



## NOPTA Forms Guidance – Greenhouse Gas

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
2 March 2022	1	Create the NOPTA Forms Guidance.	Cth
12 August 2022	2	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 changes	Cth
26 October 2022	3	Updated notifications, nominations and declarations submission details and additional information to be included with the applications. Key greenhouse gas operations added	Cth



## Contents

NOPTA Forms Guidance – Greenhouse Gas .....	1
General Application Guidance – Greenhouse Gas .....	3
Submission details .....	3
Signatures .....	3
Privacy statement .....	3
FIRB .....	3
Application and submission queries .....	4
Notifications, Nominations and Declarations – Forms 2-10 for greenhouse gas titles .....	5
Submission details .....	5
Notification of becoming a registered titleholder (Form 2) .....	5
Notification of change of contact details (Form 3) .....	6
Multiple titleholders nomination of single titleholder for service of documents (Form 4) .....	6
Revocation of nomination of single titleholder for service of documents (Form 5) .....	6
Multiple titleholders nomination of single titleholder for eligible voluntary action (Form 6) .....	6
Multiple titleholders revocation of nomination of single titleholder for eligible voluntary action (Form 7) .....	7
Declaration of experience and disclosures (Form 8 and 9) .....	7
Declaration of change of circumstances of a registered titleholder or applicant - Section 695YC (Form 10) .....	8
Greenhouse gas assessment permit related applications .....	9
Work-bid greenhouse gas assessment permit .....	9
Consolidated work-bid greenhouse gas assessment permit .....	11
Variation and/or suspension and/or suspension and extension — greenhouse gas assessment permit .....	13
Exemption from condition(s) of title — greenhouse gas assessment permit .....	15
Credit of work program conditions – greenhouse gas assessment permit .....	17
Renewal of a greenhouse gas assessment permit .....	18
Key greenhouse gas operations .....	20
Approval for key greenhouse gas operation .....	20
Declaration of identified greenhouse gas storage formation related applications .....	22
Declaration of identified greenhouse gas storage formation .....	22
Variation of declaration of identified greenhouse gas storage formation .....	24
Extension of application period for a greenhouse gas holding lease .....	25
Greenhouse gas short term titles related applications .....	26
Greenhouse gas search authority .....	26
Greenhouse gas special authority .....	27
Greenhouse gas research consent .....	28
Transfers and dealings .....	29
Approval of a dealing affecting a greenhouse gas title .....	29
Approval of transfer of a greenhouse gas title .....	30
Applications related to all greenhouse gas titles .....	32
Longer period for grant of a greenhouse gas title .....	32
Extension of time to lodge an application for renewal of a greenhouse gas title .....	33
Request for grant of a greenhouse gas title .....	34
Consent to surrender a greenhouse gas title .....	35
Notification of surrender of a greenhouse gas title .....	36
Withdrawal of a greenhouse gas application .....	37
Company related applications .....	38
Change of company name .....	38
Change in control – Application for approval .....	39
Change in Control – Notification of change in circumstances .....	41
Notification of change in control .....	44
Attachment A: Schedule of stakeholders .....	45



## General Application Guidance – Greenhouse Gas

### 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>

### 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 OPGGSA.



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 [firbenqueires@treasury.gov.au](mailto:firbenqueires@treasury.gov.au).

## Application and submission queries

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



# Notifications, Nominations and Declarations – Forms 2-10 for greenhouse gas 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).

For Forms 2, 3 and 10, please refer to the NOPSEMA and NOPTA Approval of Form and Manner (<https://www.nopta.gov.au/forms/index.html>) for submission details.

Forms 4 and 5 are to be submitted to **NOPSEMA**:

1. by email to [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au)
2. by post to GPO Box 2568, PERTH WA 6001

Forms 4, 5, 6 and 7 are to be submitted to **NOPTA**:

1. by accessing an account in the NEATS Secure Portal (the Portal) on the website of <https://secure.neats.nopta.gov.au/SignIn>, and:  
Downloading and completing the notification from the NOPTA website and uploading the signed form and accompanying documents into the Portal.
2. by email to [legislativeforms@nopta.gov.au](mailto:legislativeforms@nopta.gov.au)
3. by email to: [titles@nopta.gov.au](mailto:titles@nopta.gov.au)
4. via a secure file transfer specified by NOPTA ([www.nopta.gov.au](http://www.nopta.gov.au)). Requests for access to be sent to [titles@nopta.gov.au](mailto:titles@nopta.gov.au)
5. by post to Perth office: GPO Box 7871, PERTH WA 6850
6. by post to Melbourne Office: GPO Box 4634, MELBOURNE VIC 3001
7. by leaving the document at an office occupied by the Titles Administrator

