

Incident Notification

for sewerage spill or overflow

PLACE YOUR
COUNCIL LOGO HERE

Dear DATE
Overflow at EPA Ref #
EPA Licence # of Sewerage Scheme.

Following our initial telephone call, we are advising you in writing (Refer to R4 of Licence) of more details of a sewage spill or overflow that Council experienced at am/pm on

The overflow was caused by

Once Council staff became aware of the overflow, the EPA and were notified immediately and corrective measures were put in place.

(Refer to Condition M9) of Licence: requires that Council record the following details in relation to each observed or reported overflow from the reticulation system and from the sewage treatment plant:

- a) The location of the overflow:
- b) The date, the estimated start time and estimated duration of the overflow:
- c) The estimated volume of the overflow (litres):
- d) A description of the receiving environment of the overflow:
- e) Classification as a dry or wet weather overflow:
- f) The probable cause of the overflow:
- g) Any actions taken to stop the overflow happening:
- h) Any action taken to clean up the overflow:
- i) Any actions taken to prevent the overflow happening again:

Additionally, sampling was undertaken at and the results of these samples are attached.

Yours faithfully,

NAME SIGNATURE DATE

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