



Leak Notification Form

Underground Petroleum Storage Systems (UPSS)

Notification of a pollution incident 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.

1. UPSS SITE DETAILS

Site Name (or name of business):		
ABN/CAN (if applicable):	Lot and DP Number:	
Local Government Area (Council):		
Street Address:		
Phone:	 	
Email:	 	
Nature of activity at the site:		
Environment Protection Licence number (if applicable):	 	
Dangerous Goods Licence/Notification Number:	 	
Date of expiry (if applicable):	 	

2. INCIDENT DETAILS *(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:

- Unleaded petrol Kerosene Diesel
 Lead replacement 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)

3. 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:

Contact person (if person responsible is not a natural person):

Phone number:

Postal Address:

4. DETAILS OF PERSON SUBMITTING NOTIFICATION

Name:

Position:

Address:

Phone:

Email:

5. APPLICANT'S DECLARATION

I the undersigned, declare that the details provided to Central Coast Council are, to the best of my knowledge, true and correct.

Signature:

Date:

Further information about what is required on the form can be obtained from the NSW EPA at UPSSREG@epa.nsw.gov.au or from Council on 1300 463 954 or to ask@centralcoast.nsw.gov.au.

Completed forms must be submitted to Council, either by mail to an address below, in person at one of Council's Customer Service Centres, or electronically to ask@centralcoast.nsw.gov.au.