Forms 8 and 9 are to be submitted to **NOPTA**:

1. by email to [legislativeforms@nopta.gov.au](mailto:legislativeforms@nopta.gov.au)
2. by email to: [titles@nopta.gov.au](mailto:titles@nopta.gov.au)
3. via a secure file transfer specified by NOPTA ([www.nopta.gov.au](http://www.nopta.gov.au)). Requests for access to be sent to [titles@nopta.gov.au](mailto:titles@nopta.gov.au)
4. by post to **Perth office**: GPO Box 7871, PERTH WA 6850
5. by post to **Melbourne Office**: GPO Box 4634, MELBOURNE VIC 3001
6. by leaving the document at an office occupied by the Titles Administrator

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

In making a notification under subsection 452A(2) or 452A(1) 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 452A(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 452A(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 452A(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.05(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 11.05(5) 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 775C(2) or 775CA(2) (as applicable) 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 775C of the OPGGS Act as:

- making an application
- giving a nomination (other than nominations given under section 775C or 775CA or RMA regulation 11A.05)
- 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'.

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 775C(2) or 775CA(2) (as applicable) 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 775C(2) or 775CA(2) (as applicable) of the OPGGS Act. The OPGGS Act does not provide for conditional nominations to be made, ie with reference to a timeframe or activity. The nomination must be made in the approved manner only: subsection 775C(3) or 775CA(3) (as applicable), 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 775C(6) or 775CA(6) (as applicable) 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 775C(6A) or 775CA(7) (as applicable) the OPGGS Act.

Any eligible voluntary actions taken by a nominee before the nomination is revoked will remain valid: subsection 775C(7A) or 775CA(9) (as applicable). 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](#)





# Greenhouse gas assessment permit related applications

## Work-bid greenhouse gas assessment permit

In making an application under section 296 of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 3.2</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Offshore Greenhouse Gas Assessment Permits – Work-bid</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)
FAQs	<a href="#">Declaration of experience and disclosures</a>
Application form	<a href="#">Work-bid greenhouse gas assessment permit</a>
Application fee	<a href="#">Yes</a> (section 427 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-Bid Program Greenhouse Gas Assessment Permit Application; and</li> <li>Australian Offshore Greenhouse Gas Storage 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	Where the technical and/or financial information has been provided previously and no material change has occurred.  Provide sufficient details to identify the previously submitted information.  Example text: Please refer to the Application submitted to NOPTA on [insert date] (NEATS ref: [insert NEATS reference]) for the documents in support of the requirements of the Applicant Suitability guidelines and fact sheets. Forms 8 and Form 9 Disclosures and Experience declarations and supporting data along with the Financial Self-Assessment tables provided on [insert date] are considered to be still valid as no material change has occurred.  Note: previously submitted information must have been submitted for that applicant entity.  Refer to the paragraph 1.6 of the <a href="#">Financial Resources Factsheet</a> .	<input type="checkbox"/>
5	Where the required technical and/or financial information provided is that of a related entity  Provide sufficient details to identify the relationship between the applicant and the related entity.  Example text: [insert Applicant name] is relying on its related entity [define relationship for example parent entity and/or ultimate holding entity] [insert name of entity(s)] for its financial and/or technical information (for example [insert reference to relevant documents i.e. current annual report, financial statements and/or summary of technical advice]).	<input type="checkbox"/>
6	A statement of any other matters that the applicant wishes to be considered (section 428 of the OPGGS Act).	<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"/>
8	<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 Responsible Commonwealth Minister will not make a decision on the application or offer award of acreage whilst a FIRB decision is pending.	<input type="checkbox"/>



