

# Leak Notification Form

for Underground Petroleum Storage Systems (UPSS)

<p>Notification of a pollution incident to the relevant authority under Part 5.7 of the <i>Protection of the Environment Operations Act 1997</i> (POEO Act)</p> <p>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.</p>	
<p>This form should be completed where at least one of the following scenarios apply to the UPSS site (tick where appropriate):</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> There is evidence on the site of free-phase hydrocarbons in surface water and/or groundwater.</p> <p><input type="checkbox"/> There is evidence that offsite migration of hydrocarbons could occur, is occurring, or has occurred.</p>	
<b>Section A: UPSS site details</b>	
Site name (or name of business):	ABN/ACN (if applicable):
Local Government Area (Council):	Lot and DP Number:
Street address:	
Nature of activity at the site:	
Environment Protection Licence number (if applicable):	
Dangerous Good Licence/Notification Number and date of expiry (if applicable):	
<b>Section B: Details of the incident</b> (Attach additional papers if necessary)	
Date incident occurred, or leak identified:	Duration of incident (or date leak stopped):
Nature of incident:	
<p>What aspects of the environment are affected? (tick all that apply):</p> <p><input type="checkbox"/> Air                      <input type="checkbox"/> Surface Water                      <input type="checkbox"/> Soil                      <input type="checkbox"/> Other (please specify)</p> <p><input type="checkbox"/> Groundwater                      <input type="checkbox"/> Stormwater                      <input type="checkbox"/> Sediments</p>	

Pollutants involved:	
<input type="checkbox"/> Unleaded petrol	<input type="checkbox"/> Kerosene
<input type="checkbox"/> Lead replacement	<input type="checkbox"/> Waste oil
<input type="checkbox"/> Diesel	<input type="checkbox"/> Additives
<input type="checkbox"/> 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) <input type="checkbox"/>	
<b>Section C: Person responsible for the UPSS site</b>	
If the 'person' responsible is a corporation, an individual who is authorised to act on the organisation's behalf must be nominated.	
Name:	Phone number:
Contact person (if person responsible is not a natural person):	Postal Address:
<b>Section D: Details of person who submitted notification</b>	
Name:	Position:
Address:	Phone number:
Upload and image of your signature: <div style="background-color: #e0e0ff; width: 200px; height: 20px; margin-top: 5px;"></div>	Date:
Please send completed form to: Hornsby Shire Council Environmental Compliance   Regulatory Services PO Box 37, HORNSBY NSW 1630 <b>Or by email to <a href="mailto:compliance@hornsby.nsw.gov.au">compliance@hornsby.nsw.gov.au</a></b>	

Further information can be found at [www.hornsby.nsw.gov.au/business/UPSS](http://www.hornsby.nsw.gov.au/business/UPSS)