

# LEAK NOTIFICATION FORM

## UNDERGROUND PETROLEUM STORAGE SYSTEMS (UPSS) REGULATION

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

This form provides specific guidance for reporting pollution incidents where a leak from an UPSS is identified. 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 one or more of the following scenarios applies to the UPSS site (tick where appropriate):**

- A leak from the UPSS is 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) :	
Street address :	
ABN / CAN :	
Nature of activity at the site :	
Dangerous goods licence / Notification Number (if applicable) :	Date of expiry :    /    /

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 :	

## Section B con't

<b>Circumstances in which the incident occurred (including the cause of the incident, if known) :</b>	<input type="checkbox"/> Leaking tank	<input type="checkbox"/> Leaking piping
	<input type="checkbox"/> Overfilling	<input type="checkbox"/> Spill
	<input type="checkbox"/> Structural failure	<input type="checkbox"/> Unknown
	<input type="checkbox"/> Other (please specify)	
<b>Type of Pollution (tick all that apply) :</b>	<input type="checkbox"/> Ground water	<input type="checkbox"/> Surface water
	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Sediment
	<input type="checkbox"/> Air	<input type="checkbox"/> Noise
	<input type="checkbox"/> Land	<input type="checkbox"/> Other (please specify)
<b>Nature of any pollutants involved :</b>	<input type="checkbox"/> Unleaded petrol	<input type="checkbox"/> Kerosene
	<input type="checkbox"/> Diesel	<input type="checkbox"/> Additives
	<input type="checkbox"/> Waste oil	<input type="checkbox"/> Lead replacement
	<input type="checkbox"/> Other (please specify)	
<b>Estimated quantity or volume of pollutants involved :</b>		
<b>Action Taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution :</b>		
<b>Any other relevant information :</b>		

### Section C : Person responsible for UPSS site

The person responsible is the person who has management and control of the system. If the 'person' responsible is a corporation, an individual who is authorised to act on the organisation's behalf must be nominated.

<b>Name :</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other .....	
<b>Address :</b>		
<b>Contact details :</b>	Mobile:	Work:
	Email:	
<b>Contact person (person who is authorised to act on the organisations behalf) :</b>		

### Section D : Details of the person who submitted this notification

The person responsible is the person who has management and control of the system. If the 'person' responsible is a corporation, an individual who is authorised to act on the organisation's behalf must be nominated.

<b>Name :</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other .....	
<b>Position :</b>		
<b>Address :</b>		
<b>Contact details :</b>	Mobile:	Work:
	Email:	
<b>Signature :</b>	Date :    /    /	

### Lodgement details

You can lodge this completed form by:

**Mail:** Fairfield City Council - P.O Box 21 Fairfield, NSW 1860.  
**Fax:** (02) 9725-4249.  
**In person:** Fairfield City Council - 86 Avoca Road, Wakeley NSW 2176.  
**Email:** mail@fairfieldcity.nsw.gov.au

### For further information

Should you require additional information or advice, please contact Council's Customer Service team on 9725-0222.