## Consolidated work-bid greenhouse gas assessment permit

In making an application under section 302A of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 3.2</a> of the OPGGS Act
<b>Regulations</b>	N/A
<b>Guidelines</b>	<a href="#">Offshore Greenhouse Gas Guideline for Consolidated Work-bid and Cross-boundary Greenhouse Gas Assessment Permits</a> <a href="#">Guideline: Applicant Suitability</a>
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a>
<b>Application form</b>	<a href="#">Consolidated work-bid greenhouse gas assessment permit</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 427 of the OPGGS Act)
<b>Other</b>	Please also refer to the: <ul style="list-style-type: none"> <li>Title instruments</li> </ul> <p>A cross-boundary greenhouse gas (GHG) assessment permit means a GHG permit arising from the unification of an existing GHG granted under Part 3.2 of the OPGGS Act and an existing and an adjacent State (Victoria) GHG assessment title granted over blocks in the coastal waters of a State (Victoria).</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	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> <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"/>



Checklist	Description	Provided
4	<p>Where the required technical and/or financial information has been provided previously and no material change has occurred.</p> <p>Provide sufficient details to identify the previously submitted information.</p> <p>Example text: Please refer to the Application submitted to NOPTA on [insert date] (NEATS ref: [insert NEATS reference]) for the documents in support of the requirements of the Applicant Suitability guidelines and fact sheets. The supporting data along with the Financial Self-Assessment tables provided on [insert date] are considered to be still valid as no material change has occurred.</p> <p>Note: previously submitted information must have been submitted for that applicant entity.</p> <p>Refer to the paragraph 1.6 of the <a href="#">Financial Resources Factsheet</a>.</p>	<input type="checkbox"/>
5	<p><b>Where the required technical and/or financial information provided is that of a related entity</b></p> <p>Provide sufficient details to identify the relationship between the applicant and the related entity.</p> <p><b>Example text:</b> [insert Applicant name] is relying on its related entity [define relationship for example parent entity and/or ultimate holding entity] [insert name of entity(s)] for its financial and/or technical information (for example [insert reference to relevant documents i.e. current annual report, financial statements and/or summary of technical advice]).</p>	<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 (section 428 of the OPGGS Act).	<input type="checkbox"/>
2	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"/>
3	<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 Responsible Commonwealth Minister 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 — greenhouse gas assessment permit

In making an application under section 436 or 439A of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 3.9</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Offshore Greenhouse Gas Assessment Permits – Work-bid</a> (Work-bid Guideline) <a href="#">Offshore Greenhouse Gas Guideline for Consolidated Work-bid and Cross-boundary Greenhouse Gas Assessment Permits</a> (Consolidated Cross-boundary 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 - greenhouse gas assessment permit</a> <a href="#">Suspension or suspension and extension – greenhouse gas assessment permit</a> <a href="#">Variation and suspension or suspension and extension – greenhouse gas assessment 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) and technical justification for the application, a Gantt chart and supporting documentary evidence. Please refer to the <a href="#">Work-bid Guideline</a> or the <a href="#">Consolidated Cross-boundary Guideline</a> for further information on documentary evidence in support of the application.	<input type="checkbox"/>
3	Confirmation of the work completed to date in the relevant combined primary term or permit year.	<input type="checkbox"/>
4	Details of each of the remaining guaranteed minimum work program activities and their estimated value (A\$)	<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"/>



<b>6</b>	<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"/>
<b>7</b>	<p>Where the required technical and/or financial information has been provided previously and no material change has occurred.</p> <p>Provide sufficient details to identify the previously submitted information.</p> <p>Example text: Please refer to the Application submitted to NOPTA on [insert date] (NEATS ref: [insert NEATS reference]) for the documents in support of the requirements of the Applicant Suitability guidelines and fact sheets. The supporting data along with the Financial Self-Assessment tables provided on [insert date] are considered to be still valid as no material change has occurred.</p> <p>Note: previously submitted information must have been submitted for that applicant entity.</p> <p>Refer to the paragraph 1.6 of the <a href="#">Financial Resources Factsheet</a>.</p>	<input type="checkbox"/>
<b>8</b>	<p><b>Where the required technical and/or financial information provided is that of a related entity</b></p> <p>Provide sufficient details to identify the relationship between the applicant and the related entity.</p> <p><b>Example text:</b> [insert Applicant name] is relying on its related entity [define relationship for example parent entity and/or ultimate holding entity] [insert name of entity(s)] for its financial and/or technical information (for example [insert reference to relevant documents i.e. current annual report, financial statements and/or summary of technical advice]).</p>	<input type="checkbox"/>
<b>9</b>	<p>A statement of any other matters that the applicant wishes to be considered.</p>	<input type="checkbox"/>
<b>10</b>	<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 — greenhouse gas assessment permit

