



# TITLES ADMINISTRATOR DECISIONS – APPLICATION PROCESSING GUIDE PROCEDURE

Internal Use Only

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## Purpose

The purpose of this procedure is to provide internal guidance in relation to the titles application process for Titles Administrator decisions. This processing guide **MUST** be used in conjunction with the following documents:

- the [Offshore Petroleum and Greenhouse Gas Storage Act 2006 \(Cwth\)](#) (the **Act**) and associated [regulations](#) (the **Regs**)
- the relevant [Guideline\(s\)](#) (the **Guideline(s)**)
  - [Offshore Petroleum: Declaration of a Location Guideline](#)
  - [Guideline: Offshore petroleum exploration - work-bid](#) (effective 2 March 2022)
  - [Guideline: Retention leases](#) (effective 2 March 2022)
  - [Offshore Petroleum: Special Prospecting Authority, Access Authority & Scientific Investigation Consents Guideline](#)
  - [Guideline: Transfers, dealings, change in control and other titleholder transactions](#) (effective 2 March 2022)
  - [Offshore Petroleum Decommissioning Guideline](#)
  - [Guideline: Applicant suitability](#) (effective 2 March 2022)
- [NOPTA Forms Guidance – Petroleum \(NFGP\)](#)
- [NOPTA Forms Guidance – Greenhouse Gas \(NFGG\)](#)
- [Delegations](#) under **s695D**
- [Interagency Protocol for decommissioning matters associated with title transactions](#) (**Decommissioning Interagency Protocol**)
- [SharePoint Naming and Metadata Protocol](#) (**Naming Protocol**)
- [Application document submission and fee payment timeframes](#) (**Timeframes Guide**)
- [Power of Attorney Guidance](#) (**POA Guide**)
- [Active titles with prior usage right under the EPBC Act](#) (**PUR List**)
- [Offshore Petroleum Guideline: Prior Usage Rights](#) (**PUR Guideline**)
- [Commonwealth Marine Reserves and Petroleum Titles – Inter-agency Protocol for Seeking EPBC Act s359\(3\) Consent](#) (**PUR inter-agency protocol**)
- [Final Review of Work Guideline](#) (**Review Guideline**)
- [Application based checklists](#)
- [TERI Standard Operating Procedure](#) (**TERI User Manual**)

Templates are also available to assist with the preparation of relevant documents and correspondence which can be found in the [Application Templates Library](#).

The checklist should be saved to the application document set and each itemised task ticked off on completion.

## Definitions/Acronyms

Terms	Acronym
Annual Titles Assessment Report	ATAR
Environment Protection and Biodiversity Conservation Act 1999	EPBC
Eligible Voluntary Action	EVA
Greenhouse Gas	GHG
<a href="#">National Electronic Application Tracking System</a>	NEATS
National Offshore Petroleum Safety and Environment Management Authority	NOPSEMA
National Offshore Petroleum Titles Administrator	NOPTA
Offshore Electricity Infrastructure	OEI
Offshore Resources Branch	ORB
Power of Attorney	POA
Prior Use Right	PUR
<a href="#">Titles Electronic Register Interface</a>	TERI



## Responsibilities

Responsible Officer, Team or Authority	Acronym
Relevant NOPTA Team	RNT
• Business Services Unit ( <a href="mailto:corporate@nopta.gov.au">corporate@nopta.gov.au</a> )	BSU
• Data Management Team ( <a href="mailto:data@nopta.gov.au">data@nopta.gov.au</a> )	DATA
• Geospatial Information Systems Team ( <a href="mailto:nopta.gis@nopta.gov.au">nopta.gis@nopta.gov.au</a> )	GIS
• Legislative Compliance Team ( <a href="mailto:LCT@nopta.gov.au">LCT@nopta.gov.au</a> )	LCT
• Technology, Information and Geospatial Support Team ( <a href="mailto:nopta.gis@nopta.gov.au">nopta.gis@nopta.gov.au</a> )	TIGS
• Titles Team ( <a href="mailto:titles@nopta.gov.au">titles@nopta.gov.au</a> )	TITLES
NOPSEMA ( <a href="mailto:submissions@nopsema.gov.au">submissions@nopsema.gov.au</a> )	NOPSEMA
Parks Australia ( <a href="mailto:MarineParks@awe.gov.au">MarineParks@awe.gov.au</a> )	PARK
Receiving Officer	RO
Titles Officer	TO
Assistant Titles Manager	ATM
• Assistant Titles Manager Exploration	ATME
• Assistant Titles Manager Development	ATMD
• Assistant Titles Manager Operations	ATMO
• Assistant Titles Manager GHG and OEI	ATMG
Titles Manager	TM
• Titles Manager Exploration	TME
• Titles Manager Development	TMD
• Titles Manager GHG and OEI	TMG
Technical Officer	TECH
• Senior Commercial Analyst	CA
• Geoscientist and Engineer	GE
• Senior Petroleum Engineer ( <a href="mailto:Resources@nopta.gov.au">Resources@nopta.gov.au</a> )	SPE
Technical Manager	TECHM
• Technical Manager Exploration	TECHME
• Technical Manager Development	TECHMD
• Technical Manager Commercial	TECHMC
Senior Leadership Group	SLG
• General Manager	GM
• Legislative Compliance Team Manager	LCTM
• Operations Manager	OM
• Strategy and Governance Manager	SGM
Titles Administrator	TA
Delegate of the Titles Administrator	DTA
Joint Authority	JA
Responsible Commonwealth Minister	RCM

**Note:** tasks assigned to RO or TO may be performed by RO, TO, ATM or TM

**Note:** TA or a DTA must sign all RFI, Assessment, PF and outcome letter and instruments. If the TA is not available the OM, SGM or LCTM can sign as the DTA but only if the matter is urgent or there is some time issue in terms of the assessment timeframes.



## Application Timeframes

**Notes:** calendar days include weekends and public holidays

### Application Status

TERI STATUS	TIMEFRAME	COMMENTS
Lodged	4 days	<p>If an application is not validly submitted send holding email as per template format, then contact the applicant every 2 days to follow-up on the missing information.</p> <p>2 days (or 4 days with the weekend to determine if validly submitted).</p> <p><b>Note:</b> for renewal applications lodged on or very close to the expiry date of the title – the application should be reviewed as a priority to determine if validly submitted before expiry.</p>
Screening	14/21 calendar days	<p>Only move to <i>Screening</i> when it has been determined that all application strict compliance requirements have been met.</p> <p><b>Note:</b> the date all strict compliance requirements are met must be entered as the Validly Submitted date in the application details screen in TERI.</p> <p>Determine if further information is required or if the application can move to <i>Under Assessment</i>.</p>
Request Further Information (RFI)	14 calendar days 30 calendar days	<p>Refer to table below for timeframe for each application type for determining if an RFI is required.</p> <p>14 days - Non-complex RFI 30 days - Complex RFI (timeframe for applicant to respond to the RFI)</p>
Further Information Received	7 days	<p>7 days to determine if additional further information is required.</p> <p>Determine if internal meeting is required within 2 business days</p>
Under Assessment	Varies	<p>Refer to table below for timeframes by application type.</p> <p>Timeframes need to factor in 2 days per manager to review the assessment.</p> <p>Determine if internal meeting is required within 2 business days.</p> <p>If it is a proposed adverse decision, the timeframe also needs to factor in 7 days for legal advice.</p>
Procedural Fairness – NOPTA for Implementation	4 days	Timeframe for NOPTA to issue the notice of intention to refuse/procedural fairness notice
Procedural Fairness – Under Assessment	14 days	<p>Timeframe for NOPTA to complete its assessment of any submission received.</p> <p>Includes timeframe for LCT Manager to review the assessment.</p>
Procedural Fairness – Company Further Information	At least 7-30 days (can be extended, may be specified by the Act or Regs)	<p>No set timeframe</p> <p>Once submission is received, determine if internal meeting is required within 2 business days</p>
Procedural Fairness – Further Information Received	7 days	<p>7 days to determine if additional further information is required.</p> <p>Determine if internal meeting is required within 2 business days</p>
For Implementation (Decision)	4 days	<p>Does not include public holidays/weekends</p> <p>For Gazettals (two days to implement decision/send to gazette office) and two days following gazettal to register the document</p>



TERI STATUS	TIMEFRAME	COMMENTS
For Implementation (Withdrawn)	4 days	Does not include public holidays/weekends

**Timeframe for sending out an RFI/ Deciding if an RFI is required (once an application is validly submitted)**

Application Type	Weeks	Calendar days
Dealings, transfers and change in control	3 weeks	21 days
Other TA Decision	2 weeks	14 days

**Application Assessment Timeframes (from receipt of all required information from the applicant)**

Application Type	Weeks	Calendar Days	Comments
<b>Petroleum</b>			
Exploration Permit – credit	2 weeks	14 days	TA decision
Declaration of a location – request to extend application period	2 weeks	14 days	TA decision, note may depend on time left in the application period ( <b>s188</b> )
Preliminary Field Development Plan – risk analysis	5 weeks	35 days	NOPTA feedback
Preliminary Field Development Plan – variation	5 weeks	35 days	NOPTA feedback
Pipeline Licence – alteration and repairs	2 weeks	14 days	TERI Task
Pipeline as-built route coordinates	3 weeks	21 days	TERI Task
Special Prospecting Authority (SPA)	2 weeks	14 days	TA decision
Special Prospecting Authority – variation, suspension, exemption	2 weeks	14 days	TA decision
Special Prospecting Authority – surrender	6 weeks	42 days	TA decision
Special Prospecting Authority – cancellation	6 weeks	42 days	TA decision
Access Authority (AA)	2 weeks	14 days	TA decision
Access Authority – variation	2 weeks	14 days	TA decision
Access Authority – variation of conditions	2 weeks	14 days	TA decision
Scientific Investigation Consent (SIC)	2 weeks	14 days	TA decision
<b>Petroleum and Greenhouse Gas</b>			
Dealing	5 weeks	35 days	TA decision
Transfer	5 weeks	35 days	TA decision
Change in control - approval	6 weeks	42 days	TA decision
Change in control - change in circumstances	6 weeks	42 days	TA decision
Notification of change in control	2 weeks	14 days	TA decision
Change of company name	2 weeks	14 days	TA decision
Extension of time to lodge a renewal	2 weeks	14 days	TA decision
Request for longer period to grant a title		4 days	TA decision
Request for grant		4 days	TA decision
Expiry	8 weeks	56 days	TA decision
Correction to the register	1 week	7 days	TA decision

**Decision Timeframes**

Application Type	Weeks	Calendar Days	Comments
TA Decision	1 week	5 days	NOPTA decision



## Special Notes

### Compliance Register

The [Compliance Register](#) is a database designed to provide a record of all potential and actual compliance issues identified by NOPTA staff.

A new entry should be created in the Compliance Register each time a potential or actual compliance issue has been identified. All NOPTA staff can create a new entry in the Compliance Register, however, each newly created compliance issue is required to go through an assessment by the RNT.

For further information on the Compliance Register, refer to the [NOD - Compliance - LCT](#) and [NOD - Compliance Register Guide](#).

### **Responsibilities:**

- All staff:** To monitor titleholder compliance, identify potential or actual compliance issues and record in the Compliance Register.
- RNT:** To review/assess any potential or actual compliance issues identified, establish if there is a non-compliance, take the initial steps to having the non-compliance resolved, determine if the compliance issue has been rectified or if the compliance issue should be escalated to LCT.
- LCT:** To maintain oversight of the Register, provide advice to NOPTA on how to use the Register and identify potential/actual compliance issues and where escalated to LCT, take a leading role in trying to have the non-compliance resolved.

### Decommissioning

Decommissioning is a normal activity in the lifetime of an offshore petroleum project. Its purpose is to remove or otherwise satisfactorily deal with, in a safe and environmentally responsible manner, infrastructure previously used to support operations. This includes plugging and abandoning wells, rehabilitating the site and carrying out any necessary monitoring.

To assist in implementing the policy principles outlined in the [Offshore Petroleum Decommissioning Guideline](#) (the Decommissioning Guideline) the following item has been included in the “*Additional information to be provided with the application*” section of the NFGP for surrenders, renewals and derivative title applications.

**Where there are wells or infrastructure within the title (including the blocks to be relinquished, if any), if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.**

Examples of documentation includes:

- correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements
- correspondence from NOPSEMA accepting the end of the activity.

For further information please see the [Offshore Petroleum Decommissioning Guideline](#).

**If previously submitted**, please include details of when the information was provided to NOPTA.

**Note:** Titleholders seeking consent to surrender are also requested to address the decommissioning related criteria under **s270**.

The Decommissioning Guideline also needs to be considered when assessing non-titleholder initiated applications (processes) where blocks may revert to vacant acreage such as cancellation, termination, expiry or revocation.

SPE is to be notified in the event that an application is submitted that contains the above decommissioning item or any of the above-mentioned applications (processes) to determine if NOPSEMA needs to be consulted in accordance with the [Decommissioning Interagency Protocol](#). The SPE will save all evidence of decommissioning documents to the [Well Abandonment](#) library in SharePoint.





## **Document Review**

### **ATM Review**

All assessment, RFI and outcome documents should be reviewed by an ATM except when OM or SGM endorsement is required.

The ATM is to check that:

- this procedure has been followed correctly
- the application checklist has been followed correctly
- all assessment criteria has been addressed and assessment check completed

### **Document Final Review Requirements**

The review requirements for documents are set out in the [Review Guideline](#).

#### ***Additional Notes:***

- *RFI Letters, to be cleared by TM unless the application is complex or refusal is being considered (sometimes you won't know this until you get the RFI response back. Case by case situation)*
- *OM/SGM will only review draft letters and instruments with JA/TA advice as per the charts*
- *TM has the final approval for decision letters/instruments. OM/SGM will only review procedural fairness matters or if TM has a concern*

## **Expiries Workbook**

Upcoming expiries of titles and location are recorded in the [Expiries Workbook](#).

Details in the Expiries Workbook should be updated upon the lodgement and finalisation of any application that may affect the expiry date or the status of a title (e.g. extension, cancellation, surrender, extension to lodge renewal or renewal) or location (extension or revocation).

It should also be note in the Expiries Workbook if a company indicates an intention to submit an application at a meeting or via email/phone contact with Titles.

## **Form 4 (Service of Documents Nomination)**

Under sub regulation **11A.04(2)** of the *Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 2011* (the RMAR Regulations), where a title has multiple titleholders, the registered titleholders may by joint written notice (Form 4) nominate a common address for the service of documents.

If a valid Form 4 is not in place all correspondence must be sent to all applicants/titleholders.

A Form 4 is invalid if any of the following have occurred:

- a Form 5 revoking the nomination has been received – refer sub regulation **11A.04(5)**
  - a new party has transferred into the title after the Form 4 was executed
  - the nominated titleholder is no longer a registered holder of the title – refer sub regulation **11A.04(6)**
  - the form has not been executed by all the titleholders
- Note:** *forms submitted on or after 1 December 2018 must be executed in accordance with the [signature factsheet](#)*
- the form has been executed for the purpose of a specific application

**Note:** *the nomination does not transfer to any new title (e.g. a Form 4 against an exploration permit does not transfer to a retention lease granted from the exploration permit). A new nomination must be submitted for each title.*





### **Form 6 (EVA Nomination)**

Under **s775B** of the Act, where a title has multiple titleholders, the registered titleholders may by joint written notice (Form 6) nominate a one of them as being the person authorised to take eligible voluntary actions on behalf of the registered titleholders.

If a valid Form 6 is not in place or the application does not represent an eligible voluntary action as set out in **s775A**, all applicant/titleholders must sign the relevant forms (e.g. application, request for grant, surrender notification).

A Form 6 is invalid if any of the following have occurred:

- a Form 7 revoking the nomination has been received – refer **s775B(6)**
- a new party has transferred into the title after the Form 6 was executed
- the nominated titleholder is no longer a registered holder of the title – refer **s775B(7)**
- the form has not been executed by all the titleholders

**Note:** forms submitted on or after 1 December 2018 must be executed in accordance with the [signature factsheet](#)

- the form has been executed for the purpose of a specific application

**Note:** the nomination does not transfer to any new title (e.g. a Form 6 against an exploration permit does not transfer to a retention lease granted from the exploration permit). A new nomination must be submitted for each title.

### **Form 8 and Form 9 (Declaration of experience and disclosures)**

The Act states that the decision maker must consider the matters in **s695YB** for the grant of certain titles, transfer of titles and approval of a change in control of a registered holder. The decision maker may also take into account any other relevant matters, for example corporate governance and the body corporates' project management experience to carry out offshore petroleum or greenhouse gas operations. Refer to [suitability criteria matrix](#) for complete list of applications requiring declarations of experience and disclosures (**s695YB** and **Other matters considered relevant**).

Each applicant or other person (as relevant) is required to make the relevant declarations to NOPTA unless a previous declaration has been made:

- for a natural person, including an officer of a body corporate, a [Form 8](#) is required
- for a body corporate (company), a [Form 9](#) is required

**Note:** If a previous declaration has been made, the previous declaration must be referenced.

For further guidance, please refer to the

- [Guideline: Applicant suitability](#)
- [Factsheet: Declaration of experience and disclosures](#)
- [Frequently asked questions: Declaration of experience and disclosures](#).

### **Form 10 (Declaration of change of circumstances - Section 695YC)**

Under **s695YC** of the Act, NOPTA and NOPSEMA must be made aware of any change of circumstance as soon as practicable after the event occurs, including where an application is still under consideration.

A change of circumstance declaration ([Form 10](#)) is required by:

- an applicant for the grant, renewal or approval of a transfer of a relevant title
- a registered holder of a relevant title
- if the person referred above is a body corporate—a person who is an officer (within the meaning of the Corporations Act 2001) of the body corporate

if affected by a change of circumstance.

The effect of a Form 10 should be considered when assessing applicant suitability.



For further guidance, please refer to the

- [Guideline: Applicant suitability](#)
- [Factsheet: Declaration of experience and disclosures](#)
- [Frequently asked questions: Declaration of experience and disclosures](#).

### **Gazette Notices**

Certain events require that a notice be published in [Gazette](#) (s708).

In some circumstances the Gazette Notice is published to [NEATS](#). The [Titles Admin Process Guide: Publishing Gazette Notices](#) provides an overview of the steps required to be undertaken to publish a gazette notice.

### **GIS Requests**

GIS requests should be made via email to [nopta.gis@nopta.gov.au](mailto:nopta.gis@nopta.gov.au) using the GIS request template and guidance notes. GIS will assign a job number to the request and send confirmation to the requesting officer. The job number can be then be used to check the status of the request on the [GIS Job List](#).

**Note:** TO can use the [NOPTA Spatial Portal](#) (NSP) to view spatial information (i.e. check the coastal boundaries for grants and variations) and generate information for internal use, but must not use for external use.

### **Perth Treaty**

Information and map? To be added



### **Prior Use Rights:**

A petroleum title granted under the Act is a 'prior usage right' for the purposes of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) if the petroleum title was in force immediately before the proclamation of an Australian marine park that overlaps the title area.

Titles that are PUR are exempt from having to comply with provisions of the EPBC Act and the *Environment Protection and Biodiversity Conservation Regulations 2000* (the EPBC Regulations) that relate to an Australian marine park, or the management plan for the marine park.

NOPTA maintains a publicly available register of active PUR titles ([PUR List](#)) in accordance with the [PUR inter-agency protocol](#). This document is updated as required.

PUR needs to be identified when assessing expiries, transfers, dealings and change of company names.

If an application results in the removal of a PUR (e.g. expiry), NOPTA is required to seek agreement from ORB and Parks Australia to remove the title from the [PUR List](#).

If an application results in a change in operator (e.g. change of company name, dealing or transfer), NOPTA is required to update the [PUR List](#) and advise ORB and Parks Australia of the change.

The PUR contact needs to be advised in the event of the removal of a PUR or the change of operator of a PUR title.

**Note:** *TERI will indicate if a PUR exists in relation to a title.*

### **Project Team**

The assessment of most applications require the contribution of multiple NOPTA teams and officers.

A Project Team consists of a Titles Officer and one or more officer(s) with specific expertise (including technical, legal and geospatial).

### **Special Conditions Register**

The [Special Conditions Register](#) is a database for recording and monitoring special conditions and JA expectations. The Register is also used to record when a title has ceased production or operations.

### **Responsibilities:**

- LCT:** To maintain oversight of the Register and take a leading role in the monitoring/assessing/closing off each special condition/expectation/cessation of production or operations entry in the Register.
- Titles:** To record new special conditions/expectations/cessation of production or operations entries in the Register and to provide titles-related knowledge/advice on status updates as required.
- Tech:** To provide technical advice on status updates as required.

For information on how to access, search and create a special condition/expectation in the Special Conditions Register refer to [Guidance – Special Conditions Register](#).

### **Suitability Criteria Martix**

Government needs to be satisfied that applicants are trustworthy, demonstrate the necessary financial and operational management, have the appropriate experience and history of compliance to carry out offshore petroleum or greenhouse gas operations in compliance with their obligations under the Act and the regulations. Suitability is tested on entry into the regime and at major decision-points.



In making a decision, the decision maker will consider relevant matters from a range of factors including (but not limited to): financial capacity, technical capability, history of compliance, corporate governance arrangements and any previous liquidation or bankruptcy events. The decision-maker has the discretion to request additional information where needed to assist and inform its consideration of an application.

The table below sets out certain matters that the decision maker must (or in some cases, may) have regard to when making decisions in respect of certain applications for or in respect of petroleum and greenhouse gas titles.

**Note:** where s695YB is required to be considered, NOPTA will also assess the body corporate's compliance history, experience and governance (as per the form 9) under other matters considered relevant. Where 695YB is not required to be considered (e.g. dealings), the form 9 does not need to be considered under the relevant matters section for that application.

