

Underground Petroleum Storage Systems (UPSS) Leak Notification Form

- Use this form as Notification of a pollution incident to the relevant authority under part 5.7 of the Protection of the Environment Operations Act 1997 (POEO)

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 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 of 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 hydrocarbon in surface water and/or groundwater.
- There is evidence that offsite migration of hydrocarbons could occur, is occurring, or has occurred.**

PART 1: UPSS site details	
Site name (or name business):	ABN/ACN (if applicable):
Lot and DP Number:	Nature of activity at the site:
Street Address:	
Environmental Protection License number (if applicable):	Dangerous Goods Licence/Notification number and date of expiry (if applicable):

PART 2: Details of the incident (attach additional pages if necessary)	
Date incident occurred or leak identified:	Duration of incident (or date leak stopped):
Nature of incident:	
What aspects of the environment were affected:	
<input type="checkbox"/> Air <input type="checkbox"/> Surface water <input type="checkbox"/> Soil <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Groundwater <input type="checkbox"/> Stormwater <input type="checkbox"/> Sediments	
Pollutants involved:	
<input type="checkbox"/> Unleaded petrol <input type="checkbox"/> Kerosene <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Lead replacement <input type="checkbox"/> Waste Oil <input type="checkbox"/> Diesel <input type="checkbox"/> Additives	

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 (e.g. adjoining land uses, other possible source(s) of pollution):
<input type="checkbox"/> Location of the incident (maps and/or diagrams attached)

PART 3: Person responsible for the UPSS site

If the 'person' responsible is a corporation, an individual who is authorised to act on the organisations behalf must be nominated.

Name:	Phone number:
Contact person (if a person responsible is not a natural person):	Postal Address:

PART 4: Details of person who submitted notification

Name:	Position:
Address:	Phone number:
Signature:	Date:

Please send a completed version of this form to Kiama Municipal Council via mail: Chief Executive Officer, PO Box 75 Kiama NSW 2533; hand delivered: 11 Manning Street Kiama NSW 2533 or via email: council@kiama.nsw.gov.au

For further information, visit Kiama Municipal Councils webpage.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The personal details requested on this form are 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 Protection of the Environment Operations Act 1997 & associated regulations, if not provided we may not be able to process your application. Your personal information may be disclosed to NSW Environment Protection Authority (EPA), or to any person engaged in the administration of the Protection of the Environment Operations Act 1997 & associated regulations, for the purpose of enabling NSW 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