In making an application under section 436 or 439A of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 3.9</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Offshore Greenhouse Gas Assessment Permits – Work-bid</a> (Work-bid Guideline) <a href="#">Offshore Greenhouse Gas Guideline for Consolidated Work-bid and Cross-boundary Greenhouse Gas Assessment Permits</a> (Consolidated Cross-boundary 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 – greenhouse gas assessment 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>documentary evidence demonstrating the circumstances and that the objective of the assessment work program commitment has been met (section 5.55 of the <a href="#">Work-bid Guideline</a> or section 3.48 of the <a href="#">Consolidated Cross-boundary Guideline</a> (as applicable)).</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="#">Work-bid Guideline</a> or the <a href="#">Consolidated Cross-boundary Guideline</a> (as applicable) for further information on exemption requirements.	<input type="checkbox"/>
3	Confirmation of the work completed to date in the relevant combined primary term or permit year.	<input type="checkbox"/>
4	Details of each of the remaining guaranteed minimum work program activities and their estimated value (A\$)	<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"/>



Checklist	Description	Provided
6	<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"/>
7	<p>Where the required technical and/or financial information has been provided previously and no material change has occurred.</p> <p>Provide sufficient details to identify the previously submitted information.</p> <p>Example text: Please refer to the Application submitted to NOPTA on [insert date] (NEATS ref: [insert NEATS reference]) for the documents in support of the requirements of the Applicant Suitability guidelines and fact sheets. The supporting data along with the Financial Self-Assessment tables provided on [insert date] are considered to be still valid as no material change has occurred.</p> <p>Note: previously submitted information must have been submitted for that applicant entity.</p> <p>Refer to the paragraph 1.6 of the <a href="#">Financial Resources Factsheet</a>.</p>	<input type="checkbox"/>
8	<p><b>Where the required technical and/or financial information provided is that of a related entity</b></p> <p>Provide sufficient details to identify the relationship between the applicant and the related entity.</p> <p><b>Example text:</b> [insert Applicant name] is relying on its related entity [define relationship for example parent entity and/or ultimate holding entity] [insert name of entity(s)] for its financial and/or technical information (for example [insert reference to relevant documents i.e. current annual report, financial statements and/or summary of technical advice]).</p>	<input type="checkbox"/>
9	<p>A statement of any other matters the applicant wishes to be considered.</p>	<input type="checkbox"/>
10	<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"/>





## Credit of work program conditions – greenhouse gas assessment 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 Greenhouse Gas Assessment Permits – Work-bid</a> <a href="#">Offshore Greenhouse Gas Guideline for Consolidated Work-bid and Cross-boundary Greenhouse Gas Assessment Permits</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Credit of work program conditions – greenhouse gas assessment 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 greenhouse gas assessment permit

In making an application under sections 308 or 311A of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 3.2</a> of the OPGGS Act
<b>Regulations</b>	N/A
<b>Guidelines</b>	<a href="#">Guideline: Offshore Greenhouse Gas Assessment Permits – Work-bid (Work-bid Guideline)</a> <a href="#">Offshore Greenhouse Gas Guideline for Consolidated Work-bid and Cross-boundary Greenhouse Gas Assessment Permits (Consolidated Cross-boundary Guideline)</a> <a href="#">Guideline: Applicant Suitability</a>
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies (Signatures Factsheet)</a> <a href="#">Financial Resources</a>
<b>Application form</b>	<a href="#">Renewal of a greenhouse gas assessment permit</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 427 of the OPGGS Act)
<b>Other</b>	Please also refer to the: <ul style="list-style-type: none"> <li>Title instrument</li> </ul> <p>Unless a request for extension of time to lodge has been accepted by the Responsible Commonwealth Minister or Cross-boundary Authority (as applicable), an application to renew a greenhouse gas assessment permit should be made at least 180 days before the expiry date of the permit.</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	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> <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	Applicants should address the criteria and information outlined in section 6 of the <a href="#">Work-bid Guideline</a> or section 4 of the <a href="#">Consolidated Cross-boundary Guideline</a> (as applicable).	<input type="checkbox"/>
2	An overview of compliance with the title conditions, chapters 3, 5, 5A, 6, Part 8.1 of the OPGGS Act (as applicable) and the regulations (sections 309 and 311B of the OPGGS Act). If applicable, provide details of sufficient grounds for non-compliance (subsections 309(3) and 311B(3) of the OPGGS Act).	<input type="checkbox"/>
3	Where the required technical and/or financial information has been provided previously and no material change has occurred.  Provide sufficient details to identify the previously submitted information.  Example text: Please refer to the Application submitted to NOPTA on [insert date] (NEATS ref: [insert NEATS reference]) for the documents in support of the requirements of the Applicant Suitability guidelines and fact sheets. The supporting data along with the Financial Self-Assessment tables provided on [insert date] are considered to be still valid as no material change has occurred.  Note: previously submitted information must have been submitted for that applicant entity.  Refer to the paragraph 1.6 of the <a href="#">Financial Resources Factsheet</a> .	<input type="checkbox"/>
4	<b>Where the required technical and/or financial information provided is that of a related entity</b>  Provide sufficient details to identify the relationship between the applicant and the related entity.  <b>Example text:</b> [insert Applicant name] is relying on its related entity [define relationship for example parent entity and/or ultimate holding entity] [insert name of entity(s)] for its financial and/or technical information (for example [insert reference to relevant documents i.e. current annual report, financial statements and/or summary of technical advice]).	<input type="checkbox"/>
5	A map listing of 1:1,000,000 map sheet block number(s) to which the renewal application applies. Any existing declaration of storage formation blocks should be identified.	<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.	