Application Type	Title Type	Applicant Suitability Assessment Criteria				Other matters considered relevant
		695YB	Technical Advice	Financial Resources	Other matters prescribed by regulations	
Dealings	All titles	✗	Discretionary	Discretionary	✓	Discretionary
Transfer	All titles	✓	✓	✓	✓	Discretionary
Change in control	All titles (s566A)	✓	✓	✓	✓	Discretionary
Initial Grant	Exploration Permit and Cash Bid Exploration Permit	✓	✓	✓	✓	Discretionary
	GHG Assessment Permit	✓	✓	✓	✓	Discretionary
	Pipeline Licence where the applicant is not the Production Licensee or GHG Injection Licensee	✓	✓	✓	✓	Discretionary
	Infrastructure Licence	✓	✓	✓	✓	Discretionary
	Cash Bid Production Licence	✓	✓	✓	✓	Discretionary
	GHG Consolidated Work-Bid Permit, GHG Cross-Boundary Permit	✗	✓	✓	✓	Discretionary
	Retention Lease	✗	✓	✓	✓	✗
	Production Licence	✗	✓	✓	✓	✗
	GHG Holding Lease (including Cross Boundary Licences)	✗	✓	✓	✓	✗
	Pipeline Licence where the applicant is the Production Licensee or GHG Injection Licensee	✗	✓	✓	✓	✗
	GHG Injection Licence (including Cross Boundary Licences)	✗	✓	✓	✓	✗
Renewal	All titles	✗	✓	✓	✓	✗
Variation s204, s374, s374A	Infrastructure Licence	✗	✓	✓	✓	Discretionary
	GHG Injection Licence (including Cross Boundary Licences)	✗	✓	✓	✓	Discretionary
Suspension, Exemption, Variation - conditions of title s226, s264, s436, s439A	Exploration Permit	✗	Discretionary	Discretionary	Discretionary	Discretionary
	Retention Lease	✗	Discretionary	Discretionary	Discretionary	Discretionary
	Production Licence	✗	Discretionary	Discretionary	Discretionary	Discretionary
	Pipeline Licence	✗	Discretionary	Discretionary	Discretionary	Discretionary
	Infrastructure Licence	✗	Discretionary	Discretionary	Discretionary	Discretionary
	GHG assessment permit, holding lease & injection licence (including cross-boundary titles)	✗	Discretionary	Discretionary	Discretionary	Discretionary



For further guidance, please refer to the

- [Guideline: Applicant suitability](#)
- [Factsheet: Declaration of experience and disclosures](#)
- [Factsheet: Financial Resources](#)
- [Frequently asked questions: Declaration of experience and disclosures](#)

### **TERI User Manual**

The [TERI User Manual](#) details the following:

- how to create, update and finalise applications in TERI  
**Note:** *not all application types/process are captured in the TERI User Manual. If a process is not captured contact the assigned ATM for assistance.*
- loading registered instruments
- what each status means and when it should be used

**Note:** *TERI will generate automated emails at certain stages of the process. All automated messages sent to the RO/TO should be saved to the document set.*



## Procedure

The following steps must be followed in relation to processing Titles Administrator decision applications.

### STEP 1 - APPLICATION RECEIPTING

Any steps unique to a specific application type will be included in the checklist

#### STEP 1.1 - RECORDING APPLICATION (APPLICATION COMMENCEMENT)

RECORDING APPLICATION	
Create a document set within the appropriate <a href="#">application library</a> in SharePoint Fill out appropriate metadata (refer <a href="#">Naming Protocol</a> )	RO
If the application has been submitted electronically through <a href="#">NEATS</a> check for and enter any missing application details into <a href="#">TERI</a>	RO
If not, create application in <a href="#">TERI</a> and generate NEATS reference(s) Refer to <b>TERI User Manual</b>	RO
If a cheque has been provided with application: <ul style="list-style-type: none"> <li>scan cheque (save to document set)</li> <li>note application details on the back</li> <li>immediately provide original cheque to <a href="#">BSU</a></li> </ul>	RO RO RO
If a new company is created in <a href="#">TERI</a> advise <a href="#">BSU</a> and provide the following details: <ul style="list-style-type: none"> <li>company name</li> <li>ARBN/ACN</li> <li>address</li> <li>confirm if ASIC search has been performed</li> </ul>	RO
<b>Once the application is lodged</b> , update <a href="#">TERI</a> to: <b>Lodged</b> (refer to <b>TERI User Manual - Definitions</b> )	RO
TERI will send an email to the assigned TO and relevant NOPTA teams, advising of the new application <b>Note:</b> <i>copy of automated email to be saved to document set</i>	TERI
Update document set metadata to record NEATS reference(s) if required	RO
Check for any relevant Form 8, 9 or 10 and follow the <a href="#">Forms 8-10 Procedure Guide</a>	RO
<b>Ensure that any steps set out in the checklist that are unique to the application type are completed</b>	RO
If the application documents have been provided on a USB or disk, scan for viruses before saving to document set	RO
Scan all hardcopy application documents (if applicable)	RO
Save application documents (including emails) to document set and ensure: <ul style="list-style-type: none"> <li>all email attachments are separated from the email and saved individually</li> <li>the appropriate metadata and naming conventions are used (refer <a href="#">Naming Protocol</a>)</li> <li>any documents containing financial and technical information are clearly identified in the document set(s)</li> </ul>	RO
Email application to the <b>TECHM(s)</b> (cc Titles Inbox, TO and TM), using the <a href="#">Application Alert template</a> <b>Note:</b> <i>relevant TECHMs are set out in the <a href="#">Review Guideline</a></i>	RO
Save email to document set	RO

#### Payment Confirmation Note:

BSU will verify that payment is received.	BSU
<b>Once payment is confirmed:</b> TERI will be updated to <b>Payment Confirmed</b> <b>Notes:</b> <ul style="list-style-type: none"> <li>payment confirmation must occur prior to the application being set for decision</li> <li><b>Payment Made</b> and <b>Payment Confirmed</b> can occur on the same day.</li> <li>a copy of the payment statement can be viewed in TERI Payments tab</li> <li>refer to the <b>TERI User Manual</b> for more guidance on TERI status requirements.</li> </ul>	TERI



## STEP 1.2 - STRICT COMPLIANCE CHECK

A validly made application occurs when all of the statutory required information is submitted with the application. An application can not proceed to being formally receipted until it is confirmed as a valid application.

STRICT COMPLIANCE CHECK	
<p><b>To ensure all strict compliance requirements have been met, check the following:</b></p> <ul style="list-style-type: none"> <li>the application form is correctly executed and submitted (see guidance below)</li> <li>the application is accompanied by any legislatively prescribed documents/information and submitted within any prescribed timeframes. For more guidance: <ul style="list-style-type: none"> <li>ensure all "Other required information" set out in the application form have been met within the timeframes specifies in the <a href="#">Timeframes Guide</a></li> <li>review <b>PART 1.2</b> of the application checklist for any additional application specific requirements</li> </ul> </li> <li>the correct application fee amount has been paid (refer to <a href="#">schedule of fees</a>) – where applicable <b>Note:</b> if a s 695L application fee applies, check whether the application fee has been paid before sending. Whilst the fee is not a strict compliance requirement, the NOPTA internal policy requires the fee to be paid to commencing processing the application (refer to <a href="#">schedule of fees</a>).</li> <li>the application fee payment is not for a future date <b>Note:</b> the application is not validly submitted unless the payment has been made within the timeframes specifies in the <a href="#">Timeframes Guide</a></li> </ul>	<p>RO</p> <p>RO</p> <p>RO</p> <p>RO</p>
<p><b>Application form compliance check</b></p> <p>Check that the correct application form has been used</p> <p>Check that the application form is complete and accurate <b>Note:</b> if not complete or accurate discuss next steps with ATMO</p> <p>Check that the application form has been signed in accordance with the <a href="#">signature factsheet</a></p> <p>If the application form has been signed under a POA</p> <ul style="list-style-type: none"> <li>check if a copy has been provided with the application or previously provided to NOPTA <ul style="list-style-type: none"> <li>if no, request a copy</li> </ul> </li> <li>request confirmation from LCT if required (include urgency and follow up verbally if needed same day) whether the POA is valid for the purpose of the application (refer to <a href="#">POA Guide</a>)</li> </ul> <p>If the application form has been signed under an s 775B EVA nomination (Form 6) check the following:</p> <ul style="list-style-type: none"> <li>Does the application constitute an EVA? <ul style="list-style-type: none"> <li>if no, request a new application form signed by all applicants/titleholders be submitted</li> </ul> </li> <li>Has a copy has been provided with the application or previously provided to NOPTA? <ul style="list-style-type: none"> <li>if no, request a copy</li> </ul> </li> <li>Is the Form 6 valid (refer <a href="#">Special Notes</a>)? <ul style="list-style-type: none"> <li>if no, request one of the following be provided: <ul style="list-style-type: none"> <li>a new application form signed by all applicants/titleholders be submitted; or</li> <li>a valid Form 6</li> </ul> </li> </ul> </li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>all applicants/titleholders must sign the application form if a valid Form 6 is not in place or the application does not constitute an EVA (except for transfers and dealings where a party may submit the application)</li> <li>if the Form 6 has been executed after the application form, a new application form will be required</li> </ul>	<p>RO</p> <p>RO</p> <p>RO</p> <p>RO</p> <p>RO</p>
If strict compliance is unclear, discuss with relevant TM and if required liaise TECHMs (one day turn around)	RO
If the application does not meet all of the strict compliance requirements send a holding email to the applicant using <a href="#">Template</a> and save to document set.	RO
Record any strict compliance issues in the comments section against the <b>Lodged</b> Approvals Tracking status in <a href="#">TERI</a> <b>Note:</b> comments should be detailed enough to easily identify the reason(s) strict compliance has not been met	RO
<b>If the strict compliance check determines that the application has not been validly made, discuss with TM to determine if the application is considered invalid. If invalid, refer <a href="#">Step 1.4</a>.</b>	





### STEP 1.3 - RECEIPTING A VALID APPLICATION

Once an application has been confirmed as valid

RECEIPTING A VALIDLY MADE APPLICATION	
<b>When valid submission has been determined</b>  Enter <b>Validly Submitted Date</b> in Details screen in <a href="#">TERI</a> <b>Note:</b> must reflect the date all strict compliance requirements are met – <i>NOT the date validity is determined</i>  Assign application reviewer in <a href="#">TERI</a> <b>Notes:</b> <ul style="list-style-type: none"> <li>TERI will not allow the application to progress past Lodged without a reviewer being assigned</li> <li>The reviewer can be updated at a later stage if required</li> <li>TERI will send an email to the reviewer advising that they have been assigned to review the application</li> </ul>	RO
Update <a href="#">TERI</a> status to <b>Screening</b> <b>Note:</b> ensure any relevant comments are recorded	RO
Email the relevant <b>TECHM(s)</b> (cc Titles Inbox, TO and TM) <b>Note:</b> relevant TECHMs are set out in the <a href="#">Review Guideline</a> <ul style="list-style-type: none"> <li>advise that the application has been validly submitted</li> <li>advise of TO if not previously advised</li> <li>request technical officer(s) be assigned if not previously advised</li> <li>provide an update on status of Forms 8 to 10 provided, if applicable</li> <li>include a link to the document set</li> <li>advise of RFI and assessment due dates (refer to <a href="#">Application Timeframes</a>)</li> </ul>	RO
Update <a href="#">TERI</a> to reflect technical officer(s) assigned (if known) <b>Note:</b> TERI will send an email to the Technical officer(s) advising that they have been assigned to the application	RO
Check if a valid Service of Documents Nomination (Form 4) has been provided (refer <a href="#">Special Notes</a> )	RO
Email <a href="#">applicant(s)</a> confirming receipt of validly made application(s) <ul style="list-style-type: none"> <li>set out any other issues not previously addressed during strict compliance check</li> </ul>	RO
If relevant, forward copy of any newly submitted ATAR to <a href="mailto:reporting@nopta.gov.au">reporting@nopta.gov.au</a>	RO
If required, send GIS request using the <a href="#">GIS request template and guidance notes</a>	RO
<b>Ensure that any steps set out in the checklist that are unique to the application type are completed</b>	RO
Save all application documents (including emails) to document set	RO

### STEP 1.4 - VOIDING AN INVALID APPLICATION

If an application has been confirmed as invalid

VOIDING AN INVALIDLY MADE APPLICATION	
Prepare TA Brief detailing: <ul style="list-style-type: none"> <li>the reasons the application is invalid</li> <li>if a fee has been paid, requesting approval for refund of application fee. Refer <a href="#">Internal Refund Request Process (application Fees)</a></li> </ul> Prepare Letter advising that the application is invalid and providing reasons	RO
TA Brief and Letter cleared by: <ul style="list-style-type: none"> <li>ATM</li> <li>TM</li> </ul>	ATM TM
Approved and signed by TA (or DTA)	TA
Scan and save TA Brief and Letter to document set	RO
Email signed letter to the <a href="#">applicant(s)</a> advising that the application is invalid	RO
Void application in <a href="#">TERI</a> (refer to <b>TERI User Manual</b> )	RO
Attach signed TA Brief to <a href="#">TERI</a> task	RO
TERI will send email to assigned officers and relevant NOPTA team(s) advising that the application has been voided <b>Note:</b> copy of automated email to be saved to document set	TERI



Notify the following by email that the application has been voided. <ul style="list-style-type: none"> <li>TECH</li> <li>relevant manager(s)</li> <li>relevant teams (e.g. Data) if not notified via TERI</li> </ul>	RO
If an application fee has been paid, check with BSU regularly until refund has been made	RO
Save all application documents (including emails) to document set	RO

## STEP 1.5 - APPLICANT AMENDS APPLICATION (BEFORE ASSESSMENT IS PROVIDED TO THE TA)

If an amendment to the application is requested at any time before the Assessment is provided to the TA.

**Notes:** it is not an amendment if the applicant has requested a change of application type

APPLICANT AMENDS APPLICATION	
Save all correspondence amending the application to the document set <b>Note:</b> all email attachments must be separated from the email and saved individually with naming conventions clearly identify new/amended and redundant documents	TO
Review requested amendment	TO
If request is for a change of application type: <ul style="list-style-type: none"> <li>Email <a href="#">applicant(s)</a> to confirm the intent e.g. withdraw current application and submit a new application</li> <li>If withdrawal confirmed follow <a href="#">STEP 4</a></li> </ul>	TO TO
Check if a new application form is required <b>Note:</b> a new application form is required under the following circumstances: <ul style="list-style-type: none"> <li>if there are multiple titleholders and there is no valid Form 6 (EVA)</li> <li>if there are substantial changes to the original application</li> </ul>	TO
Email <a href="#">applicant(s)</a> confirming receipt of the amended application. Include the following information: <ul style="list-style-type: none"> <li>if the application amendment has been accepted</li> <li>if a new form is required</li> <li>table detailing NOPTA understanding of the requested amendment (if applicable)</li> <li>note that assessment timeframes have been reset</li> <li>set out any issues</li> </ul>	TO
If a new form has been submitted complete the <b>Application form compliance check</b> detailed in <a href="#">STEP 1.2</a>	TO
Update <a href="#">TERI</a> to reflect: <b>Further Information Received</b>	TO
Record that the application has been amended in comments against status in <a href="#">TERI</a>	TO
Email link to amended application to Project Team and relevant managers (see <a href="#">Review Guideline</a> )	TO
Consult Project Team and relevant managers to determine if there is sufficient information to proceed (see <a href="#">Review Guideline</a> )	TO
Save documents (including emails) to document set <b>Note:</b> All email attachments must be separated from the email and saved individually with naming conventions that clearly identify new/amended and redundant documents	TO
Repeat <a href="#">STEP 2</a> (as applicable)	TO

## STEP 2 - ASSESSMENT

### STEP 2.1 - INITIAL ASSESSMENT AND SCREENING

**Note:** If an amendment to the application is requested at any time before the Assessment is provided to the TA follow [STEP 1.5](#)

INITIAL ASSESSMENT AND SCREENING (refer to <a href="#">Application Timeframes</a> )	
Update <a href="#">TERI</a> to reflect the reviewer and technical officer(s) assigned (if required) <b>Note:</b> TERI will send an email to the assigned officer(s) advising that they have been assigned to the application	TO
Save a copy of each relevant <a href="#">template</a> to the document set	TO
Rename templates and apply appropriate metadata as per <a href="#">Naming Protocol</a>	TO



Populate templates with Titles information as appropriate e.g. contact names, addresses, NEATS Reference(s), application received dates, company names, titleholders, title history, work program and activities completed	TO
Check that the “Additional information to be provided with the application” have been provided with the application (refer to the relevant NFG)	TO
Prepare assessment document taking the following into consideration: <ul style="list-style-type: none"> <li>related and similar applications to ensure consistency in assessments</li> <li>previous application assessments, decisions, the <a href="#">Special Conditions Register</a> , the <a href="#">Compliance Register</a> and for additional matters to be addressed in the assessment (if applicable)</li> <li>any relevant <a href="#">meeting minutes and company presentations</a></li> </ul>	Project Team
Check the <a href="#">Suitability Criteria Matrix</a> to determine if an assessment of Applicant Suitability is required  <b>If an assessment of s695YB is required:</b> <ul style="list-style-type: none"> <li>check that the relevant Form 8’s have been provided</li> <li>check whether any Form 10s have been provided in relation to any of the applicants or their officers</li> <li>check whether relevant section 695YB assessments have previously been conducted</li> <li><b>if yes</b>, update existing assessments as required</li> <li><b>if no:</b> <ul style="list-style-type: none"> <li>conduct relevant section 695YB assessments</li> <li>save assessments to S695YB Assessment document set</li> </ul> </li> </ul> <b>If an assessment of other matters considered relevant (technical experience, project management and corporate governance) is required:</b> <ul style="list-style-type: none"> <li>check that the relevant Form 9’s have been provided</li> <li>consult with TECH to determine if sufficient information has been provided to assess the applicant suitability</li> </ul> Discuss any concerns with Project Team in kickoff meeting  If further information is required refer to <b>STEP 2.2</b>	TO
<b>If any compliance issues have been identified</b> <ul style="list-style-type: none"> <li>check if the compliance issue has been resolved</li> <li>enter new non-compliance or update existing non-compliance in the <a href="#">Compliance Register</a></li> <li>notify TM and TECHM (as applicable)</li> </ul>	TO TO TO
Arrange internal meeting with or send email to Project Team and relevant managers (see <a href="#">Review Guideline</a> ) to discuss issues, application assessment, identify any special map requests and determine if further information is required. Include relevant RFI and assessment timeframes and templates.	TO
If required, send GIS request using the <a href="#">GIS request template and guidance notes</a>	TO
<b>Ensure that any steps set out in the checklist that are unique to the application type are completed</b>	TO
Save all documents (including emails) to document set	TO

## STEP 2.2 - REQUEST FOR FUTHER INFORMATION (RFI)

**Note:** If an amendment to the application is requested at any time before the Assessment is provided to the TA follow [STEP 1.5](#)

REQUEST FOR FURTHER INFORMATION (RFI) (refer to <a href="#">Application Timeframes</a> )	
<b>Prepare</b> an RFI Letter (refer to template): <ul style="list-style-type: none"> <li>where appropriate, liaise with TECH</li> <li>where appropriate, liaise with <a href="#">SPE</a> to determine if decommissioning related questions are required</li> <li>if the RFI is requesting spatial data, liaise with <a href="#">GIS</a></li> <li>if an RFI is related to compliance issues or refusal is being considered - arrange a meeting with relevant managers (see <a href="#">Review Guideline</a>) to discuss the application and issues prior to requesting endorsement of letter content</li> </ul> <b>Note:</b> <i>privacy considerations may require individual RFIs to be sent</i>	TO TO TO TO TO
Request ATM review (if applicable)	TO
Request final <a href="#">review</a> of RFI Letter	TO
Accept tracked changes and check figures, spelling and formatting before providing to TA for approval <b>Note:</b> <i>do not accept material changes to TECH content without clearing with TECH and TECHM first</i>	TO
RFI letter signed by TA (or DTA)	TA



Scan and email RFI letter to the <a href="#">applicant(s)</a>	TO
Update <a href="#">TERI</a> to reflect: <b>Further Information Required</b>	TO
If additional time to respond is requested: <ul style="list-style-type: none"> <li>prepare response (<i>refer to <b>Part 2.2</b> of the checklist for any application specific requirements</i>)</li> <li>approved by TM</li> <li>override due date and record extension in comments against the Further Information Required status in <a href="#">TERI</a></li> </ul>	TO TM TO
<b>Once all requested further information responses have been received:</b> <ul style="list-style-type: none"> <li>update <a href="#">TERI</a> to reflect: <b>Further Information Received</b></li> <li>forward RFI response(s) as received to Project Team and relevant managers (see <a href="#">Review Guideline</a>)</li> </ul> <b>Note, if more than one RFI's has been sent:</b> <ul style="list-style-type: none"> <li>do not update the <a href="#">TERI</a> status until all responses have been received</li> <li>record response dates in comments against the Further Information Required status in <a href="#">TERI</a></li> </ul>	TO TO
Consult Project Team and relevant managers to determine if there is sufficient information to proceed (see <a href="#">Review Guideline</a> )	TO
<b>Ensure that any steps set out in the checklist that are unique to the application type are completed</b>	TO
Save all documents (including emails) to document set	TO

### STEP 2.3 - FINALISING ASSESSMENT

**Note:** If an amendment to the application is requested at any time before NOPTA's advice is provided to the TA follow [STEP 1.5](#)

