

## STAKEHOLDER NOTICE: NOPTA OFFICE ARRANGEMENTS

This notice is to inform you that NOPTA staff will be working remotely on 23 and 24 December 2020. NOPTA will shut-down over the Christmas/New Year period, starting COB 24 December 2020 and re-opening 4 January 2021.

### **Closure of reception desks, including deliveries**

NOPTA's reception desks are not available to receive deliveries by couriers/or in person until 5 January 2021. Leaving deliveries at an unattended reception desk is not secure and NOPTA will not take responsibility for items left in this manner.

### **Well and survey data submissions**

Where possible, NOPTA will be flexible in its approach to the submission of well and survey data. Please contact [data@nopta.gov.au](mailto:data@nopta.gov.au) to discuss suitable arrangements for each data submission.

Please continue to submit samples and field tapes at the applicable repository.

### **Reports and notifications**

Please continue to submit regulatory reports and notifications via email at [reporting@nopta.gov.au](mailto:reporting@nopta.gov.au) or at [resources@nopta.gov.au](mailto:resources@nopta.gov.au).

### **Application submissions**

NOPTA encourages all titleholder applications to be submitted via email at [titles@nopta.gov.au](mailto:titles@nopta.gov.au). If the combined file size is over 10MB, please contact [titles@nopta.gov.au](mailto:titles@nopta.gov.au) regarding use of NOPTA's large file transfer system.

Please note the valid submission of transfers and dealings requires the relevant instrument to be submitted with the application. For applicants wishing to submit transfer and dealings, given all staff are working remotely and the reception desks are closed, please contact [titles@nopta.gov.au](mailto:titles@nopta.gov.au) to make submission arrangements.

### **Late submission of data, notifications, reports and applications**

Should titleholders face difficulties in meeting timelines for the submission of data, reports and applications, NOPTA should be advised as early as possible. Requests for the extension of submission times will be considered on a case-by-case basis.

Please note, NOPTA has no discretion to waive or alter the submission of applications beyond a prescribed timeframe (e.g. titleholders cannot apply to renew or extend a title past the expiry date) or extend acceptance of offers beyond those timeframes specified in section 260 of the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*.

### **Payments**

NEATS payments are currently unavailable. Credit card payments over the phone remain in place. Contact [corporate@nopta.gov.au](mailto:corporate@nopta.gov.au) to arrange a credit card payment (please do not email credit card details).

Thank you for your cooperation.  
NOPTA wishes everyone a safe and happy festive season.

23 December 2020