## Key greenhouse gas operations

### Approval for key greenhouse gas operation

In making an application under sections 292, 292A, 321 or 321A (as applicable) of the OPGGS Act, please refer to following guidance.

#### Overview:

<b>Legislation</b>	<a href="#">Part 3.2 and Part 3.3</a> of the OPGGS Act
<b>Regulations</b>	<a href="#">Offshore Petroleum and Greenhouse Gas Storage (Greenhouse Gas Injection and Storage) Regulations 2011</a>
<b>Guidelines</b>	N/A
<b>Factsheets</b>	<a href="#">Key GHG operations Factsheet</a> (KGO Factsheet) <a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
<b>Application form</b>	<a href="#">Approval for Key Greenhouse Gas Operation</a>
<b>Application fee</b>	N/A
<b>Other</b>	Refer to section 7 of the OPGGS Act for the definition of a key GHG 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	Objective of the proposed key GHG operation, including linkages to work program commitments and/or how the operation will assist in progressing the status of the project (e.g., towards a declaration of storage formation/injection licence/site plan)	<input type="checkbox"/>
2	A detailed submission against each of the relevant legislative criteria relevant to the application assessment and decision making, e.g., s 292(4), (7) and (8) and s 27(5)2. Where an applicant submits there will be an adverse impact under s 27(5), then the applicant must, in addition to the above, provide the information referred to in sub regulation 1.4(2) of the GHG Regulations	<input type="checkbox"/>
3	An estimate of the proposed timeline and duration of the operation	<input type="checkbox"/>
4	Evidence of, and outcomes from, consultation with relevant petroleum titleholders on whether titleholders are of the view that any of the criteria would be met under s 27(5) of the OPGGS Act in relation to the operation.	<input type="checkbox"/>



5	<b>Drilling Operations Only:</b> <ul style="list-style-type: none"><li>operational details for any drilling – location of well (exact co-ordinates and well path if deviated), estimated of number of drilling days and expected operational window, operational footprint (in terms of rig type, anchor placement, support vessels, etc.)</li><li>map showing the well details and operational footprint outlined above and including graticular blocks, petroleum and GHG titles, and any infrastructure in the area</li><li>geological information in support of selection of the well location, target depth/formation, summary of any proposed injection tests (substance, indicative depth, and volumes), information about any coring (including side-wall cores) etc</li><li>an assessment of the likelihood of encountering/ entering hydrocarbon bearing formations during drilling; if this occurs, the submission should address any risks of damage to a formation(s) and how would those risks be mitigated/managed.</li></ul>	<input type="checkbox"/>
6	<b>Seismic Acquisition Only:</b> <ul style="list-style-type: none"><li>operational details for any seismic acquisition – location of survey (exact co-ordinates including information about acquisition and operational areas), estimated of number of operational days, expected operational window, type of vessel, streamer length, support vessels, etc</li><li>map showing the survey details outlined above and including graticular blocks, petroleum and GHG titles, and any infrastructure in the area.</li></ul>	<input type="checkbox"/>
7	<b>Site Surveys, Baseline Investigations or Monitoring Only:</b> <ul style="list-style-type: none"><li>operational details for the activity – location of activity (exact co-ordinates of operational area), estimated of number of operational days, expected operational window, details of each component of the activity, types of sampling, the substance/s being monitored and monitoring method/s, support vessels, etc</li><li>map showing the details outlined above and including graticular blocks, petroleum and GHG titles, and any infrastructure in the area</li><li>geological information in support of selection of the location of the site survey/baseline investigation or monitoring, target depth/formation (if relevant).</li></ul>	<input type="checkbox"/>