FINALISING ASSESSMENT (refer to <a href="#">Application Timeframes</a> )	
Update <a href="#">TERI</a> to <b>Under Assessment</b>	TO
Record date confirmation of all relevant material submitted date in comments against the Under Assessment status in <a href="#">TERI</a>	TO
<b>Wells and Infrastructure (Decommissioning)</b> If applicable, SPE to complete the following steps: <ul style="list-style-type: none"> <li>if applicable, liaise with TO to incorporate decommissioning related matters into the NOPSEMA RFI (include well and infrastructure location map and any decommissioning related RFI response as attachments) <b>Note: well and infrastructure information is to be compiled into a separate document for use in NOPSEMA RFI</b></li> <li>liaise with TO to incorporate NOPSEMA response into NOPTA assessment</li> </ul>	SPE
Finalise the Assessment in consultation with Project Team as appropriate <b>Notes:</b> <ul style="list-style-type: none"> <li>if not stated otherwise in <b>PART 2.3 of the checklist</b> the TO will lead the assessment of the application</li> <li>changes to the Assessment (e.g. typos, grammar) must be made in track mode</li> </ul>	TO
<b>Technical and Financial Assessment including other matters considered relevant (if required):</b> <ul style="list-style-type: none"> <li>provide input to the assessment and associated documents as required <b>Note: appropriate templates should be available in the document set, if not advise TO</b></li> <li>liaise with TO on recommendation as appropriate</li> <li>request TECHM review of the assessment, recommendations and any draft instruments (if applicable) to ensure validity and consistency in assessment</li> <li>notify TO on completion</li> </ul>	TECH
<b>Suitability Assessment – Forms 8 to 10 (if required):</b> <b>Note: these steps are in addition to the Technical and Financial Assessment steps above</b> <ul style="list-style-type: none"> <li>identify and consider all relevant Forms 8 to 10</li> <li>if any concerns are raised: <ul style="list-style-type: none"> <li>consult with relevant managers, LCT and SLG on what information is to be provided in the assessment</li> <li>include a high level summary of any concerns raised in the Assessment</li> </ul> </li> </ul> <b>Note: No personal details/information is to be included in the Assessment</b>	Project Team
<b>Assessment Check:</b> Check the following: <ul style="list-style-type: none"> <li>all references to legislation and guidelines are correct</li> <li>assessment adequately and correctly addresses the criteria</li> <li>all application and titles information is correct e.g map sheet index and name, block numbers, titleholder details, contact address block, title history and work program details</li> </ul>	TO



<ul style="list-style-type: none"> <li>related and similar applications to ensure consistency in assessments</li> <li>previous application assessments, decisions, the <a href="#">Special Conditions Register</a>, the <a href="#">Compliance Register</a> and for additional matters to be addressed in the assessment (if applicable)</li> <li>any relevant <a href="#">meeting minutes and company presentations</a></li> <li>applicant suitability (including any relevant Forms 8 to 10) has been considered, if applicable</li> <li>any amendment(s) to the application and RFI response(s) have been clearly identified and considered</li> <li>the assessment for grammatical accuracy, correct figure references etc</li> <li>any additional Assessment Criteria detailed in <b>PART 2.1</b> of the checklist has been addressed</li> </ul> <p>See <b>PART 2.3</b> of the checklist for any additional steps</p>	
<b>Prepare:</b> <ul style="list-style-type: none"> <li>relevant documents (see <b>PART 2.3</b> of the checklist for relevant documents)</li> <li>draft procedural fairness (PF) notice (<b>if recommending refusal or partial approval</b>)</li> <li>all attachments including any RFI and RFI responses - labelled in accordance with the assessment and or brief</li> </ul> <p><b>Note:</b> double check all titles/application information is correct and documents accurately reflect the recommendation</p>	TO
Where necessary, organise an internal meeting to discuss the assessment and recommendations with Project Team and relevant managers (see <a href="#">Review Guideline</a> ).	TO
<b>If any compliance issues have been identified follow steps detailed at step 2.1</b>	TO
If an application fee is payable, check confirmation of payment has been received and saved to document set <b>Note:</b> If payable, do not finalise assessment until confirmation has been received	TO
ATM review (Refer to above and <b>PART 2.3</b> of the checklist for application specific review criteria)	ATM
Request final <a href="#">review</a> of Assessment (with relevant documents and attachments)	TO
Accept tracked changes and check figures, spelling and formatting before providing to TA for approval <b>Notes:</b> <ul style="list-style-type: none"> <li>do not accept any changes to TECH content without clearing with TECH and TECHM first</li> <li>the Assessment is finalised once all Project Team members and relevant managers (see <a href="#">Review Guideline</a>) are in agreement</li> </ul>	TO
<b>If registration is required (Part 4.2 of the Act):</b> stamp instrument with the appropriate 'Registered' stamp <b>Note:</b> Part 4.2 of the Act <b>DOES NOT</b> include Transfers and Dealings	TO
<b>Ensure that any steps set out in the checklist that are unique to the application type are completed</b>	TO
Save all documents (including emails) to document set	TO
Provide Assessment and relevant documents to TA for decision	TO
Update <a href="#">TERI</a> to For NOPTA Decision	TO

**Note:** If the titleholder requests an application amendment at any time after the Assessment has been provided to the TA (e.g. during a procedural fairness process) immediately consult the TME/TMD.

### STEP 3 - PROCEDURAL FAIRNESS (PF)

If the TA intends to refuse or partially approve an application, the intended decision must be conveyed to the applicant in writing (the Notice) and the applicant/titleholder provided with an opportunity to make a submission on any matters in the Notice (refer to the [Procedural Fairness Guidance](#)).

PROCEDURAL FAIRNESS (PF) (refer to <a href="#">Application Timeframes</a> )	
Save evidence of the PF decision to document set	TO
Update <a href="#">TERI</a> to: <b>Procedural Fairness – NOPTA for implementation</b>	TO
Prepare/finalise PF Notice and TA Brief	TO
Request ATM review (if applicable)	TO
Request final <a href="#">review</a> of PF notice <b>Note:</b> if in relation to Forms 8 or 10 Legal Branch (DISER) may need to be consulted	TO
Accept tracked changes and check figures, spelling and formatting before providing to TA for approval	TO
Approved PF Notice and TA Brief signed by TA (or DTA)	TA



Scan and email signed PF letter to <a href="#">applicant(s)</a> ( <i>enable Delivery and Read Receipt options, file these responses</i> ) <b>Note:</b> <i>electronic service of document is accepted under the Act (refer <b>s286A</b> and <b>Regulation 11A.01</b>)</i>	TO
Update <a href="#">TERI</a> to: <b>Procedural Fairness - Company Further Information:</b>	TO
If additional time is requested to make a submission: <ul style="list-style-type: none"> <li>prepare response</li> <li>approved by TM</li> <li>override Due Date and record extension in comments against the status in <a href="#">TERI</a></li> </ul>	TO TM TO
Update <a href="#">TERI</a> to: <b>Procedural Fairness – Further Information Received</b> if submission received	TO
If the applicant has made an additional submission, discuss with ATM/TM and where applicable arrange a meeting with relevant managers (see <a href="#">Review Guideline</a> ) to discuss submission and whether any other information is needed	TO
Update <a href="#">TERI</a> to: <b>Procedural Fairness – Under Assessment</b>	TO
Prepare a revised assessment, incorporating any submission made in response to the PF Notice. <b>Note:</b> <i>consult with TECH where relevant.</i>	TO
Request ATM review (if applicable)	TO
Request final <a href="#">review</a> of PF advice	TO
Accept tracked changes and check figures, spelling and formatting before providing to TA for approval	TO
<b>If registration is required (Part 4.2 of the Act):</b> stamp instrument with the appropriate ‘Registered’ stamp <b>Note:</b> <i>Part 4.2 of the Act DOES NOT include Transfers and Dealings</i>	TO
Provide revised assessment (with relevant documents and attachments) to TA for decision	TO
Update <a href="#">TERI</a> to <b>For NOPTA Decision</b>	TO
<b>Ensure that any steps set out in the checklist that are unique to the application type are completed</b>	TO
Save all documents (including emails) to document set	TO

#### STEP 4 - APPLICANT WITHDRAWS APPLICATION

Withdrawal can only occur before the application has been finalised.

WITHDRAWAL	
If not provided, request that the applicant provide NOPTA with written notification of its withdrawal	TO
Save withdrawal notification to document set	TO
Update <a href="#">TERI</a> to: <b>For Implementation (Withdrawn)</b>	TO
If refund has been requested: <ul style="list-style-type: none"> <li>check the <a href="#">Internal Refund Request Process (application Fees)</a> to determine if a refund can be made</li> <li>if uncertain, consult with TM/LCT</li> </ul>	TO TO
Prepare TA Brief and confirmation of withdrawal letter to applicant: <ul style="list-style-type: none"> <li>reviewed by ATM</li> <li>cleared by TM</li> <li>signed by TA (or DTA)</li> </ul>	ATM TM TA
Accept tracked changes and check figures, spelling and formatting before providing to TA for approval	TO
Scan and email the signed letter to the <a href="#">applicant(s)</a>	TO
Finalise application in <a href="#">TERI</a> – refer to <b>TERI User Manual - Withdrawal</b>	TO
<b>If refund has been approved</b> , attach signed TA Brief to TERI task	TO
Email TM to approve Staging screen in <a href="#">TERI</a> and publishing to <a href="#">NEATS</a> (include link to appropriate webpage)	TO
Once published to NEATS check the following details in <a href="#">NEATS</a> for issues and/or inconsistencies: <ul style="list-style-type: none"> <li>Title Summary (no changes)</li> <li>Work Program (no changes)</li> <li>Endorsements/Title Interests (if applicable, details match the application)</li> </ul>	TO
If any inconsistencies or issues are identified contact TERI Local User Expert	TO





TERI will send email to the assigned officers and relevant NOPTA team(s) advising that the application has been withdrawn <b>Note:</b> <i>copy of automated email to be saved to document set</i>	TERI
Forward the withdrawal notification (copy or Link) to: <ul style="list-style-type: none"> <li>relevant managers (see <a href="#">Review Guideline</a>)</li> <li>Project Team (if applicable)</li> <li>Relevant NOPTA teams (e.g. <a href="#">data</a>) if not notified via <a href="#">TERI</a></li> </ul>	TO
<b>If refund has been approved</b> , check with BSU regularly until refund has been made	TO
<b>Ensure that any steps set out in the checklist that are unique to the application type are completed</b>	TO
Save all documents (including emails) to document set	TO

## STEP 5 - APPROVAL

If the TA decision is to partially approve an application or approve with amendments or conditions, do not proceed with this step unless the procedural fairness process has been completed.

APPROVAL (refer to <a href="#">Application Timeframes</a> )	
Approval documents signed/registered by TA (or DTA)	TA
Update <a href="#">TERI</a> to: <b>For Implementation (Decision)</b>	TO
Scan/save the signed approval documents to document set	TO
If applicable, insert pdf title or route map as the last page of the registered instrument and save	TO
Ensure the registered instrument document type is set as 'Registered Instrument'	TO
File the registered instrument (with map if applicable) on the Register File	TO
Email the signed approval letter and instrument (if applicable) to the <a href="#">applicant(s)</a> <b>Notes: for Initial grant of a title (AA/SPA/SIC):</b> <ul style="list-style-type: none"> <li>this email must be sent to all of the applicants</li> <li>enable Delivery and Read Receipt options, file these responses</li> <li>electronic service of document is accepted under the Act (refer <b>s286A</b> and <b>Regulation 11A.01</b>)</li> </ul>	TO
Finalise application in <a href="#">TERI</a> - follow the steps detailed in <b>TERI User Manual</b> specific to the application type	TO
Email TM to approve Staging screen in <a href="#">TERI</a> and publishing to <a href="#">NEATS</a> (include link to appropriate webpage)	TO
Once published to NEATS check the following details in <a href="#">NEATS</a> for issues and/or inconsistencies: <ul style="list-style-type: none"> <li>Title Summary (e.g. changes to Status, Current Expiry Date, Operator, Last Renewal Date, No of Blocks)</li> <li>Work Program (e.g. changes resulting from a variation, suspension, extension, exemption or renewal)</li> <li>Endorsements/Title Interests (details match the application)</li> <li>Document (the correct instrument has been published)</li> </ul>	TO
If any inconsistencies or issues are identified contact TERI Local User Expert	TO
TERI will send a Titles Alert email to the assigned officers and relevant NOPTA team(s) advising that the application has been approved <b>Note:</b> <i>copy of automated email to be saved to document set</i>	TERI
Forward a link to the registered instrument in NEATS to: <ul style="list-style-type: none"> <li>relevant managers (see <a href="#">Review Guideline</a>)</li> <li>Project Team (if applicable)</li> </ul>	TO
If required, remove the approval box from the gazette notice (word version) and save	TO
If required, arrange for the Gazette Notice to be published in the <a href="#">Gazette</a> (refer <a href="#">Special Notices</a> )	TO
If any special conditions/expectations are imposed, update the <a href="#">Special Conditions Register</a>	TO
Update <a href="#">Compliance Register</a> (if applicable)	TO
Enter or update relevant details in the <a href="#">Expiries Workbook</a> (if applicable)	TO
<b>Ensure that any steps set out in the checklist that are unique to the application type are completed</b>	TO
Save all documents (including emails) to document set	TO





## STEP 6 - REFUSAL

Do not proceed with this step unless the procedural fairness (PF) process has been completed and the TA decision following PF process is to refuse.

REFUSAL (refer to <a href="#">Application Timeframes</a> )	
If the PF process has not been completed refer to <a href="#">Step 3</a>	TO
Scan/save the signed refusal documents and TA Brief to document set	TO
Email signed refusal documents to the <a href="#">applicant(s)</a> ( <i>enable Delivery and Read Receipt options, file responses</i> ) <b>Note:</b> <i>electronic service of document is accepted under the Act (refer <a href="#">s286A</a> and <a href="#">Regulation 11A.01</a>)</i>	TO
Finalise application in <a href="#">TERI</a> – refer to <b>TERI User Manual - Refusal</b>	TO
Email TM to approve Staging screen in <a href="#">TERI</a> and publishing to <a href="#">NEATS</a> (include link to appropriate webpage)	TO
Once published to NEATS check the following details in <a href="#">NEATS</a> for issues and/or inconsistencies: <ul style="list-style-type: none"> <li>Title Summary (e.g. changes to Status, Current Expiry Date, Operator, Last Renewal Date, No of Blocks)</li> <li>Work Program (e.g. changes resulting from a variation, suspension, extension, exemption or renewal)</li> <li>Endorsements/Title Interests (details match the application and decision)</li> <li>Document (if applicable, the correct instrument has been published)</li> </ul>	TO
If any inconsistencies or issues are identified contact TERI Local User Expert	TO
TERI will generate a Titles Alert email to the assigned officer(s) and relevant Titles team(s) advising that the application has been refused	TERI
Save copy of automated Titles Alert email to document set	TO
Forward the refusal (copy or Link) to: <ul style="list-style-type: none"> <li>relevant managers (see <a href="#">Review Guideline</a>)</li> <li>Project Team (<i>if applicable</i>)</li> </ul>	TO
Update <a href="#">Compliance Register</a> (if applicable)	TO
<b>Ensure that any steps set out in the checklist that are unique to the application type are completed</b>	TO
Save all documents (including emails) to document set	TO

## STEP 7 - FILING AND RECORDS MANAGEMENT

FILING AND RECORDS MANAGEMENT	
In SharePoint check the following: <ul style="list-style-type: none"> <li>all relevant documents (including emails) have been saved to the document set</li> <li>all PUR actions have been completed (<a href="#">PUR only</a>)</li> <li>documents are named in accordance with naming conventions</li> <li>correct metadata has been applied to each document</li> <li>all documents are checked in</li> </ul>	TO
Undertake a file audit of the document set and complete relevant <b>File Audit Checklist</b>	RO/TO
Finalise checklist	RO/TO
Ensure all records are checked in as major versions	RO/TO

# Checklist

## Petroleum Special Prospecting Authority (SPA)

### Important Notes:

- **a separate checklist must be completed, and the following process followed for each application**
- *the purpose, responsibilities, definitions and acronyms are available in the TA Procedure for reference.*

### Acquisition Area

The area where seismic data will be acquired. This area needs to be reflected in the grant instrument and map.

**Note:** data cannot be acquired outside of this area.

### Operational Area

Includes the acquisition area and the area the applicant takes into account for vessel turning or soft start areas.

**Note:** data can only be acquired in the acquisition area.

<b>Name of Survey:</b>	<b>NEATS Reference:</b>
<b>Applicant:</b>	<b>Date Lodged:</b> <b>Validly Submitted:</b>
<b>Proposed Commencement Date:</b>	<b>Proposed Conclusion Date:</b>
<b>Have any Access Authorities (AA) been submitted with the SPA:</b> YES/NO	<b>AA NEATS Reference(s):</b> <i>if applicable</i>
<b>Is the survey non-exclusive/multi-client</b> YES/NO	<b>Titles Contact:</b>

Relevant reference material	
Part and section of the Act	Part 2.7 section 234 of the <a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Guideline	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a>
Procedure	<a href="#">Titles Administrator (TA) Decisions (TA Procedure)</a>
System and reference material links	<a href="#">TERI</a> <a href="#">TERI User Manual</a> <a href="#">Marine Parks email templates (Template)</a>
Template document set	<a href="#">Special Prospecting Authority</a>

Task	Officer Responsible	Completed
<b>PART 1 - APPLICATION RECEIPTING AND SCREENING</b>		
<b>PART 1.1 – RECORDING APPLICATION</b>		
Follow <a href="#">Step 1.1</a> of the <b>TA Procedure</b>	RO	<input type="checkbox"/>
Has the Recording Application process been followed in the <b>TA Procedure</b> ?	RO	<input type="checkbox"/>
<b>PART 1.2 - STRICT COMPLIANCE CHECK</b>		
Follow <a href="#">Step 1.2</a> of the <b>TA Procedure</b>	RO	<input type="checkbox"/>
Has the strict compliance check process been followed in the <b>TA Procedure</b> ?	RO	<input type="checkbox"/>
Has the application has been validly made <b>If yes, proceed to PART 1.3</b> <b>If no, follow Step 1.4 of the TA Procedure</b>	RO	YES/NO <input type="checkbox"/> or N/A

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<ul style="list-style-type: none"> <li>➤ email PTA intersect map to <a href="#">ORB</a> exploration team to confirm whether the proposed survey is in the 'no go' zone or the 3 month notification zone</li> <li>➤ notify the applicant and seek confirmation that the applicant wishes to proceed with the application over that area</li> <li>➤ <b>if in the 3 month notification zone and applicant wishes to proceed</b>, request <a href="#">ORB</a>: <ul style="list-style-type: none"> <li>– arrange notification through DFAT</li> <li>– confirm the date that notification was officially given by DFAT</li> </ul> </li> </ul> <p><b>Note:</b> the SPA cannot be granted until after the 3 month notification period has elapsed</p> <ul style="list-style-type: none"> <li>• <b>Australian Marine Park</b> email <a href="#">Parks Australia</a> using relevant <b>Template</b></li> </ul> <p><b>Note:</b> if the survey area is amended to include additional blocks the above steps may need to be repeated</p> <p><b>Note:</b> if the survey area is amended prior to grant and the blocks that intersect the Marine Park/PTZ have changed the above steps are to be repeated</p> <p>Has the applicant indicated that the application has been made for the purpose of submitting an Environment Plan (EP) to NOPSEMA?</p> <p><b>If yes</b>, do not proceed with assessment until the applicant has advised that the EP has been accepted or it wishes the application to proceed.</p>	TO  TO  TO TO  TO   TO	<input type="checkbox"/> or N/A  <input type="checkbox"/> or N/A  <input type="checkbox"/> or N/A <input type="checkbox"/> or N/A  <input type="checkbox"/> or N/A    YES/NO  <input type="checkbox"/> or N/A
<b>Note: repeat additional steps in PART 1.3 and screening if the SPA area is amended at any time</b>		
Has the Initial Assessment process been followed in the <b>TA Procedure</b> ?	TO	<input type="checkbox"/>
<b>PART 2.2 - REQUEST FOR FURTHER INFORMATION (RFI)</b>		
Is further information required?		YES/NO
<b>If no</b> , proceed to <b>PART 2.3</b>		
<b>If yes</b> , follow <u>Step 2.2</u> of the <b>TA Procedure</b>	TO	<input type="checkbox"/> or N/A
<b>If yes</b> , has the RFI process been followed in the <b>TA Procedure</b> ?	TO	<input type="checkbox"/> or N/A
<b>PART B3 - FINALISING ASSESSMENT</b>		
When all further information is received, follow <u>Step 2.3</u> of the <b>TA Procedure</b>	TO	<input type="checkbox"/>
<b>Additional steps for this application:</b>		
<u>Generate Title Number</u> (if approving)	TO	<input type="checkbox"/> or N/A
Generate Title Number in <b>TERI</b> (refer to <b>TERI Procedure</b> )	TO	<input type="checkbox"/> or N/A
If approving, request <a href="#">GIS</a> :	TO	<input type="checkbox"/> or N/A
<ul style="list-style-type: none"> <li>• Finalise SPA map with next SPA title number</li> <li>• Confirm whether there is an overlapping SPA</li> </ul> <p><b>Note:</b> If an overlapping SPA exists, <b>NOPTA</b> must upon grant of a new SPA notify to the titleholders of both the existing SPA and the new SPA of the overlap and conditions of the SPA (<b>s236</b>)</p>	TO TO TO	<input type="checkbox"/> or N/A <input type="checkbox"/> or N/A <input type="checkbox"/> or N/A
<b>Relevant documents for this application:</b>		
<ul style="list-style-type: none"> <li>• instrument, including any conditions (<b>s231</b>) (if approving)</li> <li>• outcome letter to the applicant (<b>s235</b>)</li> <li>• notices of overlapping SPA (<b>s236</b>) (if applicable)</li> </ul> <p><b>Note:</b> the SPA duration cannot exceed 180 days</p>	TO TO TO	<input type="checkbox"/> or N/A <input type="checkbox"/> <input type="checkbox"/> or N/A
<b>Note: repeat additional steps in PART 1.3 and screening if the SPA area is amended at any time</b>		
Has the process for finalising TA advice been followed in the <b>TA Procedure</b> ?	TO	<input type="checkbox"/>
<b>PART 3 - PROCEDURAL FAIRNESS (PF)</b>		
Has the PF process been triggered?		YES/NO
<b>Note:</b> this applies if the TA intends to refuse, partially approve or approve with conditions		
<b>If no</b> , proceed to <b>PART 4</b>		
<b>If yes</b> , follow <u>Step 3</u> of the <b>TA Procedure</b>	TO	<input type="checkbox"/> or N/A
<b>Note: repeat additional steps in PART 1.3 and screening if the SPA area is amended at any time</b>		
Has the PF process been followed in the <b>TA Procedure</b> ?	TO	<input type="checkbox"/> or N/A
<b>PART 4 - APPLICANT WITHDRAWS APPLICATION</b>		
Has the applicant withdrawn its application		YES/NO

