

## Ceasing Use of UPSS Form

The *Environmental Management and Pollution Control (Underground Petroleum Storage Systems) Regulations 2020* require that an infrastructure owner notify the Director, EPA in the approved form when a UPSS ceases to be in use.

This form is the approved form for the purposes of notifying the Director that a UPSS has ceased use (as required by regulation 34(a))<sup>1</sup>.

**All fields denoted by an asterisk (\*) must be completed for the form to be accepted.**

### UPSS Site Information

* Site name	
* Site Street Address	
* Suburb/Town	
* Postcode	
* Telephone Number	

### Storage System Location data

If you have access to the internet, this information is available on theLIST using the instructions below.

Property ID	
Title reference/s (volume/folio)	
Easting, Northing of underground storage system (GDA94 MGA55)	

Note:

- Location information is available on theLIST using the instructions at the end of this form.
- If there is more than 100m between UPSSs then please include coordinates for each UPSS.

### Infrastructure Owner Details

* Name	
* Postal Address	
* Street Address	
* Phone Number	
Email Address	

## Landowner Details

* Name	
* Postal Address	
* Street Address	
* Phone Number	
Email Address	

## UPSS Information

* Date/s UPSS last used	
* Number of UPSS that ceased use	
* Are UPSS to be permanently or temporarily decommissioned?	<input type="checkbox"/> Permanent Decommissioning <input type="checkbox"/> Temporary Decommissioning
* Number of UPSS that remain in use	
* Will a new UPSS be installed at the site? If Yes, then see <a href="#">Installing a New Fuel Tank</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> No

## What to do next

### Permanent Decommissioning

The Decommissioned UPSS Form must be submitted within 6 months of ceasing use of the UPSS. Note: responsibility for permanent decommissioning under the UPSS Regulations will remain with the infrastructure owner as stated on this form even if the site is sold. For further information see: [Decommissioning Storage Systems that were in use on or after 31 March 2010](#).

### Temporary Decommissioning

If fuel remains in a UPSS the infrastructure owner must ensure that cathodic protection is maintained (in accordance with regulation 9(4) of the UPSS Regulations) and loss monitoring and leak investigations occur in accordance with Part 3 of the UPSS Regulations. If the UPSS has not been returned to use within 12 months of the UPSS ceasing use, the UPSS must be permanently decommissioned. Note: If the site is sold within 12 months of the UPSS ceasing use, the new infrastructure owner/landowner must either put the UPSS/s back in use or permanently decommission them. For further information see: [Temporary Decommissioning of Storage Systems](#).

## Submitting form

### Infrastructure Owner Declaration

This declaration must be made by the infrastructure owner. If the infrastructure owner is a company, partnership or trustee then the declaration may be signed by an authorised agent or representative. If you sign in this capacity then you are stating that you are duly authorised to make this declaration on behalf of the infrastructure owner. It is an offence to make a statement or provide information in this form knowing it to be false (section 43A of the *Environmental Management and Pollution Control Act 1994*).

I declare that the information I have given is true and correct to the best of my knowledge.

* <b>Name</b>	
* <b>Authorised signatory of</b> (person/company if applicable)	
* <b>Email Address</b>	
* <b>Signature</b>	
* <b>Date</b>	

Please ensure that all compulsory fields (\*) are completed before sending this form to:

[contaminatedsites@epa.tas.gov.au](mailto:contaminatedsites@epa.tas.gov.au)

Alternatively, post it to:

Environment Protection Authority  
GPO Box 1550, Hobart TAS 7001

For additional information, contact the Contaminated Land and Regulatory Systems Section on (03) 6165 4599 or [contaminatedsites@epa.tas.gov.au](mailto:contaminatedsites@epa.tas.gov.au)

## Privacy Statement

Personal information is being collected from you for the purpose of enhancing the protection of the environment and will be used for the administration and implementation of the *Environmental Management and Pollution Control (Underground Petroleum Storage Systems) Regulations 2020*. The information may be used for other purposes permitted by the Regulations.

You are required to provide this information under regulation 34 of the Environmental Management and Pollution Control (Underground Petroleum Storage System) Regulations 2020. Failure to provide this information may result in penalties applying.

Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other agencies and land use planning authorities, law enforcement agencies, courts and other organisations authorised to collect it.

Your basic personal information may be disclosed to other public sector bodies where necessary, for the efficient storage and use of the information.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request. You may be charged a fee for this service.

## Instructions to obtain Property ID, title reference and Easting and Northing information:

1. Go to [www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)
2. Click on LISTmap
3. Click on **Basemaps** (Grey Tab top right of page ) Click on “State Aerial Photo”
4. Click on **Layers** (Blue Tab top right of page) and **Add Layer+**
5. Scroll down to **Land Parcel and Property** and click on **Cadastral**, then click on the + next to **Cadastral Parcels**, close **Manage Layer** box
6. In the Search Box next to Maps (centre of toolbar) type in Street Address and run the search
7. If a list appears, click on the name of most relevant choice
8. Zoom using scale on the left hand side
9. For Property ID/Title reference – click on the property that you want (the red pin) and the information will be displayed in a box
10. For Eastings and Northings – click on green arrow in bottom left hand corner, select GDA 94 MGA Zone 55, hover the arrow over your estimation of the UPSS location and the Easting and Northing in GDA94 will be shown at the bottom left hand corner next to the green arrow.

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## Notes

<sup>1</sup> Regulation 34 of the *Environmental Management and Pollution Control (Underground Petroleum Storage Systems) Regulations 2020* requires that an Infrastructure Owner of a storage system that has ceased use, must ensure that the Director is notified in the approved form within 2 months after the UPSS ceased use.