# Declaration of identified greenhouse gas storage formation related applications

## Declaration of identified greenhouse gas storage formation

In making an application under section 312 or 312A of the OPGGS Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 3.2</a> of the OPGGS Act
Regulations	<a href="#">Offshore Petroleum and Greenhouse Gas Storage (Greenhouse Gas Injection and Storage) Regulations 2011</a>
Guidelines	<a href="#">Offshore Greenhouse Gas Guideline for Declaration of Identified Greenhouse Gas Storage Formation</a>
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Declaration of identified greenhouse gas storage formation</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	Applications should allow at least six (6) months for the responsible Commonwealth Minister to make a decision on the identified GHG storage formation application once all relevant material is submitted (including any additional information that may be requested by NOPTA or the responsible Commonwealth Minister)

### 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 set out the following (sub section 312(3) or 312A(3) (as applicable) of the OPGGS Act): <ul style="list-style-type: none"> <li>• the applicant’s reasons for believing that the part referred to in paragraph (1)(b) is an eligible greenhouse gas storage formation</li> <li>• assuming that the part referred to in paragraph (1)(b) is an eligible greenhouse gas storage formation:               <ul style="list-style-type: none"> <li>– the fundamental suitability determinants of the eligible greenhouse gas storage formation</li> <li>– an estimate of the spatial extent of the eligible greenhouse gas storage formation</li> </ul> </li> <li>• such other information (if any) as is specified in the GHG Regulations (refer to clause 2.1 of the GHG Regulations).</li> </ul>	<input type="checkbox"/>

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

Checklist	Description	Provided
1	A map showing the outline of the formation(s) within the block(s) nominated to be declared as an identified storage formation, at basin (regional) and permit (detailed) scales.	<input type="checkbox"/>
2	Applicants should address the requirements outlined in section 4, Appendix A and B of the <a href="#">Guideline</a> .	<input type="checkbox"/>



<b>3</b>	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of formation.	<input type="checkbox"/>
<b>4</b>	A statement of any other matters that the applicant wishes to be considered (section 428 of the OPGGS Act).	<input type="checkbox"/>



## Variation of declaration of identified greenhouse gas storage formation

In making an application under section 313 of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 3.2</a> of the OPGGS Act
<b>Regulations</b>	<a href="#">Offshore Petroleum and Greenhouse Gas Storage (Greenhouse Gas Injection and Storage) Regulations 2011</a>
<b>Guidelines</b>	<a href="#">Offshore Greenhouse Gas Guideline for Declaration of Identified Greenhouse Gas Storage Formation</a>
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
<b>Application form</b>	<a href="#">Variation of declaration of identified GHG greenhouse gas storage formation</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 695L of the OPGGS Act)
<b>Other</b>	Depending on the complexity of the application, applicants should allow at least six (6) months for the Responsible Commonwealth Minister to make a decision regarding a variation of declaration of identified GHG storage formation application once all relevant material is submitted (including any additional information that may be requested by NOPTA or the Responsible Commonwealth Minister).