<b>If no, proceed to PART 5</b> <b>If yes, follow Step 4 of the TA Procedure</b> <b>If yes, has the Withdrawal process been followed in the TA Procedure?</b>	TO	<input type="checkbox"/> or N/A
TO	<input type="checkbox"/> or N/A	
<b>PART 5 - TITLES ADMINISTRATOR (TA) APPROVES</b>		
Has the TA approved the application? <i>Note: if the TA intends to partially approve or approve with conditions, PART 4 must be completed before proceeding</i> <b>If no, proceed to PART 6</b> <b>If yes, follow Step 5 of the TA Procedure</b>	TO	<input type="checkbox"/> or N/A
<b>Additional steps for this application:</b> If located in the offshore area of South Australia, advise <b>s 22</b> @sa.gov.au of the outcome If an overlapping granted SPA exists (s236): <ul style="list-style-type: none"> <li>• notices of overlapping SPA signed by TA (or DTA)</li> <li>• scan/email signed notices to holders of both first and second SPA</li> </ul> If granted survey area intersects a Marine Park email <a href="#">Parks Australia</a> using relevant <b>Template</b>	TO	<input type="checkbox"/> or N/A
	TA	<input type="checkbox"/> or N/A
	TO	<input type="checkbox"/> or N/A
	TO	<input type="checkbox"/> or N/A
Has the Approval process been followed in the <b>TA Procedure</b> ?	TO	<input type="checkbox"/> or N/A
<b>PART 6 - TITLES ADMINISTRATOR (TA) REFUSES</b>		
Has the TA refused the application? <i>Note: the PF process (refer PART 3) must be completed before proceeding</i> <b>If no, proceed to PART 7</b> <b>If yes, follow Step 6 of the TA Procedure</b>	TO	<input type="checkbox"/> or N/A
<b>Additional steps for this application:</b> If proposed survey area intersected a Marine Park, email <a href="#">Parks Australia</a> using relevant <b>Template</b> If located in the offshore area of South Australia, advise <b>s 22</b> @sa.gov.au of the outcome	TO	<input type="checkbox"/> or N/A
	TO	<input type="checkbox"/> or N/A
Has the Refusal process been followed in the <b>TA Procedure</b> ?	TO	<input type="checkbox"/> or N/A
<b>PART 7 - FILING AND RECORDS MANAGEMENT</b>		
Once the application has been completed follow Step 7 of the <b>TA Procedure</b>	TO	<input type="checkbox"/>
Has the Filing and Records Management process been followed in the <b>TA Procedure</b> ?	TO	<input type="checkbox"/>

### Version History

Version	Primary author	Approver	Date Approved
1	s 22	s 22	June 2019
2			October 2019
3			April 2020
4			April 2021



**Australian Government**  
**Department of Industry,  
Science and Resources**

# Offshore Petroleum: Special Prospecting Authority, Access Authority & Scientific Investigation Consents Guideline

In relation to the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*

Effective May 2019

This document has been developed as a general guide only. It is subject to, and does not replace or amend, the requirements of the [Offshore Petroleum and Greenhouse Gas Storage Act 2006](#) and associated Regulations, which should be read in conjunction with this guideline.

This guideline is made available by the Australian Government for information only. Before relying on this material, users should carefully evaluate the accuracy, currency, completeness and relevance of the information and obtain independent, legal or other professional advice relevant to their particular circumstances.

This document has been prepared by the [Australian Government Department of Industry, Science and Resources](#). It will be reviewed and updated as required.

This document is available online at [www.nopta.gov.au](http://www.nopta.gov.au).

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## 1 OVERVIEW

This document provides guidance on the circumstances when a Special Prospecting Authority (SPA), Access Authority (AA) or Scientific Investigation Consent (SIC) to conduct petroleum-related operations in Commonwealth offshore areas may be issued. Parts 2.7, 2.8 and 2.9 of the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* (the Act) refer.

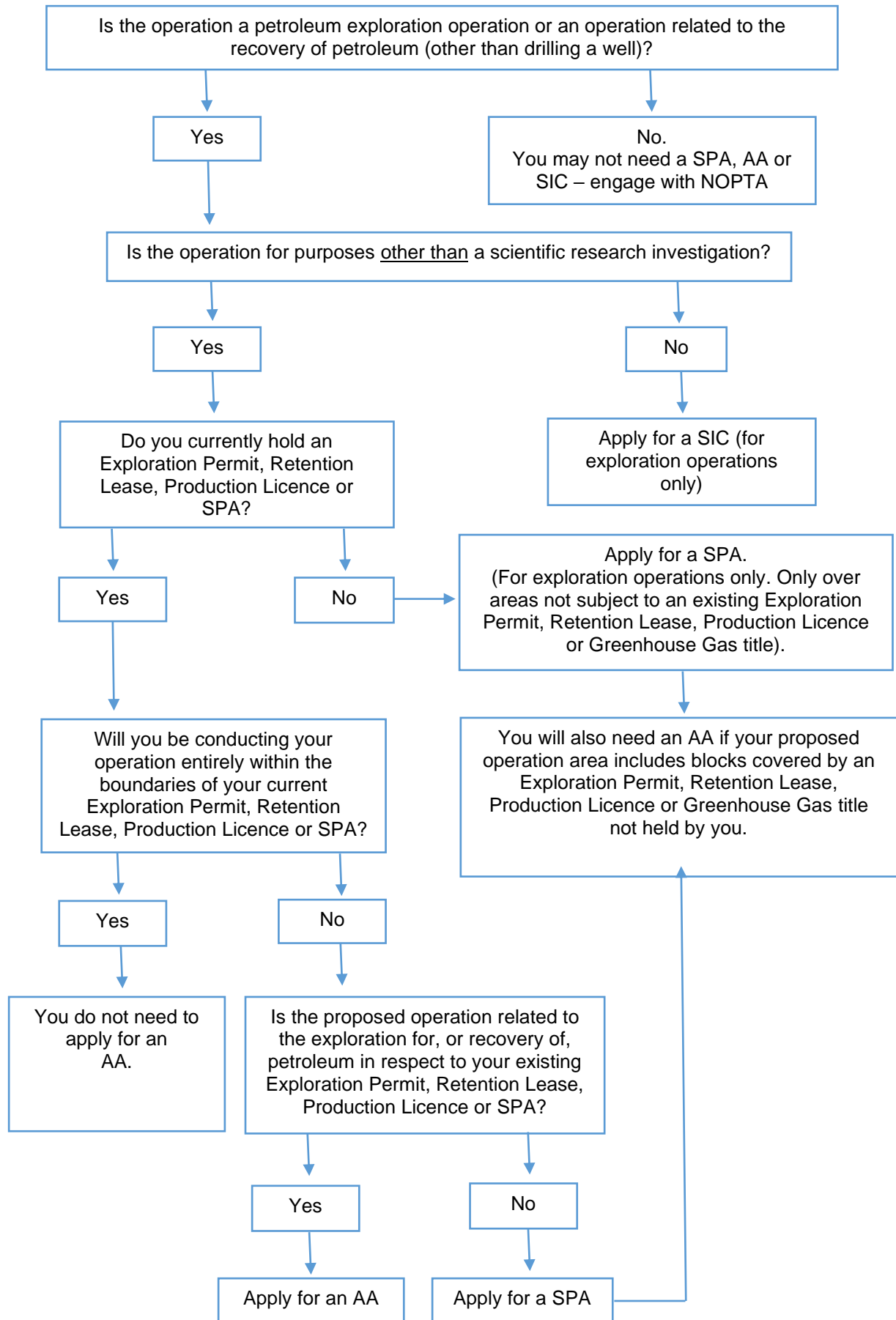
- Under sections 235 and 243 of the Act, the [National Offshore Petroleum Titles Administrator](#) (NOPTA) may grant a SPA and an AA respectively.
- Under section 254 of the Act, the relevant Joint Authority may grant a SIC. NOPTA will facilitate the SIC process with the Joint Authority and notify the applicant of the outcome in a timeframe consistent with section 3 of this guideline.
- A **SPA** authorises the holder to undertake petroleum exploration operations, other than drilling a well. A SPA can be granted over blocks that are not subject to an existing Exploration Permit, Retention Lease or Production Licence; or a Greenhouse Gas Assessment Permit, Holding Lease or Injection Licence (Greenhouse Gas titles).
- An **AA** authorises an existing petroleum titleholder, including a SPA holder, to carry out petroleum exploration operations or operations related to the recovery of petroleum, other than drilling a well, outside the boundary of their existing titles. An AA may be granted over any part of an offshore area, including an area subject to an existing petroleum or Greenhouse Gas title.
- A **SIC** authorises the holder to carry on petroleum exploration operations, as specified in the consent, during the course of a scientific investigation. Specific operations to be authorised by a SIC will be considered on a case-by-case basis. Approval will generally only be given for drilling stratigraphic holes, not exploration wells. The SIC is consistent with Australia's obligations under the United Nations Convention on the Law of the Sea in relation to marine scientific research on its continental shelf.
- Petroleum exploration operations may include, but are not limited to, seismic surveys, aerogravity surveys, other geophysical and geological surveys, as well as seabed sampling, conducted for the purpose of discovering petroleum.
- The grant of a SPA, AA or SIC over an area does not give the holder an exclusive right over that area. Therefore, multiple SPAs, AAs or SICs may exist over an area at the same time.
- The holder of a SPA, AA or SIC must comply with the submission requirements of part 7 of the [Offshore Petroleum and Greenhouse Gas Storage \(Resource Management and Administration\) Regulations 2011](#) (RMA Regulations).

## WHICH AUTHORITY DO I NEED?

1.1 The following table and flow diagram sets out who can apply for a SPA, AA or SIC:

Authority type	Who can apply?	Permitted operation(s)
SPA	<ul style="list-style-type: none"> <li>Any person or company</li> </ul>	<ul style="list-style-type: none"> <li>Petroleum exploration operations (excluding the drilling of a well)</li> </ul>
AA	<ul style="list-style-type: none"> <li>The holder of an Exploration Permit, Retention Lease, Production Licence or SPA</li> <li>The holder of an equivalent state or Northern Territory title.</li> </ul>	<ul style="list-style-type: none"> <li>Petroleum exploration operations; and/or</li> <li>Operations related to the recovery of petroleum in or from an existing title held by the applicant (excluding the drilling of a well)</li> <li>Excludes the drilling of a well</li> </ul>
SIC	<ul style="list-style-type: none"> <li>Any person or company</li> </ul>	<ul style="list-style-type: none"> <li>Petroleum exploration operations in the course of a scientific investigation.</li> </ul>

- 1.2 You do not need a SPA or AA to conduct petroleum exploration operations if:
- You currently hold an Exploration Permit, Retention Lease or Production Licence, and
  - The petroleum exploration operations will be conducted entirely within the area of your existing title.



### ***Examples of common applications***

- 1.3 A SPA is most commonly sought by companies that do not hold a petroleum title, but who want to acquire data for non-exclusive sales to petroleum explorers (e.g. a speculative seismic survey). Such a company may apply for a SPA.
- 1.4 A company that holds an existing Exploration Permit, Retention Lease, Production Licence or SPA may apply for an AA to conduct petroleum exploration operations, or operations related to the recovery of petroleum in or from its title area, in an area that is outside of its existing title, including in vacant acreage<sup>1</sup> (e.g. to gain a better understanding of the regional geological or structural settings of its title area).
- 1.5 In some circumstances, the holder of an Exploration Permit, Retention Lease or Production Licence may still decide to apply for an SPA to conduct a survey for the purpose of assessing the petroleum potential of an area beyond the boundaries of its existing titles, if the operations are not related to the exploration of its title.
- 1.6 The specific operations to be authorised by a SIC will be considered on a case-by-case basis by the Joint Authority. If the operation is conducted with the intention that the person (or another) could use the survey data, or information derived from the samples, as the case may be, for the purpose of discovering petroleum, then the activity will amount to “exploration” for petroleum under the Act ( see section 19(1) of the Act). In this case, an SIC will generally be required under the Act for the activity to be conducted.

## **2 DURATION OF A SPA, AA OR SIC**

- 2.1 A SPA may be granted for a period of up to 180 days and comes into force on the day specified in the authority (section 232 of the Act) (unless surrendered or cancelled - see section 8 of this guideline).
- 2.2 An AA may be granted for any length of time, but will not be granted for a period longer than the duration of the originating Exploration Permit, Retention Lease, Production Licence or SPA. An AA remains in force for the period specified in the authority (unless surrendered or revoked - see section 8 of this guideline).
- 2.3 Where written third party consent for the grant of an AA specifies a timeframe for the consent, NOPTA may take that into consideration when granting the AA - see section 5 of this guideline.
- 2.4 The duration of an AA may be extended – see section 7 of this guideline.
- 2.5 A SIC may be granted for any length of time and will remain in force for the period specified.
- 2.6 A SPA, AA and SIC cannot be renewed. However, a new authority or consent may be applied for if further petroleum exploration operations are to be conducted.

## **3 TIMING OF APPLICATIONS**

- 3.1 An application for a SPA, AA or SIC should be submitted at least three months prior to the commencement of the operation to allow sufficient time for assessment/approval of the application.
- 3.2 Where the applicant is not a petroleum titleholder and has submitted a SPA application early for the purpose of submitting an environment plan to the [National Offshore Petroleum Safety](#)

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<sup>1</sup> ‘Vacant acreage’ is the term generally used to refer to an area not subject to an existing petroleum exploration permit, retention lease or production licence.

[and Environmental Management Authority](#) (NOPSEMA)<sup>2</sup>, NOPTA will generally not commence processing the application until the applicant has confirmed that it wishes to proceed with that application (e.g. the application specifies the final blocks for the SPA).

- 3.3 NOPTA expects that a decision on these applications (SPA, AA) would be finalised within three months of acceptance of the environment plan by NOPSEMA. It is the applicant's responsibility to inform NOPTA when the environment plan has been accepted.
- 3.4 NOPTA requires at least 10 business days to finalise its assessment of a SIC once all relevant material is submitted. The applicant should then allow 2 months for the relevant Joint Authority to make a decision on the SIC application, once NOPTA's advice has been provided to the Joint Authority.
- 3.5 Applicants should note where an application includes blocks located in the area established by the *Treaty between the Government of Australia and the Government of the Republic of Indonesia establishing an Exclusive Economic Zone Boundary and Certain Seabed Boundaries* (the 1997 Perth Treaty), this may require an additional three months to process – refer to section 5.10 of this guideline.

## 4 APPLICATION REQUIREMENTS

- 4.1 Application forms are available on <http://www.nopta.gov.au/forms/forms.html>.
- 4.2 The applicant should be the legal entity that is going to carry on the operations specified in the authority or consent.
- 4.3 The fee for SPA or AA applications can be found at <http://www.nopta.gov.au/documents/schedule-of-fees.pdf>. There is no application fee for a SIC.
- 4.4 The following information should be provided with the application for a SPA, AA or SIC:
  - A description of the petroleum exploration operations and/or operations related to the recovery of petroleum (if applicable) proposed and the objectives of each operation.
  - The duration of the operation.
  - The blocks the operations will be undertaken in.
    - Only include blocks the data (full or partial fold) or samples will be recorded or acquired over.
    - It is not necessary to include broader 'operational areas', such as where vessels will be manoeuvred but data/samples not acquired.
  - A link to spatial data for graticular blocks is available on NOPTA's website at <https://www.nopta.gov.au/maps-and-public-data/spatial-data.html> A map showing the 1:1,000,000 mapsheet and graticular block numbers.
  - ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (and datum) of the area.
  - Where relevant, evidence of consultation with parties affected by the proposed SPA, AA or SIC – refer to section 6 of this guideline.

<sup>2</sup> Regulation 9 of the [Environment Regulations](#) provides that an environment plan must be submitted to NOPSEMA before commencing a petroleum operation. It is an offence to carry on a petroleum operation without an environment plan in force for the operation. Only an existing titleholder, or an applicant for a SPA, AA, equivalent greenhouse gas authority or a pipeline licence, can apply for acceptance of an environment plan. (Only a holder of an SIC – not an applicant for an SIC – can apply for acceptance of an environment plan.)

- For an AA application, identification of the existing title the AA relates to and a description of how the proposed operations will enable the more effective exercise of the applicant's rights, or the proper performance of the applicant's duties, within the existing title.
- For a SIC application, details of the applicant's objectives and plan of the scientific investigation and the applicant's technical capacity and competence to undertake the investigation.

## 5 CONSULTATION

### **General**

- 5.1 Applicants for a SPA, AA or SIC over areas not subject to an Exploration Permit, Retention Lease, Production Licence or an existing SPA should provide evidence of consultation undertaken with relevant Commonwealth agencies and stakeholders.
- 5.2 If the applicant has completed consultation as part of the Environment Plan process under the [Offshore Petroleum and Greenhouse Gas Storage \(Environment\) Regulations 2009](#) (the Environment Regulations), applicants should provide a copy of the consultation and a response table with the application.
- 5.3 Consultation responses may be used to determine if conditions are required to be placed on the authority or consent at the time of grant – see section 6 of this guideline.

### **Access Authority**

- 5.4 If an application for an AA is over an area that is subject to an Exploration Permit, Retention Lease, Production Licence or SPA that is held by a third party, and data will be acquired over this area (refer to section 4.4. of this guideline), written third party consent should be sought prior to lodging the application (paragraph 244(1)(d) of the Act).
- 5.5 To reduce the assessment timeframe of the application, written third party consent should be submitted with the AA application.
- 5.6 In the event the applicant cannot obtain written third party consent, NOPTA must consult with the third party, prior to granting the AA (subsection 244(2) of the Act).
  - NOPTA does not consult on behalf of, or at the request of, the applicant and will not engage in commercial negotiations to secure third party consent.
  - NOPTA must provide the third party with at least 30 days' notice of its intent to grant the AA.
  - NOPTA may then require 30 days to consider any submissions received, or longer depending on the complexity of the submissions, before deciding whether or not to grant the AA.
- 5.7 NOPTA will not grant an AA without written consent from, or the completion of the consultation process with, the third party.
- 5.8 NOPTA may refuse the application on the basis of consultation submissions – e.g. where the proposed AA operations conflict with operational activities occurring, or scheduled to occur, in the third party's title area (subsection 244(4) of the Act).

### **International Treaty Areas**

- 5.9 Australia has several agreements covering maritime areas bordering international jurisdictions. These may affect oil and gas activities in these areas. Further information can be

found - <https://www.industry.gov.au/regulations-and-standards/regulating-offshore-oil-and-gas-in-australian-commonwealth-waters#maintaining-maritime-boundaries-1>.

- 5.10 A map of Australia's maritime boundaries can be found on [Geoscience Australia's website](#). A link to spatial data for treaty areas is available on NOPTA's website at <https://www.nopta.gov.au/maps-and-public-data/spatial-data.html>.
- 5.11 Applicants should be aware that, in some instances, applications for a SPA, AA or SIC over offshore areas subject to an international treaty may require an additional three month notification period. For instance, while the 1997 Perth Treaty is not yet in force, the Australian Government acts in accordance with its provisions, including in relation to notification (Article 7).
- 5.12 Where a proposed SPA, AA or SIC overlaps with an international treaty area NOPTA will notify the applicant and will seek confirmation that the applicant wishes to proceed with the application over that area.

## 6 GRANT OF TITLE & TITLE CONDITIONS

- 6.1 Generally a SPA, AA or SIC will only be granted over whole blocks. If an applicant applies for an area that includes only part of a block, the Titles Administrator may treat it as an application for the full block.
- 6.2 If the application is for an area that abuts a boundary between an offshore area and state/Northern Territory coastal waters, or a boundary between offshore areas, so that only part of a graticular section<sup>3</sup> is within an offshore area, the area of that part constitutes a block.
- 6.3 NOPTA will notify the applicant in writing of the outcome of the application. If an SPA is granted over a block that is subject to an existing SPA, NOPTA must notify both the holder of the new SPA and the holder of the existing SPA of the exploration operations authorised by both SPAs – section 236 of the Act.
- There are no similar requirements for the grant of an AA or SIC.
  - If NOPTA is aware that a new AA or SIC overlaps with an existing SPA, AA or SIC, NOPTA will generally inform the new grantee of the overlapping authority or consent.
  - This information is publically available on the [National Electronic Approvals Tracking System](#) (except information relating to SICs).

### **Conditions & administration**

- 6.4 A SPA, AA or SIC may be granted subject to any conditions that NOPTA or the relevant Joint Authority considers appropriate - sections 231, 240 and 253 of the Act.
- 6.5 A SPA and AA holder must carry out all petroleum exploration operations in a proper and workmanlike manner and in accordance with good oilfield practice - section 569 of the Act.
- 6.6 A SPA, AA and SIC holder must not interfere with the rights of other users of the marine environment to a greater extent than is necessary for the purpose of conducting the authorised operations - section 280 of the Act.
- 6.7 Non-compliance with the conditions of an authority or consent will be addressed in accordance with the Act and NOPTA's [Compliance and Enforcement Policy](#) – see section 8 of this guideline.

<sup>3</sup> Section 33 of the Act defines 'graticular section' and 'blocks'.



