

Underground Petroleum Storage System Registration Form

PART 1 – APPLICANT DETAILS	
Site owner name:	
Person responsible name:	
Email (Person Responsible/Owner):	
Phone (Person Responsible/Owner):	
After hours number (Person Responsible/Owner):	
Postal address (Person Responsible/Owner):	
ABN/ACN	

PART 2 – PREMISES DETAILS						
Site/Business name:						
Site address:						
Lot & DP No (if known):						
Nature of lease/responsibility for site & UPSS:						
Total annual fuel sales (litres):						
Vapour Recovery (circle):	VR1:	Yes	No	VR2:	Yes	No
Number of tanks onsite (if a tank contains multiple compartments, record each compartment as a separate tank)						

Year tanks commissioned:	Tank 1:	Tank 2:	Tank 3:	Tank 4:
	Tank 5:	Tank 6:	Tank 7:	Tank 8:
Volume of tanks:	Tank 1:	Tank 2:	Tank 3:	Tank 4:
	Tank 5:	Tank 6:	Tank 7:	Tank 8:
Contents/Fuel grade:	Tank 1:	Tank 2:	Tank 3:	Tank 4:
	Tank 5:	Tank 6:	Tank 7:	Tank 8:
Tank Material type:	Tank 1:	Tank 2:	Tank 3:	Tank 4:
	Tank 5:	Tank 6:	Tank 7:	Tank 8:

PART 3 – LOSS MONITORING REGULATION

Loss monitoring procedure in place (circle):	Yes	No
Type of loss monitoring procedure in place:		
Loss monitoring procedure generates a report monthly (as minimum)(circle):	Yes	No
All records relating to the loss monitoring procedure retained on site or in a readily accessible location (circle):	Yes	No

PART 4 – SECONDARY LEAK DETECTION AND OTHER REGULATIONS

Site has a network of at least 3 groundwater monitoring wells as a secondary leak detection system (circle):	Yes <i>Please provide a site plan showing location of monitoring wells</i>	No
If 'No' to above, does the site have an alternative system for secondary leak detection of the UPSS (circle):	Yes <i>Please provide details. Note: The alternative system must have bene designed and installed by a duly qualified person.</i>	No

Groundwater is sampled from the monitoring wells and tested at least every 6 months (circle):	Yes	No
Site has an Environment Protection Plan (EPP)(circle):	Yes <i>Please provide a copy to Council.</i>	No
Has a UPSS been decommissioned on the site:	Yes <i>Please provide a copy of the decommissioning validation report to Council.</i>	No

PART 5 – LODGEMENT DETAILS

Documents required to be submitted with this form:

Copy of the Fuel Systems Operation Plan

You can lodge the completed application by mail, email or in person at Council's Administration Building.
Address details are on the front page of this form.

What now? You will be entered on Council's UPSS registration Database. The site will obtain an initial audit inspection by Council Officers. The site may obtain future periodic audits in accordance with the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019.

PART 6 – APPLICANT DECLARATION

I declare that the information provided in this application is true and correct at the time of signing.

Applicant signature:

Date:

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The personal details requested on this form is being collected by Kiama Municipal Council (KMC) for the purposes of assessing your application and corresponding with you about your application. KMC is the agency that holds the information and access is restricted to KMC Officers. The supply of information is required by the NSW Environmental Protection Authority (EPA), if not provided we may not be able to process your application. Your personal information may be disclosed to the EPA, or to any person engaged in the administration of the Environment Operations Act 1997, for the purpose of enabling the EPA to exercise its functions under the Act. You have a right to apply for access to or for correction of your personal information. For further information, please see KMC's Privacy Management Plan available on Council's website or contact us on 02 4232 0444 or email council@kiama.nsw.gov.au