DX:** 1251
GPO Box 1591
Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
<http://www.cityofsydney.nsw.gov.au/customer-service>

WHAT NOW: Once your application is received, a Council Officer will contact you if further information is required.

For information regarding your application please contact:

Council: 02 9265 9333
council@cityofsydney.nsw.gov.au
<http://www.cityofsydney.nsw.gov.au> or

NSW EPA: UPSSREG@epa.nsw.gov.au