## 7 VARIATIONS, SUSPENSIONS, EXEMPTIONS AND EXTENSIONS

### ***Varying the area of an AA - section 246 of the OPGGS Act***

- 7.1 The area of an AA may be varied and an application form is available on [NOPTA's website](#).
- 7.2 An application should include the following details:
- The block or blocks to be varied into the AA.
  - Where applicable, written consent from the third party.
  - The operations proposed to be carried on in the additional area.
  - A description of how the variation will meet the objectives of the original survey.
  - A map showing the 1:1,000,000 map sheet and graticular block numbers for the additional blocks.
  - ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (and datum) of the additional area.
- 7.3 An application to vary an AA will be considered on its merits. NOPTA will generally only agree to vary the area of an AA where the original AA was intended to include the proposed area, but the applicant was still negotiating to secure written third party consent at the commencement of the operation; i.e. NOPTA is already aware of the possible need to vary the AA in the future, at the time of granting the AA.
- 7.4 NOPTA will generally not approve multiple variations to an AA on this basis.
- 7.5 Note: the area of a SPA or SIC cannot be varied.

### ***Varying the conditions of a SPA or AA<sup>4</sup> - section 268 of the OPGGS Act***

- 7.6 The conditions of a SPA or AA can be varied or suspended by written application to NOPTA. An authority holder can also be exempted from compliance with any of the conditions of an SPA or AA.
- 7.7 Application forms are available on [NOPTA's website](#). Applications must include reasons for the application and any relevant information or documentary evidence to support the application.
- 7.8 Note: The Act does not provide for the variation, suspension or exemption of or from conditions of a SIC

### ***Extending the duration of an AA – section 241 of the OPGGS Act***

- 7.9 The duration of an AA may be extended on written application to NOPTA. Applications for extension are generally made if the authority holder needs additional time to complete the operation. An application form is available on [NOPTA's website](#).
- 7.10 An application to extend the duration of an AA must include reasons for the application and any relevant information or documentary evidence to support the application.
- 7.11 The applicant should consider if the existing written third party consent covers the period of extension. If not, the applicant will need to secure the written consent for the period of extension and provide a copy to NOPTA – see section 6 of this guideline.

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<sup>4</sup> The Act does not provide for the variation, suspension or exemption of or from conditions of a SIC.

- 7.12 Where the originating title for an AA is a SPA, the duration of the AA will not be extended for a period longer than the duration of the originating SPA.
- 7.13 Note: the duration of a SPA or SIC cannot be extended. If additional time is needed to complete the operation a new SPA or SIC is required.

## 8 SURRENDER, CANCELLATION, REVOCATION OR EXPIRY

- 8.1 A SPA or AA<sup>5</sup> may be surrendered by written notice from the holder to NOPTA – section 272 and 273 of the Act.
- 8.2 NOPTA may, by written notice, cancel a SPA if the holder has breached a condition of the SPA - section 278 of the Act.
- 8.3 NOPTA may revoke an AA by written notice - section 250 of the Act.
- 8.4 NOPTA will advise the titleholder in writing of its intention to cancel or revoke an authority. NOPTA will generally give titleholders at least 14 days to submit any matters they wish to have considered by NOPTA before a final decision is made.
- 8.5 Where NOPTA revokes an AA, it will notify in writing the holder(s) of all Exploration Permits, Retention Leases or Production Licences covered by the authority area of the revocation - section 250 of the Act.
- 8.6 On the expiry of a SPA or AA, NOPTA will record the expiry on the titles register and provide a copy to the authority holder - section 471 of the Act.
- 8.7 Note: the Act does not provide for the surrender, cancellation or revocation of an SIC.

## 9 TRANSFER OF TITLES

- 9.1 An AA may be the subject of a transfer or dealing but these will have no force until approved and registered by NOPTA - section 472 and 487 of the Act.
- 9.2 A SPA or SIC cannot be transferred.
- 9.3 See the [Guideline: Transfers, dealings, change in control and other titleholder transactions](#) for further information.

## 10 REPORTING

- 10.1 Regulation 12.07 of the [RMA regulations](#) requires a titleholder (including the holder of a SPA, AA or SIC) to notify NOPTA, at least 48 hours before the proposed start of the survey and include the:
- proposed date and time that the survey will start
  - duration of the survey
  - survey area coordinates
  - in the case of a seismic survey, the length of the streamers to be towed by the survey vessel
- 10.2 Regulations 7.15-7.18 of the [RMA regulations](#) set out the reporting and data submission requirements for geophysical and geological surveys. Items requiring submission include, but

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<sup>5</sup> The Act does not provide for the surrender, cancellation or revocation of an SIC.

are not limited to, weekly reports and data relating to acquisition, processing and interpretation activities.

10.3 Where the grant of an AA authorises operations over the area of an existing Exploration Permit, Retention Lease, or Production Licence held by a third party, the AA holder must provide the third party with a written report on the operations conducted within the title area and a summary of the facts ascertained; i.e. details on the type of data acquired or other requirements specified in the AA.

- The report must be given within 30 days of the conclusion of a month in which the operation is conducted. Failure to provide the information required is an offence under section 249 of the Act.

10.4 NOTE: For SICs only, an additional condition will be that the organisation undertaking the scientific investigation must openly publish the details and results of the petroleum exploration activities completed as part of the investigation.

**TABLE OF REVISIONS**

Date	Version	Purpose	Jurisdiction
July 2022	8	Update the new department name	Commonwealth
February 2020	7	Update the new department name	Commonwealth
May 2019	6	Clarrification on application process	
February 2017	5	Wholesale re-write to provide better guidance to applicants and improve clarity of expectations for applications.	Commonwealth
November 2011	4	Updated to reflect changes to OPGGSA – transfer to NOPTA	Commonwealth
November 2010	3	Re-write to improve clarity of Joint Authority expectations and to reflect amendments to the OPGGSA	Commonwealth
October 2009	2	Update to reflect: - OPGGSA numbering - Grammatical errors - Formatting	Commonwealth



## NOPTA Forms Guidance - Petroleum

NOPTA has prepared this document to assist applicants and titleholders in making valid applications, notifications and nominations relating to titles administration, under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* ([the OPGGS Act](#)) and the *Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 2011* ([the RMA Regulations](#)).

For an application to be considered validly made, and processing to begin, NOPTA requires:

- the application to be accompanied by any information or documents required by the form and submitted within any prescribed timeframes
- a correctly executed approved application form to be lodged
- the fee to be paid (if an application fee is required).

This document has been developed as a general guide only. It is subject to, and does not replace or amend the requirements of the OPGGS Act and associated Regulations, which should be read in conjunction with this guidance.

Before relying on this material, users should carefully evaluate the accuracy, currency, completeness and relevance of the information, and obtain independent legal or other professional advice relevant to their particular circumstances. This document will be reviewed and updated as required.

Table of revisions

Effective Date	Version	Purpose	Jurisdiction
1 September 2021	1	Create the NOPTA Forms Guidance.	Cth
2 March 2022	2	Incorporate changes resulting from the <i>Offshore Petroleum and Greenhouse Gas Storage Amendment (Titles Administration and Other Measures) Bill 2021</i>	Cth
12 August 2022	3	Incorporate changes resulting from the <i>Offshore Petroleum and Greenhouse Gas Storage Amendment (Titles Administration and Other Measures) Bill 2021 – transitional provisions</i> and other amendments	Cth



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## General Application Guidance - Petroleum

### Submission details

For details on how to submit your application please refer to <http://www.nopta.gov.au/forms/index.html>

Applicants will receive confirmation of receipt from NOPTA informing them of the date that all the application requirements were met, which will be the date that the application is validly made.

### Signatures

For guidance on how to sign NOPTA forms, please refer to the:

[Signatures—Execution of NOPTA forms by companies](#)

### Privacy statement

For information about how NOPTA collects, uses and discloses personal information, please refer to <https://www.nopta.gov.au/privacy.html>

### Consent of the Commonwealth Environment Minister

Titles that constitute a 'prior usage right' for the purposes of section 359 of the *Environment Protection and Biodiversity Protection Act 1999* (EPBC Act) will require consent from the Minister for the Environment and Water before an **extension** or **renewal** can be granted by the Joint Authority—refer to the [Offshore Petroleum Guideline: Prior Usage Rights](#).

In these circumstances, a separate request form must be submitted electronically to Parks Australia, within the Commonwealth Department of Climate Change, Energy, the Environment and Water at:  
[MarineParks@environment.gov.au](mailto:MarineParks@environment.gov.au)

### FIRB

The Australian Government welcomes foreign investment for the significant benefits it provides, while recognising the need to ensure investments are not contrary to the national interest. Foreign investment has helped build Australia's economy, and it will continue to enhance the wellbeing of Australians by supporting economic growth and innovation into the future. Without foreign investment, production, employment and income would all be lower.

The foreign investment review framework is set by the Foreign Acquisitions and Takeovers Act 1975 (**FATA**) and requires foreign investors to notify the Treasurer of proposed foreign investments that meet certain criteria. Foreign investors should familiarise themselves with Australia's foreign investment framework and ensure they comply with the law. Failure to do so may result in the imposition of penalties.

The OPGGS Act operates independently to the FATA. In providing advice to the relevant decision maker under the OPGGS Act, NOPTA does not assess whether foreign investment approvals are required under the FATA.

The decision as to whether an application is required is ultimately up to the foreign investor, after considering the guidance on the Australian Foreign Investment Review Board (**FIRB**) website and making an assessment of their own particular circumstances. Proposals for foreign investment in Australia should be submitted to the FIRB.





If a foreign investor submits an application yet considers its proposed transaction may not be subject to Australia's foreign investment review framework, they may provide reasons for this contention in their application. If FIRB then considers that the foreign investor did not need to make an application, the foreign investor will receive a refund of the fee.

If a foreign investor does not submit an application for a planned transaction that does require notification to the Treasurer, penalties may apply. In this instance, the foreign investor will bear the risk of a prohibition or disposal order.

If NOPTA is made aware of a pending application under the FATA, for administrative efficiency, NOPTA will advise to the relevant decision maker to wait for the FIRB decision prior to a decision under the OPGGS Act.

Evidence of a foreign investment decision should be provided to NOPTA with the submission of an applicable OPGGS Act application. If it is not available at the time of submission, it will need to be provided separately before a decision is made on a relevant OPGGS Act application.

Further information on Australia's foreign investment policy including guidance on the foreign investment review framework can be found on the FIRB site at [www.firb.gov.au](http://www.firb.gov.au) (link is external)

General enquiries [firbenquiries@treasury.gov.au](mailto:firbenquiries@treasury.gov.au).

## Application and submission queries

Please phone (08) 6424 5317 or email [titles@nopta.gov.au](mailto:titles@nopta.gov.au) if you have any queries.



# Notifications, Nominations and Declarations – Forms 2-10 for petroleum titles

## Submission details

For a notification, nominations and declarations to be considered validly made, the correctly completed form must be submitted to NOPTA and the National Offshore Petroleum Safety and Environmental Management Authority (**NOPSEMA**) (as applicable).

**NOPSEMA** - Via email [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au) or post GPO Box 2568, WA 6001

**NOPTA** - Via email [legislativeforms@nopta.gov.au](mailto:legislativeforms@nopta.gov.au) or post GPO Box 7871, WA 6850

## Notification of becoming a registered titleholder (Form 2)

In making a notification under subsection 286A(2) of the OPGGS Act, please note the following:

- Titleholder to complete the information and give NOPTA and NOPSEMA the completed form within 30 days of becoming a titleholder. Failure to provide this notice is an offence – see subsection 286A(7) of the OPGGS Act.
- In the case of multiple titleholders, each titleholder is required to complete a separate form upon becoming a titleholder.
- A [separate form](#) is required for each title held by the titleholder.

## Notification of change of contact details (Form 3)

In making a notification under subsection 286A(5) of the OPGGS Act, please note the following:

- This form is for each titleholder who have previously lodged form 1 or 2 and whose contact details have changed.
- Titleholder to give completed notice of change of contact details to NOPTA and NOPSEMA within 30 days of change of contact details. Failure to provide this notice is an offence – see subsection 286A(7) of the OPGGS Act.
- A [separate form](#) is required for each title held by the titleholder.

## Multiple titleholders nomination of single titleholder for service of documents (Form 4)

In making a nomination under subregulation 11A.04(2) of the RMA Regulations, please note the following:

- This form is to be executed jointly by all titleholders.
- A [separate form](#) is required for each title.
- The giving of this notice is optional, however titleholders are encouraged to give the notice as it will simplify communication by regulators with titleholder groups.
- The completed form is to be provided to NOPTA and NOPSEMA



## Revocation of nomination of single titleholder for service of documents (Form 5)

In making a revocation under subregulation 11A.04(6) of the RMA Regulations, please note the following:

- A [separate form](#) is required for each title
- The completed form is to be provided to NOPTA and NOPSEMA

## Multiple titleholders nomination of single titleholder for eligible voluntary action (Form 6)

In making a nomination under subsection 775B(2) of the OPGGS Act, please refer note the following:

- This form is to be executed jointly by all titleholders.
- The nomination must be given prior to taking eligible voluntary action.
- A [separate form](#) is required for each title.
- The giving of this notice is optional.
- The completed form is to be provided to NOPTA

An 'eligible voluntary action' is defined under section 775A of the OPGGS Act as:

- making an application
- giving a nomination (other than nominations given under section 775B or RMA regulation 11A.041)
- making a request
- giving a notice
- giving a plan
- giving an objection

to the Joint Authority, Titles Administrator, the responsible Commonwealth Minister or NOPSEMA where the making of an application, request etc, is permitted but not required under the OPGGS Act or associated regulation i.e., 'voluntary'. For example, applying for renewal of an exploration permit is an 'eligible voluntary action'.

to the Joint Authority, Titles Administrator, the responsible Commonwealth Minister or NOPSEMA where the making of an application, request etc, is permitted but not required under the OPGGS Act or associated regulation i.e., 'voluntary'. For example, applying for renewal of an exploration permit is an 'eligible voluntary action'.

If there are two or more registered holders of a petroleum title, titleholders can take eligible voluntary action in two ways:

1. Jointly, signed by all titleholders, or
2. If a nomination is in place under subsection 775B(2) of the OPGGS Act, the nominee can then sign an action on behalf of the registered holders for the title.

It is no longer compulsory to make a nomination. Also, titleholders may now elect to take actions jointly, even when a nomination is in place.

An eligible voluntary action nomination is given by written notice to the Titles Administrator: subsection 775B(2) of the OPGGS Act. The OPGGS Act does not provide for conditional nominations to be made, i.e., with reference to a timeframe or activity. The nomination must be made in the approved manner only: subsection 775(3), Form 6.

If the registered holders for the title change it is suggested a new nomination signed by all the current registered holders is submitted.



## Multiple titleholders revocation of nomination of single titleholder for eligible voluntary action (Form 7)

An eligible voluntary action nomination will remain in place until it is revoked. Any registered holder for the title may revoke the nomination: subsection 775B(6) of the OPGGS Act, Form 7.

If a titleholder revokes a nomination, they must give written notice of the revocation to the other titleholders as soon as practicable: subsection 775B(6A) the OPGGS Act.

Any eligible voluntary actions taken by a nominee before the nomination is revoked will remain valid: s 775B(7A). For example, an application submitted prior to a revocation of nomination will be considered a valid application even if the nomination is revoked prior to a decision by the Joint Authority.

Please note a [separate form](#) is required for each title.

The completed form is to be provided to NOPTA

## Declaration of experience and disclosures (Form 8 and 9)

The OPGGS Act states the decision-maker must consider the matters in section 695YB and other matters considered relevant for the grant of certain titles (namely initial grants of petroleum exploration permits and greenhouse gas assessment permits, infrastructure licences, pipeline licences), transfer of titles, and approval of a change in control of a registered holder.

In determining whether an applicant or other person (as relevant) is suitable, the decision-maker will consider a range of factors including (but not limited to): financial resources, technical experience and advice available, history of compliance, corporate governance arrangements and any previous liquidation or bankruptcy events. The decision-maker has the discretion to request additional information where needed to assist and inform its consideration of an application.

Each applicant or other person (as relevant) is required to make the relevant declarations to NOPTA:

- for a person, including an officer of a body corporate, a [Form 8 Natural Person Declaration form – disclosures and experience](#) is required
- for a body corporate, a [Form 9 Body Corporate \(Company\) Declaration form – disclosures and experience](#) is required

As part of the Declaration the applicant should include statements around their experience and for a body corporate, this attachment should include details of its project management experience and corporate governance arrangements.

Completed forms are to be provided to NOPTA

If a Form 8 or 9 has previously been made, and a change of circumstances has not occurred, the previous Form 8 or 9 can be referenced. If a Form 10: Declaration of change of circumstances of a registered titleholder or applicant (section 695YC) has been submitted, the Form 10 may be referenced in the application.

For further guidance, please refer to the

- [Guideline: Applicant suitability](#)
- [Factsheet: Declaration of experience and disclosures](#)
- [Frequently asked questions: Declaration of experience and disclosures](#)



## Declaration of change of circumstances of a registered titleholder or applicant - Section 695YC (Form 10)

Section 695YC of the OPGGS Act requires that NOPTA and NOPSEMA are notified of events (changes of circumstance).

NOPTA and NOPSEMA must be made aware of any change of circumstance in line with section 695YC of the OPGGS Act as soon as practicable after the event occurs, including where an application is still under consideration.

A change of circumstance declaration ([Form 10 Declaration of change of circumstances of a registered titleholder or applicant \(section 695YC\)](#)) is required by:

- an applicant for the grant, renewal or approval of a transfer of a relevant title
- a registered holder of a relevant title
- if the person referred above is a body corporate—a person who is an officer (within the meaning of the Corporations Act 2001) of the body corporate

if affected by a change of circumstance.

The completed form is to be provided to NOPTA and NOPSEMA

For further guidance, please refer to the

- [Guideline: Applicant suitability](#)
- [Factsheet: Declaration of experience and disclosures](#)
- [Frequently asked questions: Declaration of experience and disclosures](#)





## Petroleum exploration permit related applications

### Work-bid petroleum exploration permit

In making an application under section 104 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 2.2</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Offshore petroleum exploration - work-bid (Effective 2 March 2022)</a> (Exploration Guideline) <a href="#">Guideline: Applicant Suitability</a> (Suitability Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a> <a href="#">Declaration of experience and disclosures</a> (Declaration Factsheet)
FAQs	<a href="#">Declaration of experience and disclosures</a>
Application form	<a href="#">Work-bid petroleum exploration permit</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Relevant Australian Government Gazette Notice of Invitation for Work Program Exploration Permit; and</li> <li>Australian Offshore Petroleum Exploration Acreage Release <a href="#">website</a>.</li> <li><a href="#">Form 8 Natural Person Declaration form – disclosures and experience</a></li> <li><a href="#">Form 9 Body Corporate (Company) Declaration form – disclosures and experience</a></li> <li><a href="#">Form 10 Declaration of change of circumstances of a registered titleholder or applicant (section 695YC)</a></li> </ul>

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	In relation to <b>each</b> applicant, provide details of technical advice that is or will be available to the applicant(s).	<input type="checkbox"/>
3	In relation to <b>each</b> applicant, provide details of financial resources that are or will be available to the applicant(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the applicant(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each applicant.</li> </ul> <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the applicant and the related entity is also required to be provided	<input type="checkbox"/>



*Additional information to be included with the application:*

Checklist	Description	Provided
1	The application should be sealed and clearly marked as ' <i>Application for area [Release area number]</i> ' ' <i>Commercial in Confidence</i> '.	<input type="checkbox"/>
2	Provide details/a list of the person(s) to provide declarations (Forms 8 and 9) in conjunction with this application (refer to <a href="#">Declaration Factsheet</a> ).	<input type="checkbox"/>
3	In relation to <b>each</b> applicant, complete the relevant declaration of experience and disclosures ( <b>Form 8 and 9</b> ) relating to past conduct and suitability of the applicant and its officers.  If a Form 8 or 9 has previously been made, the previous Form 8 or 9 can be referenced.  Refer to the <a href="#">Suitability Guideline</a> and <a href="#">Declaration Factsheet</a> .	<input type="checkbox"/>
4	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
5	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>
6	For foreign companies not registered in Australia, a statement confirming that it has considered the requirements of Part 5B.2 of the Australian <i>Corporations Act 2001</i> (Cth), and that it is of the view that it complies with that legislation.	<input type="checkbox"/>
7	<b>If applicable</b> , provide confirmation of FIRB approval. If confirmation is not available at the time of submission, it may be provided separately once received. Applicants should be aware that the Joint Authority will not make a decision on the application or offer award of acreage whilst a FIRB decision is pending.	<input type="checkbox"/>





## Variation and/or suspension and/or suspension and extension— petroleum exploration permit

In making an application under section 264 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.11</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Offshore petroleum exploration - work-bid (Effective 2 March 2022)</a> (Exploration Guideline) <a href="#">Guideline: Applicant Suitability</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a>
Application forms	<a href="#">Variation of condition(s) of title – petroleum exploration permit</a> <a href="#">Suspension or suspension and extension – petroleum exploration permit</a> <a href="#">Variation and suspension or suspension and extension – petroleum exploration permit</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Description of the variation and suspension or suspension and extension of conditions requested.	<input type="checkbox"/>
2	Reason(s) for the application, a Gantt chart and supporting documentary evidence. Please refer to the <a href="#">Exploration Guideline</a> for further information on documentary evidence in support of the application (e.g. Evidence of technical basis).	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>



4	<p>In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following:</p> <ul style="list-style-type: none"><li>• a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li><li>• a copy of the most recent financial statements for each titleholder.</li></ul> <p>Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p> <p><b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided</p>	<input type="checkbox"/>
5	<p>For <a href="#">prior use titles</a> - if an extension has been requested - a copy of the consent request form submitted to the Commonwealth Department of Climate Change, Energy, the Environment and Water.</p>	<input type="checkbox"/>
6	<p>A statement of any other matters that the applicant wishes to be considered.</p>	<input type="checkbox"/>
7	<p>Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.</p>	<input type="checkbox"/>



## Exemption from condition(s) of title – exploration permit

In making an application under section 264 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.11</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Offshore petroleum exploration - work-bid (Effective 2 March 2022)</a> (Exploration Guideline) <a href="#">Guideline: Applicant Suitability</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a>
Application form	<a href="#">Exemption form condition(s) of title - petroleum exploration permit</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of the exemption: <ul style="list-style-type: none"> <li>the permit year(s) or activity for which the exemption is sought</li> <li>where applicable, outline the effect on any subsequent years.</li> </ul>	<input type="checkbox"/>
2	Reason(s) for the application and supporting documentary evidence. Please refer to the <a href="#">Exploration Guideline</a> for further information on exemption requirements (sections 5.41-5.43).	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
4	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>
5	A statement of any other matters the applicant wishes to be considered.	<input type="checkbox"/>



Checklist	Description	Provided
6	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>



## NOPTA Forms Guidance - Petroleum

### Credit of work program conditions – petroleum exploration permit

In making work program credit of exploration permit conditions application, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	N/A
Guidelines	<a href="#">Guideline: Offshore petroleum exploration - work-bid (Effective 2 March 2022)</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Credit of work program conditions – petroleum exploration permit</a>
Application fee	N/A
Other	Please also refer to the: <ul style="list-style-type: none"><li>Title instrument</li></ul>

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of the credit requested and reasons for the application, including: <ul style="list-style-type: none"><li>full details of the work</li><li>the permit year in which the work was/is to be undertaken</li><li>the permit year(s) the work is to be credited towards</li><li>where applicable, outline the effect on any subsequent years.</li></ul>	<input type="checkbox"/>
2	A statement of any other matters the applicant wishes to be considered.	<input type="checkbox"/>



## Renewal of a petroleum exploration permit

In making an application under section 119 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.2</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Offshore petroleum exploration - work-bid (Effective 2 March 2022)</a> (Exploration Guideline) <a href="#">Offshore Petroleum Decommissioning Guideline</a> (Decommissioning Guideline) <a href="#">Guideline: Applicant Suitability</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Renewal of work-bid exploration permits-standard halving rules</a> <a href="#">Financial Resources</a>
Application form	<a href="#">Renewal of a petroleum exploration permit</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Applicants should address the criteria and information outlined in section 6 of the <a href="#">Exploration Guideline</a> .	<input type="checkbox"/>
2	An overview of compliance with the title conditions, chapters 2, 4, 6, Part 7.1 of the OPGGS Act and the regulations (section 125 of the OPGGS Act). If applicable, provide details of sufficient grounds for non-compliance (subsection 125(3) of the OPGGS Act).	<input type="checkbox"/>





3	<p><b>Where there are wells or infrastructure within the title (specifically the blocks to be relinquished, if any),</b> if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"><li>• correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li><li>• correspondence from NOPSEMA accepting the end of the activity.</li></ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted,</b> please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
4	A map listing of 1:1,000,000 map sheet block number(s) to which the renewal application applies and listing of the block number(s) to be relinquished. Any current location blocks should be identified.	<input type="checkbox"/>
5	For <a href="#">prior use titles</a> - a copy of the consent request form submitted to the Commonwealth Department of Climate Change, Energy, the Environment and Water.	<input type="checkbox"/>
6	A statement of any other matters the applicant wishes to be considered.	<input type="checkbox"/>
7	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>





## Good Standing Agreement

In making a request for good standing agreement, please refer to following guidance.

### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	N/A
Guidelines	<a href="#">Guideline: Offshore petroleum exploration - work-bid (Effective 2 March 2022)</a> (Exploration Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Good Standing Agreement: Regional Studies</a>
Application form	<a href="#">Good Standing Agreement</a>
Application fee	N/A
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Overview of all work completed within the permit to date, including any above commitment work varied into the work program in accordance with section 261 of the OPGGS Act.	<input type="checkbox"/>
2	Brief overview of all outstanding and/or defaulted guaranteed work program commitments, and explanation of why the titleholder(s) is/are defaulting. If applicable, please include: <ul style="list-style-type: none"> <li>technical details to support an assessment that there is no drillable target</li> <li>lead and prospects map and summaries</li> <li>hydrocarbon-in-place and recoverable estimates.</li> </ul>	<input type="checkbox"/>
3	Submission on estimated costs (in Australia dollars) for outstanding and/or defaulted guaranteed work program commitments.	<input type="checkbox"/>
4	If desired, details of the applicant's proposal for meeting obligations under a Good Standing Agreement (please refer to the <a href="#">Exploration Guideline</a> for available options).	<input type="checkbox"/>
5	If desired, a statement of the applicant's past performance, including details of any past GSA's and whether the terms of those GSA's have been fulfilled.	<input type="checkbox"/>
6	If desired, a statement of any other matter(s) the titleholder(s) wish the Joint Authority to take into consideration.	<input type="checkbox"/>
7	Letter signed by <b>all</b> titleholders agreeing to GSA eligibility criteria (as specified in sections 4.10 c and d of the Exploration Guideline).	<input type="checkbox"/>



## *Notes on submissions on estimate costs for outstanding or defaulted work*

Estimates must take into account both the initial cost estimate and current market value of outstanding guaranteed work program commitment.

Estimates will be calculated in Australian dollars.

Expenditure on previous completed work programs should not be used to discount the value of the defaulted work.

The value of previous above commitment work varied into the title in accordance with section 264 of the Act, may be used to discount the value of the defaulted work.

Applicants may include a statement of matters they wish the Joint Authority to consider in relation the estimated outstanding and/or defaulted work program commitments.

## *Notes on well cost submission*

Establish a cost estimate for the well commitment that is unfulfilled or an estimate of the cost to drill to a meaningful target depth relevant to an exploration play in the region.

It is assumed that:

- the activity is with a rig of opportunity and that no mobilisation/demobilisation costs are incurred
- the drilling is conducted in perfect operating conditions with no interruptions causing chargeable downtime.

Provide evidence supporting the cost estimate, such as:

- actual costs for similar/analogous well drilled recently in Australian waters:
  - similar type of rig and similar water depth
  - similar target depth
  - same casing design/number of strings.
- if a minimal casing program is proposed, that has not been used in this situation previously, provide justification.

Cost estimate in AUD or USD with conversion rate based on current costs, incorporating:

- rates per day or items, with supporting evidence (i.e., quoted rig rate)
- base estimate on a vertical dry hole cost, including:
  - rig hire rate
  - materials, such as:
    - casing
    - fuel
    - mud, (i.e., Non Aqueous Fluid would be used in known over pressure or swelling clay)
    - bits, etc.
  - service and support costs:
    - personnel
    - MWD/LWD
    - one combination wireline formation logging run at TD (i.e., Gamma Ray, Resistivity, Density-Neutron, Sonic)
    - boats, helicopters
    - anchor handling (Note: transit excluded, include costs from end of tow to start of tow).

Provide Duration versus Depth Chart estimates:

- Provide evidence to support average hourly penetration rates (mud logs, drilling logs).
- Justification to support number of casing strings and bit runs estimates.
- Provide estimate of time spent on “Flat time”—anchoring, casing runs, logging and abandonment.
- Include one combination wireline formation logging run (i.e., Gamma Ray, Resistivity, Density-Neutron, Sonic), in addition to Logging While Drilling.



## Declaration of a location related applications

### Nomination of block(s) for the purpose of declaring a location

In making an application under section 129 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 2.2</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Declaration of a Location Guideline</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Nomination of block(s) for the purposes of declaring a location</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	Applicants should allow at least four months for the Joint Authority to make a decision on the application once submitted.

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	A map showing the outline of the pool(s) within the block(s) nominated to be declared as a location, at basin (regional) and permit (detailed) scales.	<input type="checkbox"/>
2	Applicants should address the “suggested information to support a nomination to declare a location” outlined in Attachment B of the <a href="#">Guideline</a> .	<input type="checkbox"/>
3	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
4	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>



## Variation of a declaration of a location

In making an application under section 133 of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 2.2-2.4</a> of the OPGGS Act
<b>Regulations</b>	N/A
<b>Guidelines</b>	<a href="#">Offshore Petroleum: Declaration of a Location Guideline</a>
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
<b>Application form</b>	<a href="#">Variation of a declaration of a location</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 695L of the OPGGS Act)
<b>Other</b>	Only a single block can be added or deleted.  Application to vary a declaration of location should be made at least six (6) months prior to the expiry of the location, as the variation does not change the application period.

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	If the variation is to add a block to the location, a map showing the outline of the pool(s) within the block(s) nominated to be declared as a location, at basin (regional) and permit (detailed) scales.  <b>Note:</b> Applicants should address the “suggested information to support a nomination to declare a location” outlined in Attachment B of the <a href="#">Guideline</a> .	<input type="checkbox"/>
2	If the variation is to delete a block from the location, please provide details of and reasons for the variation to demonstrate that no petroleum pool exists within the block to be deleted from the location.  Your application should specifically include the following information: <ul style="list-style-type: none"> <li>a map showing the outline of the block nominated to be deleted from the location, at basin (regional) and permit (detailed) scales</li> <li>a report, including, inter alia, discovery history and exploration well results and key petrophysical, stratigraphic and pressure interpretation and results for the pool(s) and aquifers within the block to be deleted from the location</li> <li>details of the testing programs and the recovery of petroleum from the block(s) within the location, to demonstrate that no petroleum pool exists within the block to be deleted from the location</li> <li>structure contour maps and/or structural amplitude maps of key horizons and cross sections; and seismic sections through the pool(s) showing lateral and vertical extents of the hydrocarbon pool(s), annotated with the graticular block boundaries, to demonstrate that no petroleum pool exists within the block to be deleted from the location.</li> </ul>	<input type="checkbox"/>



3	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
4	Figures in the text should be legible, and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>



## Revocation of a declared location

In making an application under section 132 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.2</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Declaration of a Location Guideline</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Revocation of a declared location</a>
Application fee	N/A
Other	<p>A revocation applies to the entire declaration of location. Applications for partial revocation of a declaration of location are not permitted. If you wish to delete a single block from a declaration location, please use the Variation of a Declared Location application form.</p> <p>A request to revoke a declaration of location should be made at least three (3) months prior to the expiry of the location (refer section 188 of the OPGGS Act).</p>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Reasons and evidence demonstrating that there are sufficient grounds for the request (section 6 of the <a href="#">Guideline</a> ).	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
3	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>





## NOPTA Forms Guidance - Petroleum

### Extension of application period for a retention lease or production licence

In making an application under subsections 141(4) and 169(2) of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 2.3 and 2.4</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline - Grant and Administration of a Retention Lease and Related Matters</a> <a href="#">Offshore Petroleum: Declaration of a Location Guideline</a> (Location Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Extension of application period for a retention lease or production licence declaration of a location</a>
Application fee	N/A
Other	<p>A request to extend the application period should be made at least 30 days prior to the end of the initial two year period.</p> <p>An extension of the application period does not extend the term of the exploration permit. See also section 188 of the OPGGS Act.</p>

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	Reasons and evidence supporting the request (e.g. detail why the applicant isn't ready to apply for a retention lease or production licence; and provide details of forward work plans to progress the location block(s) towards either a retention lease or production licence (section 4.11 of the <a href="#">Location Guideline</a> ).	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>





## Petroleum retention lease related applications

### Petroleum retention lease

In making an application under sections 141 and 147 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 2.3</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Retention leases (Effective 2 March 2022)</a> <a href="#">Guideline: Applicant Suitability</a> <a href="#">Offshore Petroleum Decommissioning Guideline</a> (Decommissioning Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a> <a href="#">Retention lease application content</a> (RL Factsheet)
Application form	<a href="#">Petroleum retention lease</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	N/A

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	The application should address the requirements outlined in the <a href="#">RL Factsheet</a>	<input type="checkbox"/>



2	<p>If the application is made under section 147 of the OPGGS Act, provide evidence of:</p> <ul style="list-style-type: none"><li>petroleum has been found to exist in the unused area</li><li>no petroleum recovery operations are being carried on under the licence in relation to the unused area.</li></ul>	<input type="checkbox"/>
3	<p>A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).</p>	<input type="checkbox"/>
4	<p><b>Where there are wells or infrastructure within the title (including any blocks to be relinquished)</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"><li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li><li>correspondence from NOPSEMA accepting the end of the activity.</li></ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
5	<p>ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.</p>	<input type="checkbox"/>
6	<p>Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.</p>	<input type="checkbox"/>



## Variation of condition(s) – petroleum retention lease

In making an application under section 264 of the Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.11</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Retention leases (Effective 2 March 2022)</a> <a href="#">Guideline: Applicant Suitability</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a>
Application form	<a href="#">Variation of condition(s) of title – petroleum retention lease</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Description of the variation of conditions requested.	<input type="checkbox"/>
2	Reason(s) for the application and supporting documentary evidence.	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
4	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>
5	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Exemption from condition(s) of title—petroleum retention lease

In making an application under section 264 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.11</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Retention leases (Effective 2 March 2022)</a> <a href="#">Guideline: Applicant Suitability</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Developing a petroleum resource</a> <a href="#">Financial Resources</a>
Application form	<a href="#">Exemption from condition(s) of title—petroleum retention lease</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of the exemption.	<input type="checkbox"/>
2	Reason(s) for the application and supporting documentary evidence.	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
4	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>
5	A statement of any other matters the applicant wishes to be considered.	<input type="checkbox"/>



## Renewal of a petroleum retention lease

In making an application under section 153 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.3</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Retention leases (Effective 2 March 2022)</a> <a href="#">Guideline: Applicant Suitability</a> <a href="#">Offshore Petroleum Decommissioning Guideline</a> (Decommissioning Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Developing a petroleum resource</a> <a href="#">Financial Resources</a> <a href="#">Retention lease application content</a> (RL Factsheet)
Application form	<a href="#">Renewal of a petroleum retention lease</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	Unless a request for extension of time to lodge has been accepted by the Titles Administrator, an application to renew a petroleum retention lease should be made at least 180 days before the expiry date of the lease.

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	<p>In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).</p> <p>Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p>	<input type="checkbox"/>
3	<p>In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following:</p> <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> <p>Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p> <p><b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided</p>	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	The application should address the requirements outlined in the <a href="#">RL Factsheet</a>	<input type="checkbox"/>





2	Overview of compliance with the title conditions, chapters 2, 4, 6, Part 7.1 of the OPGGS Act and the regulations (section 154 of the OPGGS Act). If applicable, provide details of sufficient grounds for non-compliance (section 154(3) of the OPGGS Act).	<input type="checkbox"/>
3	<p><b>Where there are wells or infrastructure within the title</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"><li>• correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li><li>• correspondence from NOPSEMA accepting the end of the activity.</li></ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
4	For prior use titles - a copy of the consent request form submitted to the Commonwealth Department of Climate Change, Energy, the Environment and Water.	<input type="checkbox"/>
5	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
6	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.	<input type="checkbox"/>
7	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>



## Petroleum production licence related applications

### Petroleum production licence

In making an application under sections 168 and 170 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 2.4</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Applicant Suitability</a> <a href="#">Offshore Petroleum Decommissioning Guideline</a> (Decommissioning Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Developing a petroleum resource</a> <a href="#">Financial Resources</a>
Application form	<a href="#">Petroleum production licence</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	N/A

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>





*Additional information to be included with the application:*

Checklist	Description	Provided
1	Evidence that the block(s) specified in the application contain petroleum.	<input type="checkbox"/>
2	Details of the proposed work and expenditure in relation to the proposed production licence area, including planned timeframes for construction of infrastructure and commencement of production. Include the estimated cost of existing and future decommissioning obligations.	<input type="checkbox"/>
3	A map showing the underlying block(s) constituting the location (subsection 168(2)) of the OPGGS Act or the retention lease subject to this application (section 170 of the OPGGS Act)).	<input type="checkbox"/>
4	<p>A detailed summary of the applicant's engagement with stakeholders listed at <a href="#">Attachment A</a> and any relevant native title parties (including the relevant native title representative body). The summary should include the identities of stakeholders, dates when they were contacted, any issues raised, how these will be managed and intentions for future engagement.</p> <p><b>Note:</b> When engaging stakeholders, applicants should include a summary of the proposed development, indicate the applicant's intention to make an application to NOPTA for a life of field petroleum production licence under the OPGGS Act and seek any comments the stakeholder may have.</p>	<input type="checkbox"/>
5	Details on the progress towards submitting a final field development plan.	<input type="checkbox"/>
6	<p><b>Where there are wells or infrastructure within the title (including any blocks to be relinquished)</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
7	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.	<input type="checkbox"/>
8	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
9	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>



## Petroleum production licence (Royalty Act)

In making an application under Clause 2 (of Schedule 4) of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Schedule 4</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Applicant Suitability</a> <a href="#">Offshore Petroleum Decommissioning Guideline</a> (Decommissioning Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Developing a petroleum resource</a> <a href="#">Financial Resources</a>
Application form	<a href="#">Petroleum production licence (Royalty Act)</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	N/A

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	An application must be accompanied by details of the applicant's proposals for work and expenditure in relation to the area comprised in the block or blocks covered by the application (subclause 2(2) or subclause 4(2) of the OPGGS Act), including planned timeframes for construction of infrastructure and commencement of production.  <b>Note:</b> application for secondary petroleum production licence requirements are set out in subclause 2(6) or 4(6) of the OPGGS Act.	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
4	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>



*Additional information to be included with the application:*

Checklist	Description	Provided
1	Evidence that the block(s) specified in the application contain petroleum.	<input type="checkbox"/>
2	A map showing the underlying block(s) constituting the location (subclause 2(2)) or the retention lease subject to this application (subclause 4(2)) of the OPGGS Act.	<input type="checkbox"/>
3	Where the application has been made under subclause 2(6) or subclause 4(6), a map showing the primary production licence block(s) and if applicable any blocks subject to an application for variation under subclause 2(5) or subclause 4(5) of the OPGGS Act.	<input type="checkbox"/>
4	<p>A detailed summary of the applicant's engagement with stakeholders listed at <a href="#">Attachment A</a> and any relevant native title parties (including the relevant native title representative body). The summary should include the identities of stakeholders, dates when they were contacted, any issues raised, how these will be managed and intentions for further engagement.</p> <p><b>Note:</b> When engaging stakeholders, applicants should include a summary of the proposed development, indicate the applicant's intention to make an application to NOPTA for a petroleum production licence to which the Royalty Act applies under the OPGGS Act and seek any comments the stakeholder may have.</p>	<input type="checkbox"/>
5	Details on the progress towards submitting a final field development plan.	<input type="checkbox"/>
6	<p><b>Where there are wells or infrastructure within the title (including the blocks to be relinquished, if any),</b> if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted,</b> please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
7	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.	<input type="checkbox"/>
8	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
9	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>



## Variation of condition(s) of title – petroleum production licence

In making an application under section 264 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.11</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Applicant Suitability</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a>
Application form	<a href="#">Variation of condition(s) of title – petroleum production licence</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Description of the variation of conditions requested.	<input type="checkbox"/>
2	Reason(s) for the application and supporting documentary evidence.	<input type="checkbox"/>
3	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
4	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
5	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>



## Variation of blocks: primary petroleum production licence (Royalty Act)

In making an application under Subclause 2(5) or 4(5) (of Schedule 4) of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Schedule 4</a> of the OPGGS Act
Regulations	N/A
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Variation of blocks: primary production licence (Royalty Act)</a>
Application fee	N/A
Other	N/A

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of the variation.	<input type="checkbox"/>
2	Evidence that the blocks to be varied into the production licence contain petroleum.	<input type="checkbox"/>
3	A map showing the blocks to which the application relates.	<input type="checkbox"/>
4	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.	<input type="checkbox"/>
5	<p>A detailed summary of the applicant's engagement with stakeholders listed at <a href="#">Attachment A</a> and any relevant native title parties (including the relevant native title representative body). The summary should include the identities of stakeholders, dates when they were contacted, any issues raised, how these will be managed and intentions for further engagement.</p> <p><b>Note:</b> When engaging stakeholders, applicants should include a summary of the proposed development, indicate the applicant's intention to make an application to NOPTA for a variation of licence area of petroleum production licence to which the Royalty Act applies under the OPGGS Act and seek any comments the stakeholder may have.</p>	<input type="checkbox"/>
6	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
7	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>





## NOPTA Forms Guidance - Petroleum

### Approval to undertake recovery of petroleum without accepted field development plan

In making an application under regulation 4.14 of the RMA Regulations, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	<a href="#">Part 4</a> of the RMA Regulations
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Approval to undertake recovery of petroleum without accepted field development plan</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	N/A

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	The application must include the following (RMA regulation 4.14): <ul style="list-style-type: none"><li>the reason why it is necessary for the licensee to undertake recovery without having an accepted field development plan</li><li>details of any proposed extended production test</li><li>the period in respect of which the permission is sought</li><li>details of any proposed disposal or flaring of any produced hydrocarbons.</li></ul>	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Extension of approval to undertake recovery of petroleum without accepted field development plan

In making an application under regulation 4.15 of the RMA Regulations, please refer to following guidance.

### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	<a href="#">Part 4</a> of the RMA Regulations
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Extension of approval to undertake recovery of petroleum without accepted field development plan</a>
Application fee	N/A
Other	N/A

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Reason why it is necessary for the licensee to undertake a further period of recovery without having an accepted field development plan.	<input type="checkbox"/>
2	Details of any proposed extended production test.	<input type="checkbox"/>
3	Details of any proposed disposal or flaring of any produced hydrocarbons.	<input type="checkbox"/>
4	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>





## NOPTA Forms Guidance - Petroleum

### Acceptance of a field development plan

In making an application under regulation 4.04 of the RMA Regulations, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	<a href="#">Part 4</a> of the RMA Regulations
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Developing a petroleum resource</a>
Application form	<a href="#">Acceptance of a field development plan</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	N/A

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	An application must be accompanied by a Field Development Plan (RMA sub-regulation 4.04(2)).	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	The Field Development Plan meets the requirements of RMA sub-regulation 4.06(1) and includes all of the matters set out in RMA regulation 4.07.	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
3	Figures in the text should be legible, and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>
4	One hard copy of the application.	<input type="checkbox"/>



## Variation of field development plan

In making an application under regulation 4.08 of the RMA Regulations, please refer to following guidance.

### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	<a href="#">Part 4</a> of the RMA Regulations
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Developing a petroleum resource</a>
Application form	<a href="#">Variation of field development plan</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPPGS Act)
Other	For a 'major change' variation an application must be made at least 90 days before the occurrence of the major change (RMA regulation 4.09).

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	An application must be accompanied by the proposed variation (RMA sub-regulation 4.08(2)).	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of, and reasons for, the variation to the field development plan. <b>Note:</b> the variation needs to meet the requirements of RMA sub-regulation 4.06(1) and address all of the matters set out in RMA regulation 4.07.	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
3	Figures in the text should be legible, and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi.	<input type="checkbox"/>
4	One hard copy of the application.	<input type="checkbox"/>



## Approval of rate of recovery

In making an application under regulation 4.18 of the RMA Regulations, please refer to following guidance.

### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	<a href="#">Part 4</a> of the RMA Regulations
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Rate of recovery &amp; equipment &amp; procedures</a> (RoR Factsheet)
Application form	<a href="#">Approval of rate of recovery</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	N/A

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Applicants should address the “rate of recovery submission” guidance outlined in the <a href="#">RoR Factsheet</a> .	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
3	Figures in the text should be legible, and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi.	<input type="checkbox"/>



## Approval of equipment and procedures

In making an application under regulation 4.18 of the RMA Regulations, please refer to following guidance.

**Note:** If the Royalty Act applies, an application for approval of the equipment and procedures should be made to the relevant WA State department in a timely manner so that approval is given before the rate of recovery application is submitted.

### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	<a href="#">Part 4</a> of the RMA Regulations
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Rate of recovery &amp; equipment &amp; procedures</a> (RoR Factsheet)
Application form	<a href="#">Approval of equipment and procedures</a>
Application fee	N/A
Other	N/A

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Applicants should address the “equipment and procedures submission” guidance outlined in the <a href="#">RoR Factsheet</a> .	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
3	Figures in the text should be legible, and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi.	<input type="checkbox"/>



## Renewal of fixed term petroleum production licence

In making an application under section 184 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.4</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Applicant Suitability</a> <a href="#">Offshore Petroleum Decommissioning Guideline</a> (Decommissioning Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a>
Application form	<a href="#">Renewal of fixed term petroleum production licence</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	Unless a request for extension of time to lodge has been accepted by the Titles Administrator, an application to renew a Petroleum Production Licence should be made at least 180 days before the expiry date of the licence.

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of the proposed work and expenditure in relation to the licence area.	<input type="checkbox"/>
2	Supplementary information which provides an overview of the development and demonstrates whether the production activities and/or reservoir understanding have changed since the grant of the original production licence.	<input type="checkbox"/>



3	Production volumes, separated by resource, from within the licence area to date, and updated in-place and recoverable reserves/resources at P90, P50 and P10 confidence levels.	<input type="checkbox"/>
4	If second renewal, details of the current status of petroleum recovery operations in the licence area.	<input type="checkbox"/>
5	If no recovery operations are currently taking place, provide details.	<input type="checkbox"/>
6	Overview of compliance with the title conditions, chapters 2, 4, 6, Part 7.1 of the Act and the regulations (section 185 of the OPGGS Act). If applicable, provide details of sufficient grounds for non-compliance (subsection 185(4) of the OPGGS Act).	<input type="checkbox"/>
7	<p><b>Where there are wells or infrastructure within the title</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"><li>• correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li><li>• correspondence from NOPSEMA accepting the end of the activity.</li></ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
8	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.	<input type="checkbox"/>
9	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>





## Infrastructure licence related applications

### Infrastructure licence

In making an application under section 198 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Section 15 and Part 2.5</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Applicant Suitability</a> (Suitability Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a> <a href="#">Declaration of experience and disclosures</a> (Declarations Factsheet)
FAQs	<a href="#">Declaration of experience and disclosures</a>
Application form	<a href="#">Infrastructure licence</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li><a href="#">Form 8 Natural Person Declaration form – disclosures and experience</a></li> <li><a href="#">Form 9 Body Corporate (Company) Declaration form – disclosures and experience</a></li> <li><a href="#">Form 10 Declaration of change of circumstances of a registered titleholder or applicant (section 695YC)</a></li> </ul>

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	In relation to <b>each</b> applicant, provide details of technical advice that is or will be available to the applicant(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
3	In relation to <b>each</b> applicant, provide details of financial resources that are or will be available to the applicant(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the applicant and the related entity is also required to be provided	<input type="checkbox"/>





*Additional information to be included with the application:*

Checklist	Description	Provided
1	Details of the applicant's proposals for the construction and operation of infrastructure facilities at a place that is in an offshore area and described in the application.	<input type="checkbox"/>
2	Provide details/a list of the person(s) to provide declarations (Forms 8 and 9) in conjunction with this application (refer to <a href="#">Declaration Factsheet</a> ) .	<input type="checkbox"/>
3	In relation to <b>each</b> applicant, complete the relevant declaration of experience and disclosures ( <b>Form 8 and 9</b> ) relating to past conduct and suitability of the applicant and its officers.  If a Form 8 or 9 has previously been made, the previous Form 8 or 9 can be referenced.  Refer to the <a href="#">Suitability Guideline</a> and <a href="#">Declaration Factsheet</a> .	<input type="checkbox"/>
4	Overview of the project and reasons for an infrastructure licence being required (e.g., outside of the production licence area, different ownership structure to underlying licence, undertaking conversion activities etc).	<input type="checkbox"/>
5	If applicable, copies of signed consents from third party petroleum titleholders (section 202 of the OPGGS Act). Where third party consent has not been secured, provide details of the affected petroleum titleholders and communication which has taken place between the applicant and affected titleholders.	<input type="checkbox"/>
6	If applicable, copies of signed consents from third party greenhouse gas titleholders (section 203 of the OPGGS Act). Where third party consent has not been secured, provide details of the affected greenhouse gas titleholders and communication which has taken place between the applicant and affected titleholders.	<input type="checkbox"/>
7	A detailed summary of the applicant's engagement with stakeholders listed at <a href="#">Attachment A</a> and any relevant native title parties (including the relevant native title representative body). The summary should include the identities of stakeholders, dates when they were contacted, any issues raised, how these will be managed and intentions for future engagement.  <b>Note:</b> When engaging stakeholders, applicants should include a summary of the proposed development, indicate the applicant's intention to make an application to NOPTA for an infrastructure licence under the OPGGS Act and seek any comments the stakeholder may have.	<input type="checkbox"/>
8	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of footprint of proposed infrastructure.	<input type="checkbox"/>
9	A statement of any other matters the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>



## Variation of infrastructure licence

In making an application under section 204 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.5</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Applicant Suitability</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a>
Application form	<a href="#">Variation of infrastructure licence</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	N/A

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of the proposed variation and reasons for the proposed variation	<input type="checkbox"/>
2	If applicable, copies of signed consents from third party petroleum titleholders regarding the proposed variation (section 206 of the OPGGS Act). Where third party consent has not been secured, provide details of the affected petroleum titleholders and communication which has taken place between the applicant and affected titleholders.	<input type="checkbox"/>



3	If applicable, copies of signed consents from third party greenhouse gas titleholders regarding the proposed variation (section 207 of the OPGGS Act). Where third party consent has not been secured, provide details of the affected greenhouse gas titleholders and communication which has taken place between the applicant and affected titleholders.	<input type="checkbox"/>
4	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Variation of condition(s) of title - infrastructure licence

In making an application under section 264 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.11</a> of the OPGGS Act
Regulations	N/A
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Variation of condition(s) of title - infrastructure licence</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Description of the variation of conditions requested.	<input type="checkbox"/>
2	Reason(s) for the application and supporting documentary evidence.	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
4	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>
5	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Pipeline licence related applications

### Pipeline licence

In making an application under section 217 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 2.6</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Applicant Suitability</a> (Suitability Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Pipeline licences</a> <a href="#">Financial Resources</a> <a href="#">Declaration of experience and disclosures</a> (Declaration Factsheet)
FAQs	<a href="#">Declaration of experience and disclosures</a>
Application form	<a href="#">Pipeline licence</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li><a href="#">Form 8 Natural Person Declaration form – disclosures and experience</a></li> <li><a href="#">Form 9 Body Corporate (Company) Declaration form – disclosures and experience</a></li> <li><a href="#">Form 10 Declaration of change of circumstances of a registered titleholder or applicant (section 695YC)</a></li> </ul>

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	In relation to <b>each</b> applicant, provide details of technical advice that is or will be available to the applicant(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
3	In relation to <b>each</b> applicant, provide details of financial resources that are or will be available to the applicant(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the applicant(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each applicant.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the applicant and the related entity is also required to be provided	<input type="checkbox"/>





## Additional information to be included with the application:

Checklist	Description	Provided
1	<p>Details of the following:</p> <ul style="list-style-type: none"> <li>the proposed design and construction of the pipeline (see Basis of Design example details on following page)</li> <li>the proposed size and capacity of the pipeline</li> <li>a description of the proposed route of the pipeline, including start and end points and a table of coordinates for the pipeline describing key features and turning points of the pipeline (see Pipeline route description and coordinate table example on following pages).</li> <li>the applicant's proposals for work and expenditure in relation to the construction of the pipeline.</li> </ul>	<input type="checkbox"/>
2	<p>A pipeline route map, drawn to scale, showing the following:</p> <ul style="list-style-type: none"> <li>the route to be followed by the pipeline, with proposed start and end points clearly identified (with map insets, as appropriate).</li> <li>key features of the pipeline.</li> </ul> <p><b>Note</b> - do not include any copyright or confidential disclaimers on the map (as these will be used externally – e.g. in the gazette notice for receipt of an application under section 708 of the Act)</p>	<input type="checkbox"/>
3	Schematics of key infrastructure in connection with the pipeline, clearly showing battery limits for proposed start and end points, and any infrastructure that the applicant is requesting to be declared as a terminal station by the Titles Administrator under section 16 of the OPGSSA.	<input type="checkbox"/>
4	Provide details/a list of the person(s) to provide declarations (Forms 8 and 9) in conjunction with this application (refer to <a href="#">Declaration Factsheet</a> ) .	<input type="checkbox"/>
5	<p>In relation to <b>each</b> applicant, complete the relevant declaration of experience and disclosures (<b>Form 8 and 9</b>) relating to past conduct and suitability of the applicant and its officers.</p> <p>If a Form 8 or 9 has previously been made, the previous Form 8 or 9 can be referenced.</p> <p>Refer to the <a href="#">Suitability Guideline</a> and <a href="#">Declaration Factsheet</a>.</p>	<input type="checkbox"/>
6	Spatial data (ESRI format preferred) of the pipeline route, including turning and crossing points with, at a minimum, the following attributes included: feature ID; feature description; UTM Zone; Easting (m); Northing (m) (or latitude and longitude with datum).	<input type="checkbox"/>
7	<p>A detailed summary of the applicant's engagement with stakeholders listed at <a href="#">Attachment A</a> and any relevant native title parties (including the relevant native title representative body). The summary should include the identities of stakeholders, dates when they were contacted, any issues raised, how these will be managed and intentions for future engagement.</p> <p><b>Note:</b> When engaging stakeholders, applicants should include a summary of the proposed development, indicate the applicant's intention to make an application to NOPTA for an pipeline licence under the OPGGS Act and seek any comments the stakeholder may have.</p>	<input type="checkbox"/>
8	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi.	<input type="checkbox"/>
9	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>



## Basis of Design (example only)

### Design and Construction

The offshore pipeline must be designed and constructed in accordance with Offshore Standard DNVGL-ST-F101 [or insert other applicable codes/standards/specifications] – Submarine Pipeline Systems (Offshore Pipeline) as amended from time to time, which is incorporated in its entirety in Australian Standard AS2885.4 – Pipelines, Gas and Liquid Petroleum (Part 4: Submarine Pipelines) (as amended from time to time). Specifically, the design and construction phase of the pipeline must comply with DNVGL-ST-F101 [or insert other applicable codes/standards/specifications].

### Basis of Design

The pipeline design is based on the following parameters:

Item	Item Description	Details and units
1	Outside diameter of pipe	Diameter of pipeline (and riser if applicable) in millimetres and inches.
2	Wall thickness of pipe (all materials)	Total thickness of pipe in millimetres. This should include any corrosion resistant alloy or other materials used in the pipeline.
3	Length	Approximate total length of pipeline in Commonwealth waters in kilometres.
4	Design life	Planned design life of pipeline.
5	Pipeline Material	Brief description of pipeline material(s) to be used.
6	Pipeline Steel Grade	Relevant DNV grade details or standards e.g. DNV-OS-F101 Grade 450 (including risers if applicable).
7	Joints	Number of joints and welds (if relevant).
8	Protective coating	Brief description of protective external/internal pipeline coating and weight coating specification and the respective thicknesses.
9	Corrosion allowances	Details of corrosion allowances in the pipeline design
10	Pipeline Specification	Relevant DNV specification i.e. DNV-OS-F101 High Frequency Weld.
11	Minimum yield strength of pipe steel	MPa
12	Maximum Allowable Operating Pressure	MPa(a)
13	Design Capacity	Maximum daily capacity rate in field units i.e. MMscf/d or MMbbl/d
14	Erosional velocity	At standard conditions
15	Inlet and outlet facilities	Number, description and pressures of pipeline inlet and outlet facilities.
16	Mainline valve	Number, type, location and specifications of mainline valves.
17	Fitting, valve and flange specifications	Brief description of relevant specifications.
18	Compressor stations	Number, location and brief description of compressor stations along pipeline (if applicable).
19	Maximum Operating Temperature	Maximum operating temperature of the pipeline in °C.
20	Maximum Design Temperature	Maximum design temperature of the pipeline in °C.





21	Minimum Design Temperature	Minimum design temperatures for specific components of pipeline in °C i.e. flowlines, tie-in spools, FLET.
22	Characteristics of substance proposed to be conveyed	Description of fluids to be transported in pipeline.
23	General plans and descriptions of pump stations, tank stations or valve stations and their equipment	Details of proposed pump stations, tank stations or valve stations and the location(s).
24	General plans and description of pigging facilities	Brief description of pigging facilities (if applicable).
25	Cathodic Protection	Details of type, number and spacing of anodes along pipeline. Details of how the condition of the anodes will be monitored and tested.
26	Hydrate Management	Details of hydrate management to be used to prevent dropout in the pipeline.
27	Any other matters	Details of any other design specifications the applicant considers relevant.

NOTE: The items listed above may not be relevant to every pipeline and the table is an example. Applicants should include all relevant items as part of the pipeline licence application.

## *Pipeline route description and coordinate table (example only)*

The route is described in the table hereunder and displayed in the attached map (**Attachment X**), commencing at the downstream flange of the X Flowline End Manifold (FLEM). The pipeline proceeds north north-east in a straight line towards a point at or about Easting XXXXXX and Northing XXXXXX where the pipeline turns north, proceeding in a straight line and terminating at the first valve on of the X Platform. Coordinates are based on Geodetic Datum of Australia (GDA94).

ID	Feature name	KP*	Easting	Northing	Bend Radius (m)
1	Downstream tie-in flange of FLEM	0.0	XXXXXX	XXXXXXX	
2	Turning point 1	3.2	XXXXXX	XXXXXXX	1000
3	Turning point 2	4.6	XXXXXX	XXXXXXX	800
4	In-line tee	5.0	XXXXXX	XXXXXXX	
5	Crossing at X pipeline	6.4	XXXXXX	XXXXXXX	
6	First valve on, X Platform	9.1	XXXXXX	XXXXXXX	

\* Kilometre point

Coordinate set above is based on GDA94/MGA Zone XX, survey of pipeline centreline.



## Variation of condition(s) - pipeline licence

In making an application under section 264 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.11</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Applicant Suitability</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a>
Application form	<a href="#">Variation of condition(s) - pipeline licence</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	<p>Please also refer to the:</p> <ul style="list-style-type: none"> <li>Title instrument</li> </ul> <p>If the variation relates to the rights conferred by the pipeline licence or route/basis of design (see sections 211 and 226 of the OPGGS Act), and not the conditions of title, please use the Variation of Pipeline Licence form.</p>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of the variation requested.	<input type="checkbox"/>
2	Details of the reason(s) for the application and supporting documentary evidence.	<input type="checkbox"/>
3	<p>In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).</p> <p>Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p>	<input type="checkbox"/>
4	<p>In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following:</p> <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> <p>Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p> <p><b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided</p>	<input type="checkbox"/>
5	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Variation of pipeline licence

In making an application under section 226 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.6</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Applicant Suitability</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a>
Application form	<a href="#">Variation of pipeline licence</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	Applications should be lodged a minimum of 12 weeks prior to the proposed variation.  If the variation relates solely to the conditions of title on the pipeline licence, not the rights conferred (refer section 211 of the OPGGS Act), please use the Variation of Condition(s) - Pipeline Licence form.

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of the proposed variation.	<input type="checkbox"/>
2	Specify the reasons for the proposed variation.	<input type="checkbox"/>
3	Revised design specification, route coordinates (and map) and/ or basis of design details.	<input type="checkbox"/>
4	Any relevant timeframes associated with the proposed variation.	<input type="checkbox"/>
5	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
6	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>



7	Spatial data (ESRI format preferred) or spreadsheet with coordinate listings of pipeline route, including turning and crossing points with, at a minimum, the following attributes included: feature ID; feature description; UTM Zone; Easting (m); Northing (m) (or latitude and longitude with datum).	<input type="checkbox"/>
8	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
9	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi.	<input type="checkbox"/>



## Consent to cease to operate a pipeline licence

In making an application under section 228 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.11</a> of the OPGGS Act
Regulations	N/A
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Cessation of pipeline operations and/or cessation of petroleum production</a> (Cessation Factsheet)
Application form	<a href="#">Consent to cease to operate a pipeline licence</a>
Application fee	N/A
Other	Applications should be lodged 12 weeks prior to the proposed cessation of operation.

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Details of the proposed cessation of operation, including any relevant timeframes associated with the application.	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>
3	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi.	<input type="checkbox"/>



## Petroleum short term titles related applications

### Petroleum special prospecting authority

In making an application under section 234 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 2.7</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Petroleum special prospecting authority</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	<p>Applications should be lodged three months prior to commencement of operations to allow for timely approvals.</p> <p>Petroleum special prospecting authorities cannot be granted over blocks that are subject to an existing petroleum exploration permit, retention lease or production licence, or a greenhouse gas assessment permit, holding lease or injection licence (subsection 234(1) of the OPGGS Act).</p>

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	The application must specify the following (subsection 234(2) of the OPGGS Act): <ul style="list-style-type: none"><li>the petroleum exploration operations that the applicant proposes to carry on</li><li>the block or blocks in which the applicant proposes to carry on those operations.</li></ul>	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	Applicants should address the requirements outlined in section 4 of the <a href="#">Guideline</a> .	<input type="checkbox"/>
2	Evidence of consultation with relevant Commonwealth Agencies and stakeholders (sections 5.1-5.3 of the <a href="#">Guideline</a> and <a href="#">Attachment A</a> ).	<input type="checkbox"/>
3	Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (and datum) detailing the operational and acquisition areas.	<input type="checkbox"/>
4	For foreign companies not registered in Australia, a statement confirming that it has considered the requirements of Part 5B.2 of the <i>Australian Corporations Act 2001</i> (Cth), and that it is of the view that it complies with that legislation.	<input type="checkbox"/>
5	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>





## Petroleum access authority

In making an application under section 242 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.8</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Petroleum access authority</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	<p>Only details of the graticular block(s) in which data or samples will be recorded or acquired needs to be provided. It is not necessary to include broader 'operational areas' (e.g. where vessels will be manoeuvred but data/samples not acquired).</p> <p>Block details should include the 1:1,000,000 mapsheet(s), graticular block number(s) and identify whether it intersects vacant acreage or any existing petroleum title (other than the originating title). If an existing petroleum title is intersected, the title number and titleholder(s) should also be provided.</p>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	The application must specify the following (subsection 242(2) of the OPGGS Act): <ul style="list-style-type: none"> <li>the operations that the applicant proposes to carry on</li> <li>the area (block or blocks) in which the applicant proposes to carry on those operations.</li> </ul>	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Applicants should address the requirements outlined in section 4 of the <a href="#">Guideline</a> .	<input type="checkbox"/>
2	Copies of the written consents of the relevant registered titleholders affected by the proposed petroleum access authority (section 5.4 of the <a href="#">Guideline</a> ).	<input type="checkbox"/>
3	If applicable (areas of vacant acreage only), evidence of consultation with relevant Commonwealth Agencies and stakeholders (sections 5.1-5.3 of the <a href="#">Guideline</a> and <a href="#">Attachment A</a> )	<input type="checkbox"/>
4	Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (and datum) detailing the operational and acquisition areas.	<input type="checkbox"/>
5	For foreign companies not registered in Australia, a statement confirming that it has considered the requirements of Part 5B.2 of the <i>Australian Corporations Act 2001</i> (Cth), and that it is of the view that it complies with that legislation.	<input type="checkbox"/>
6	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>



## Variation of petroleum access authority

In making an application under section 246 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.8</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Variation of petroleum access authority</a>
Application fee	N/A
Other	<p>Please allow at least two weeks for a decision to be made on a variation application.</p> <p>Block details should include the map sheet, block number of the blocks to be varied in and identify whether it intersects vacant acreage or any existing petroleum title (other than the originating title). If an existing petroleum title is intersected, the title number and titleholder(s) should also be provided.</p>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	The application must (subsection 246(3) of the OPGGS Act). <ul style="list-style-type: none"><li>set out the proposed variation; and</li><li>specify the reasons for the proposed variation.</li></ul>	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Applicants should address the requirements outlined in section 7 of the <a href="#">Guideline</a> .	<input type="checkbox"/>
2	If applicable, copies of the written consents of the relevant registered titleholders affected by the proposed petroleum access authority (section 5.4 of the <a href="#">Guideline</a> ).	<input type="checkbox"/>
3	If applicable (areas of vacant acreage only), evidence of consultation with relevant Commonwealth Agencies and stakeholders (sections 5.1-5.3 of the <a href="#">Guideline</a> and <a href="#">Attachment A</a> )	<input type="checkbox"/>
4	Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (and datum) detailing the operational and acquisition areas.	<input type="checkbox"/>
5	A statement of any other matters that the applicant wishes NOPTA to consider.	<input type="checkbox"/>



## NOPTA Forms Guidance - Petroleum

### Extension of duration of petroleum access authority

In making an application under section 241 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 2.8</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Request extension of duration of petroleum access authority</a>
Application fee	N/A
Other	Please also refer to the: <ul style="list-style-type: none"><li>Title instrument</li></ul>

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	Applicants should address the requirements outlined in sections 7.9-7.12 of the <a href="#">Guideline</a> .	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Variation, suspension or exemption of conditions(s) of title—petroleum special prospecting authority or petroleum access authority

In making an application under section 268 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.11</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Variation, suspension or exemption of condition(s) of title - petroleum special prospecting authority or petroleum access authority</a>
Application fee	N/A
Other	Please also refer to the: <ul style="list-style-type: none"><li>Title instrument</li></ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Description of the variation, suspension or exemption of conditions requested.	<input type="checkbox"/>
2	Reason(s) for the application and supporting documentary evidence (section 7.7 of the <a href="#">Guideline</a> ).	<input type="checkbox"/>
3	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Petroleum scientific investigation consent

In making an application under section 254 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.9</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Grant of a petroleum scientific investigation consent</a>
Application fee	N/A
Other	Applications should be lodged at least three months prior to commencement of operations to allow for timely approvals.