### 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 (subsection 313(4) of the OPGGS Act): <ul style="list-style-type: none"> <li>set out the proposed variation</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	Any supporting information relevant to subsection 313(5) of the OPGGS Act.	<input type="checkbox"/>
2	Applicants should address the requirements outlined in section 6 of the <a href="#">Guideline</a> .	<input type="checkbox"/>
3	(If applicable) A map showing the outline of the varied formation(s) within the block(s) nominated to be declared as an identified storage formation, at basin (regional) and permit (detailed) scales.	<input type="checkbox"/>
4	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of varied formation.	<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	A statement of any other matters that the applicant wishes to be considered (section 428 of the OPGGS Act).	<input type="checkbox"/>





## Extension of application period for a greenhouse gas holding lease

In making an application under section 324(8) or 329A(8) of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 3.3</a> of the OPGGS Act
<b>Regulations</b>	<a href="#">Offshore Petroleum and Greenhouse Gas Storage (Greenhouse Gas Injection and Storage) Regulations 2011</a>
<b>Guidelines</b>	<a href="#">Offshore Greenhouse Gas Guideline - Declaration of Storage Formation</a>
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
<b>Application form</b>	<a href="#">Extension of application period for a greenhouse gas holding lease</a>
<b>Application fee</b>	N/A
<b>Other</b>	A request to extend the application period should be made at least 60 days prior to the end of the initial 12 month period. An extension of the application period does not extend the term of the assessment permit.

### 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 holding lease; and provide details of forward work plans to progress the formation towards a holding lease.	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



# Greenhouse gas short term titles related applications

## Greenhouse gas search authority

In making an application under section 407 of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 3.5</a> of the OPGGS Act
<b>Regulations</b>	N/A
<b>Guidelines</b>	N/A
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">GHG Search Authority, Special Authority and Research Consent</a> (Short Term Title Factsheet)
<b>Application form</b>	<a href="#">Greenhouse gas search authority</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 427 of the OPGGS Act)
<b>Other</b>	Applications should be lodged at least 3 months prior to the commencement of operations to allow for timely approvals.  Greenhouse Gas Search Authorities <b>cannot</b> 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 (s 407(1)).

### 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 specify the following (subsection 407(2) of the OPGGS Act): <ul style="list-style-type: none"> <li>the operations relating to: <ul style="list-style-type: none"> <li>the exploration for potential greenhouse gas storage formations</li> <li>the exploration for potential greenhouse gas injection sites</li> </ul> that the applicant proposes to carry on</li> <li>the block or blocks within 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 ‘application requirements’ outlined in <a href="#">Short Term Title Factsheet</a> .	<input type="checkbox"/>
2	Evidence of consultation with relevant Commonwealth Agencies and stakeholders (see <a href="#">Short Term Title Factsheet</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 Australian <i>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"/>



## Greenhouse gas special authority

In making an application under section 415 of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 3.6</a> of the OPGGS Act
<b>Regulations</b>	N/A
<b>Guidelines</b>	N/A
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">GHG Search Authority, Special Authority and Research Consent</a> (Short Term Title Factsheet)
<b>Application form</b>	<a href="#">Greenhouse gas special authority</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 695L of the OPGGS Act)
<b>Other</b>	<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 map sheet(s), graticular block number(s) and identify whether it intersects vacant acreage or any existing greenhouse gas title (other than the originating title). If an existing greenhouse gas 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 415(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 in which the applicant proposes to carry on those operations.</li> </ul>	<input checked="" type="checkbox"/>

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

Checklist	Description	Provided
1	Applicants should address the ‘application requirements’ outlined in <a href="#">Short Term Title Factsheet</a> .	<input type="checkbox"/>
2	If applicable (areas of vacant acreage only), evidence of consultation with relevant Commonwealth Agencies and stakeholders (see <a href="#">Short Term Title Factsheet</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	Details as to how the grant of the special authority is necessary for the more effective exercise of the applicant’s rights or performance of the applicant’s duties in its capacity as a titleholder (including as a Commonwealth titleholder, State or Northern Territory titleholder or holder of GHG search authority) (paragraph 416(b) of the OPGGS Act).	<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 Australian <i>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 428 of the OPGGS Act).	<input type="checkbox"/>



## Greenhouse gas research consent

In making an application under section 425 of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 3.7</a> of the OPGGS Act
<b>Regulations</b>	N/A
<b>Guidelines</b>	N/A
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">GHG Search Authority, Special Authority and Research Consent</a> (Short Term Title Factsheet)
<b>Application form</b>	<a href="#">Greenhouse gas research consent</a>
<b>Application fee</b>	N/A
<b>Other</b>	Requests 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	Details of the GHG exploration operations proposed to be carried out in the research investigation (section 425 of the OPGGS Act)	<input type="checkbox"/>
2	Addressed the ‘application requirements’ outlined in <a href="#">Short Term Titles Factsheet</a> .	<input type="checkbox"/>
3	If applicable (areas of vacant acreage only), evidence of consultation with relevant Commonwealth Agencies and stakeholders (see <a href="#">Short Term Title Factsheet</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 Australian <i>Corporations Act 2001</i> (Cth), and that it is of the view that it complies with that legislation.	<input type="checkbox"/>



## Transfers and dealings

### Approval of a dealing affecting a greenhouse gas title

In making an application under sections 539 and 540 of the Act, please refer to following guidance.

