

Leak Notification (UPSS) Form

Underground Petroleum Storage Systems

Lodge Form at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)
mail PO Box 450 Ballina 2478 • **e** pehd@ballina.nsw.gov.au • **abn** 53 929 887 369
t 1300 864 444 • **w** ballina.nsw.gov.au

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

The person responsible for the Underground Petroleum Storage Systems (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.

Section A: UPSS Site Details

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)

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

What aspects of the environment are affected? (tick all that apply)

- Air Surface Water Soil Other (specify)
- Groundwater Stormwater Sediment

Pollutants Involved

<input type="checkbox"/> Unleaded Petrol	<input type="checkbox"/> Kerosene	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Lead Replacement	<input type="checkbox"/> Waste Oil	<input type="text"/>
<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 (eg adjoining land uses, other possible source(s) of pollution)

Location of the incident (maps and/or diagrams attached)

Section C: 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	Phone Number
<input type="text"/>	<input type="text"/>
Contact Person (if person responsible not a natural person)	Postal Address
<input type="text"/>	<input type="text"/>

Section D: Details of Person who Submitted Notification

Name	Position
<input type="text"/>	<input type="text"/>
Address	Phone Number
<input type="text"/>	<input type="text"/>
Applicant Signature	Date
<input type="text"/>	<input type="text"/>

Please submit a completed version of this form to your appropriate regulatory authority. For UPSS within the Ballina Shire, send to **pehd@ballina.nsw.gov.au**

SUBMIT FORM to Ballina Shire Council

Please contact Ballina Shire Council on 1300 864 444 or **pehd@ballina.nsw.gov.au** if you require more information.

This form was developed by the NSW Environment Protection Authority and was last updated May 2020. (EPA 2019P1875)