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Applicants should address the requirements outlined in section 4 of the <a href="#">Guideline</a> .	<input type="checkbox"/>
2	If applicable (areas of vacant acreage only), evidence of consultation with relevant Commonwealth Agencies and stakeholders (sections 5.1-5.3 of the <a href="#">Guideline</a> and <a href="#">Attachment A</a> )	<input type="checkbox"/>
3	Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (and datum) detailing the operational and acquisition areas.	<input type="checkbox"/>
4	For foreign companies not registered in Australia, a statement confirming that it has considered the requirements of Part 5B.2 of the <i>Australian Corporations Act 2001</i> (Cth), and that it is of the view that it complies with that legislation.	<input type="checkbox"/>
5	A statement of any other matters that the applicant wishes NOPTA to consider.	<input type="checkbox"/>



## Transfers and dealings

### Approval of a dealing affecting a petroleum title

In making an application under sections 488 and 489 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 4.6</a> of the OPGGS Act
Regulations	<a href="#">RMA Regulations</a>
Guidelines	<a href="#">Guideline: Transfers, Dealings, Change In Control And Other Titleholder Transactions</a>
Factsheets	<a href="#">Petroleum Title Dealings – Supplementary Instruments</a> (SI Factsheet) <a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Approval of a dealing affecting a petroleum title</a>
Application fee	<a href="#">Yes</a> (section 516A of the OPGGS Act)
Other	Supplementary instrument(s) must be in a form prescribed under paragraph 12.02 of the <a href="#">RMA Regulations</a> . Refer to the <a href="#">SI Factsheet</a> for guidance.

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	Instrument evidencing the dealing (paragraph 489(1)(b) of the OPGGS Act). <b>Note:</b> Original instrument not required.	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	Please refer to the <a href="#">Guideline</a> to ensure all elements of your application is addressed.	<input type="checkbox"/>
2	Provide an overview of the transaction and the proposed order of registration (if applicable).	<input type="checkbox"/>
3	In relation to each dealing instrument: <ul style="list-style-type: none"> <li>a description and effect(s) of the dealing (in plain English) with reference to section 486 of the OPGGS Act</li> <li>the effective date(s)</li> <li>identify any related dealings (refer to sub regulation 12.02(2) of the <a href="#">RMA Regulations</a>)</li> <li>if lodged later than 90 days after execution (section 491 of the OPGGS Act), or the date the title came into existence (section 503 of the OPGGS Act), provide details of why the lodgement is late or copy of prior acceptance of late lodgement)</li> </ul>	<input type="checkbox"/>
4	<b>If applicable</b> , provide confirmation of FIRB approval. If confirmation is not available at the time of submission, it may be provided separately once received. Applicants should be aware that the Titles Administrator will not make a decision on the application whilst a FIRB decision is pending.	<input type="checkbox"/>





## Approval of transfer of a petroleum title

In making an application under sections 473 and 474 of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 4.3</a> of the OPGGS Act
<b>Regulations</b>	<a href="#">RMA Regulations</a>
<b>Guidelines</b>	<a href="#">Guideline: Transfers, Dealings, Change In Control And Other Titleholder Transactions</a> (TAD Guideline) <a href="#">Offshore Petroleum Decommissioning Guideline</a> (Decommissioning Guideline) <a href="#">Guideline: Applicant Suitability</a> (Suitability Guideline)
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a> <a href="#">Declaration of experience and disclosures</a> (Declaration Factsheet)
<b>FAQs</b>	<a href="#">Declaration of experience and disclosures</a>
<b>Application form</b>	<a href="#">Approval of transfer of a petroleum title</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 516A of the OPGGS Act)
<b>Other</b>	If the transfer is made in consideration of a dealing, that dealing must be submitted for approval and registration against the title.  Please also refer to the: <ul style="list-style-type: none"> <li><a href="#">Form 8 Natural Person Declaration form – disclosures and experience</a></li> <li><a href="#">Form 9 Body Corporate (Company) Declaration form – disclosures and experience</a></li> <li><a href="#">Form 10 Declaration of change of circumstances of a registered titleholder or applicant (section 695YC)</a></li> </ul>

### Required information:

Checklist	Description	Provided
<b>1</b>	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
<b>2</b>	An instrument of transfer (subsection 474(1)(b) of the OPGGS Act) in the form prescribed in Schedule 7 of the <a href="#">RMA Regulations</a> , executed by: <ul style="list-style-type: none"> <li>(i) the registered holder or, if there are 2 or more registered holders, by each registered holder; and</li> <li>(ii) the transferee or, if there are 2 or more transferees, by each transferee.</li> </ul>	<input type="checkbox"/>
<b>3</b>	In relation to <b>each</b> transferee, provide details of technical advice that is or will be available to the transferee(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>



Checklist	Description	Provided
4	<p>In relation to <b>each</b> transferee, provide details of financial resources that are or will be available to the transferee(s). The details must include one of the following:</p> <ul style="list-style-type: none"> <li>a copy of (or link to) the transferee(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each transferee.</li> </ul> <p>Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p> <p><b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the transferee and the related entity is also required to be provided</p>	<input type="checkbox"/>

*Additional information to be included with the application:*

Checklist	Description	Provided
1	Refer to the <a href="#">TAD Guideline</a> to ensure all elements of your application are addressed.	<input type="checkbox"/>
2	If lodged later than 90 days after execution (section 476 of the OPGGS Act), provide details of why the lodgement is late or copy of prior acceptance of late lodgement	<input type="checkbox"/>
3	Provide details/a list of the person(s) to provide declarations (Forms 8 and 9) in conjunction with this application (refer to <a href="#">Declaration Factsheet</a> ) .	<input type="checkbox"/>
4	<p>In relation to <b>each</b> transferee, complete the relevant declaration of experience and disclosures (<b>Form 8 and 9</b>) relating to past conduct and suitability of the transferee and its officers.</p> <p>If a Form 8 or 9 has previously been made, the previous Form 8 or 9 can be referenced.</p> <p>Refer to the <a href="#">Suitability Guideline</a> and <a href="#">Declaration Factsheet</a>.</p>	<input type="checkbox"/>
5	<p><b>Where there are wells or infrastructure within the title</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
6	<b>If applicable</b> , provide confirmation of FIRB approval. If confirmation is not available at the time of submission, it may be provided separately once received. Applicants should be aware that the Titles Administrator will not make a decision on the application whilst a FIRB decision is pending.	<input type="checkbox"/>



## Applications related to all titles

### Longer period for grant of a petroleum title

In making a request under section 260 of the OPGGS Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	N/A
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Longer period for grant of a petroleum title.</a>
Application fee	N/A.
Other	Unless an extension of time is granted by the Titles Administrator, a request for a grant of title must be made within the timeframes specified in subsection 260(1) of the OPGGS Act.

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	Copy of the offer document.	<input type="checkbox"/>
2	Reason(s) for seeking an extension of the offer period.	<input type="checkbox"/>



## Extension of time to lodge an application for renewal of petroleum title

In making an application under subsections 119(4), 153(3) or 184(4) of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	N/A
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Extension of time to lodge an application for renewal of title</a>
Application fee	N/A
Other	N/A

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Reason(s) for longer period to lodge a renewal application (subsections 119(4), 153(3) or 184(4) of the OPGGS Act as applicable).	<input type="checkbox"/>



## Request for grant of a petroleum title

In making a request under section 260 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	N/A
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Request for grant of title</a>
Application fee	N/A
Other	N/A

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Copy of the offer document.	<input type="checkbox"/>



## Consent to surrender a petroleum title

In making an application under section 269 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 2.12</a> of the OPGGS Act
Regulations	Please refer to associated regulations for the particular title type
Guidelines	Please refer to associated guidelines for the particular title type <a href="#">Offshore Petroleum Decommissioning Guideline</a> (Decommissioning Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Surrender of offshore petroleum titles</a> (Surrenders Factsheet)
Application form	<a href="#">Consent to surrender petroleum title</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul>

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

### Additional information to be included with the application:

Checklist	Description	Provided
1	Reasons for requesting consent to surrender the permit/licence/lease.	<input type="checkbox"/>
2	If applicable, an overview of all work completed within the title to date, including any above commitment work varied into the work program in accordance with section 264 of the OPGGS Act.	<input type="checkbox"/>
3	Applicants should address the “application requirements” guidance outlined in the <a href="#">Surrenders Factsheet</a> .	<input type="checkbox"/>
4	For surrender of exploration permits, retention leases or production licences, the Annual Titles Assessment Report for the year in which the surrender application is made (even if not yet due).	<input type="checkbox"/>
5	<p><b>Where there are wells or infrastructure within the title</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>





6	For partial surrender of a pipeline licence, ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of part to be surrendered.	<input type="checkbox"/>
7	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Notification of surrender of a petroleum title

In making a notification under section 2.12 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	N/A
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Notification of surrender of a petroleum title</a>
Application fee	N/A
Other	This form is for use when the Joint Authority has given consent to the titleholders to surrender (subsection 271(2) of the OPGGS Act) the title <b>OR</b> for the purpose of surrendering a special prospecting authority or access authority (section 272 or 273 of the OPGGS Act).

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>



## Withdrawal of a petroleum application

In making a request for withdrawal of an application made under the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
Regulations	Please refer to associated regulations for the particular application/title type.
Guidelines	Please refer to associated guidelines for the particular application/title type.
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Withdrawal of a petroleum application</a>
Application fee	N/A
Other	N/A

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>



## NOPTA Forms Guidance – Company

### Company related applications

#### Change of company name

In making an application under section 535 of the OPGGS Act, please refer to following guidance.

##### Overview:

Legislation	<a href="#">Part 4.5 or 5.5</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Transfers, Dealings, Change in Control and Other Titleholder Transactions</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Change of company name</a>
Application fee	N/A
Other	N/A

##### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

##### Additional information to be included with the application:

Checklist	Description	Provided
1	Certificate of registration on change of name or equivalent confirmation	<input type="checkbox"/>



## NOPTA Forms Guidance – Company

### Change in control – Application for approval

In making an application under section 566C of the OPGGS Act, please refer to following guidance.

#### Overview:

<b>Legislation</b>	<a href="#">Part 5A.2</a> of the OPGGS Act
<b>Regulations</b>	N/A
<b>Guidelines</b>	<a href="#">Guideline: Transfers, Dealings, Change in Control and Other Titleholder Transactions</a> <a href="#">Guideline: Applicant Suitability</a> (Suitability Guideline)
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a> <a href="#">Declaration of experience and disclosures</a> (Declaration Factsheet) <a href="#">Change in Control of a Registered Titleholder</a>
<b>FAQs</b>	<a href="#">Declaration of experience and disclosures</a> <a href="#">Change in control of a registered titleholder</a>
<b>Application form</b>	<a href="#">Change in control – Application for approval</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 566M of the OPGGS Act)
<b>Other</b>	Please also refer to the: <ul style="list-style-type: none"> <li><a href="#">Form 8 Natural Person Declaration form – disclosures and experience</a></li> <li><a href="#">Form 9 Body Corporate (Company) Declaration form – disclosures and experience</a></li> <li><a href="#">Form 10 Declaration of change of circumstances of a registered titleholder or applicant (section 695YC)</a></li> </ul>

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	Provide details of the change in control. This should include any available documentary evidence of the proposed transaction.	<input type="checkbox"/>
3	Provide details of technical advice that will be available to the registered holder after the change in control has occurred.	<input type="checkbox"/>
4	<p>Provide details of financial resources that will be available to the registered holder after the change in control has occurred. The details must include at least one of the following:</p> <ul style="list-style-type: none"> <li>a copy of (or link to) the registered holder's current annual report including financial statements, or</li> <li>a copy of the most recent financial statements of the registered holder</li> <li>Where person(s) will begin to control the registered holder <ul style="list-style-type: none"> <li>a copy of (or link to) the current annual report including financial statements of the person(s) who will begin to control, or</li> <li>a copy of the most recent financial statements for of the person(s) who will begin to control the registered holder</li> </ul> </li> </ul> <p><b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the registered holder and the related entity is also required to be provided.</p>	<input type="checkbox"/>



## NOPTA Forms Guidance – Company

*Additional information to be included with the application:*

Checklist	Description	Provided
1	Provide details/a list of the person(s) to provide declarations (Forms 8 and 9) in conjunction with this application (refer to <a href="#">Declaration Factsheet</a> ) .	<input type="checkbox"/>
2	<p>In relation to each person who will begin to control the registered holder, complete the relevant declaration of experience and disclosures (<b>Forms 8 and 9</b>) relating to past conduct and suitability of the person and its officers.</p> <p>If a Form 8 or 9 has previously been made, the previous Form 8 or 9 can be referenced.</p> <p>Refer to the <a href="#">Suitability Guideline</a> and <a href="#">Declaration Factsheet</a>.</p>	<input type="checkbox"/>





## NOPTA Forms Guidance – Company

### Change in Control – Notification of change in circumstances

In making a notification under section 566H of the Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 5A.2</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Transfers, Dealings, Change in Control and Other Titleholder Transactions</a> <a href="#">Guideline: Applicant Suitability</a> (Suitability Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a> <a href="#">Declaration of experience and disclosures</a> (Declaration Factsheet) <a href="#">Change in Control of a Registered Titleholder</a>
FAQs	<a href="#">Declaration of experience and disclosures</a> <a href="#">Change in control of a registered titleholder</a>
Application form	<a href="#">Change in Control - Notification of change in circumstances</a>
Application fee	N/A
Other	<p>This form is for use when notifying the Titles Administrator of change in circumstances in relation to the person that materially affects any of the matters the Titles Administrator must have regard to under subsection 566D(4) of the OPGGS Act before or during the approval period for a change in control of a registered holder of a title (subsection 566H(1) of the OPGGS Act).</p> <p>Please also refer to the:</p> <ul style="list-style-type: none"><li>• <a href="#">Form 8 Natural Person Declaration form – disclosures and experience</a></li><li>• <a href="#">Form 9 Body Corporate (Company) Declaration form – disclosures and experience</a></li><li>• <a href="#">Form 10 Declaration of change of circumstances of a registered titleholder or applicant (section 695YC)</a></li></ul>

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>



## NOPTA Forms Guidance – Company

### *Additional information to be included with the application:*

Checklist	Description	Provided
1	<p>Provide details of the change in circumstances.</p> <p>Specifically, address whether the change in circumstances affects:</p> <ul style="list-style-type: none"> <li>the technical advice and financial resources available to the registered holder after the change in control takes effect to: <ul style="list-style-type: none"> <li>carry out the operations and works that are authorised by the titles held by the registered holder; and</li> <li>discharge the obligations that are imposed under the OPGGS Act, or a legislative instrument under the OPGGS Act, in relation to those titles;</li> </ul> </li> <li>the matters specified in section 695YB of the OPGGS Act as they apply to a person who will begin to control the registered holder;</li> <li>if a person who will begin to control the registered holder is a body corporate—the matters specified in section 695YB of the OPGGS Act as they apply to an officer of the body corporate.</li> </ul>	<input type="checkbox"/>
2	If affected by the change in circumstances, provide details of technical advice that will be available to the registered holder after the change in control has occurred.	<input type="checkbox"/>
3	<p>If affected by the change in circumstances, provide details of financial resources that will be available to the registered holder after the change in control has occurred. The details must include one of the following:</p> <ul style="list-style-type: none"> <li>a copy of (or link to) the registered holder's current annual report including financial statements, or</li> <li>a copy of the most recent financial statements of the registered holder</li> <li>Where person(s) will begin to control the registered holder <ul style="list-style-type: none"> <li>a copy of (or link to) the current annual report including financial statements of the person(s) who will begin to control, or</li> <li>a copy of the most recent financial statements for of the person(s) who will begin to control the registered holder</li> </ul> </li> </ul> <p><b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the registered holder and the related entity is also required to be provided.</p>	<input type="checkbox"/>
4	Provide details/a list of the person(s) to provide declarations (Forms 8 and 9) in conjunction with this application (refer to <a href="#">Declaration Factsheet</a> ).	<input type="checkbox"/>
5	<p>If affected by the change in circumstances, in relation to <b>each</b> person who will begin to control the registered holder, complete the relevant declaration of experience and disclosures (Forms 8 and 9) relating to past conduct and suitability of the person and its officers.</p> <p>Refer to the <a href="#">Suitability Guideline</a> and <a href="#">Declaration Factsheet</a>.</p>	<input type="checkbox"/>



## NOPTA Forms Guidance – Company

### Notification of change in control

In making a notification under Part 5A.2 of the Act, please refer to following guidance.

#### Overview:

Legislation	<a href="#">Part 5A.2</a> of the OPGGS Act
Regulations	N/A
Guidelines	N/A
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
FAQs	<a href="#">Change in control of a registered titleholder</a>
Application form	<a href="#">Notification of change in control</a>
Application fee	N/A
Other	This form is for use when notifying the Titles Administrator that a change in control of a registered holder of a title has taken effect (section 566K, 566P or 566Q of the OPGGS Act).

#### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>

#### Additional information to be included with the application:

Checklist	Description	Provided
1	Evidence that the change in control has taken effect. For example, this would include an ASIC extract that evidences the change in control (or equivalent in the jurisdiction in which entities impacted are incorporated).	<input type="checkbox"/>
2	<b>If an application for approval of a change in control was not made under s566C of the OPGGS Act</b> , provide details of the change in control, including: <ul style="list-style-type: none"><li>documentary evidence of the transaction (if applicable); and</li><li>the resulting interests of the person(s) who began or ceased to control the registered holder.</li></ul>	<input type="checkbox"/>



## Attachment A: Schedule of stakeholders

### Commonwealth Agencies and Native Title Stakeholders

#### **Australian Communications and Media Authority (ACMA)**

Technical Regulation and Carrier Infrastructure Section

Tel: 1300 850 115

Email: [subcablesenquiries@acma.gov.au](mailto:subcablesenquiries@acma.gov.au)

<http://www.acma.gov.au/>

#### **Australian Fisheries Management Authority (AFMA)**

Policy, Environment, Economics and Research Section

Tel: +61 2 6225 5555

Email: [petroleum@afma.gov.au](mailto:petroleum@afma.gov.au)

[www.afma.gov.au](http://www.afma.gov.au)

#### **Australian Hydrographic Office**

Hydrographic Information Management Section

Tel: +61 2 4223 6590

Email: [datacentre@hydro.gov.au](mailto:datacentre@hydro.gov.au)

<http://www.hydro.gov.au/>

#### **Australian Maritime Safety Authority (AMSA)**

Email: [NavSafety@amsa.gov.au](mailto:NavSafety@amsa.gov.au)

<http://www.amsa.gov.au>

#### **Department of Defence - Property Management Branch**

Email: [offshore.petroleum@defence.gov.au](mailto:offshore.petroleum@defence.gov.au)

#### **Maritime Border Command**

Email: [MBCtaskrequests@abf.gov.au](mailto:MBCtaskrequests@abf.gov.au)

<https://www.abf.gov.au/about-us/what-we-do/border-protection/maritime>

#### **Parks Australia**

Email: [marineparks@environment.gov.au](mailto:marineparks@environment.gov.au)

<https://parksaustralia.gov.au/marine/about/>

<https://parksaustralia.gov.au/marine/activities/do-i-need-an-approval/mining/>

#### **Native Title Stakeholders**

National Native Title Tribunal (NNTT): <http://www.nntt.gov.au/Pages/Home-Page.aspx> <sup>1</sup>

Email: [enquiries@nntt.gov.au](mailto:enquiries@nntt.gov.au)

Native Title Representative Bodies and Service Providers (NTRB and NTSP) contact list:

<https://www.niaa.gov.au/indigenous-affairs/land-and-housing/native-title-representative-bodies-and-service-providers>

NTRB and NTSP Map: [http://www.nntt.gov.au/Maps/RATSIB\\_map.pdf](http://www.nntt.gov.au/Maps/RATSIB_map.pdf)

**Note:** applicants and titleholders must have regard to the requirements under section 280 of the OPGGS Act and are also required to engage with NOPSEMA regarding submission and acceptance of permissioning documents prior to undertaking any projects or activities under the OPGGS Act.

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<sup>1</sup> The NNTT is an information source to identify native title claimants, native title holders, Native Title Representative Bodies and Native Title Service Providers