#### Overview:

<b>Legislation</b>	<a href="#">Part 5.6</a> of the 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>
<b>Factsheets</b>	<a href="#">Petroleum Title Dealings – Supplementary Instruments</a> (SI Factsheet) <a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
<b>Application form</b>	<a href="#">Approval of a dealing affecting a greenhouse gas title</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 565A of the OPGGS Act)
<b>Other</b>	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 540(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 greenhouse gas title

In making an application under sections 525 and 526 of the Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 5.3</a> of the Act
<b>Regulations</b>	<a href="#">RMA Regulations</a>
<b>Guidelines</b>	<a href="#">Guideline: Transfers, Dealings, Change In Control And Other Titleholder Transactions (TAD Guideline)</a> <a href="#">Guideline: Applicant Suitability (Suitability Guideline)</a>
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies (Signatures Factsheet)</a> <a href="#">Financial Resources</a> <a href="#">Declaration of experience and disclosures (Declaration Factsheet)</a>
<b>FAQs</b>	<a href="#">Declaration of experience and disclosures</a>
<b>Application form</b>	<a href="#">Approval for transfer of a greenhouse gas title</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 565A of the OPGGS Act)
<b>Other</b>	<p>If the transfer is made in consideration of a dealing, that dealing must be submitted for approval and registration against the title.</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"/>
2	An instrument of transfer (paragraph 526(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"/>
3	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 527 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>Forms 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>Where the technical and/or financial information has been provided previously and no material change has occurred.</p> <p>Provide sufficient details to identify the previously submitted information.</p> <p>Example text: Please refer to the Application submitted to NOPTA on [insert date] (NEATS ref: [insert NEATS reference]) for the documents in support of the requirements of the Applicant Suitability guidelines and fact sheets. Forms 8 and Form 9 Disclosures and Experience declarations and supporting data along with the Financial Self-Assessment tables provided on [insert date] are considered to be still valid as no material change has occurred.</p> <p>Note: previously submitted information must have been submitted for that applicant entity.</p> <p>Refer to the paragraph 1.6 of the <a href="#">Financial Resources Factsheet</a>.</p>	<input type="checkbox"/>
6	<p>Where the required technical and/or financial information provided is that of a related entity</p> <p>Provide sufficient details to identify the relationship between the applicant and the related entity.</p> <p>Example text: [insert Applicant name] is relying on its related entity [define relationship for example parent entity and/or ultimate holding entity] [insert name of entity(s)] for its financial and/or technical information (for example [insert reference to relevant documents i.e. current annual report, financial statements and/or summary of technical advice]).</p>	<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 Titles Administrator will not make a decision on the application whilst a FIRB decision is pending.	<input type="checkbox"/>



## Applications related to all greenhouse gas titles

### Longer period for grant of a greenhouse gas title

In making a request under section 431 or 431A of the OPGGS Act, please refer to following guidance.

#### Overview:

<b>Legislation</b>	<a href="#">Part 3.8</a> of the OPGGS Act
<b>Regulations</b>	N/A
<b>Guidelines</b>	N/A
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
<b>Application form</b>	<a href="#">Longer period for grant of a greenhouse gas title</a>
<b>Application fee</b>	N/A
<b>Other</b>	Unless an extension of time is granted by the Responsible Commonwealth Minister or the Cross-Boundary Authority (as applicable), a request for a grant of title must be made within the timeframes specified in subsection 431(1) or 431A(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 a greenhouse gas title

In making an application under subsections 308(4), 311A(7), 347(4) or 350A(5) of the Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Offshore Petroleum and Greenhouse Gas Storage Act 2006</a>
<b>Regulations</b>	N/A
<b>Guidelines</b>	N/A
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
<b>Application form</b>	<a href="#">Extension of time to lodge an application for renewal of a greenhouse gas title</a>
<b>Application fee</b>	N/A
<b>Other</b>	Unless an extension of time is granted by the Responsible Commonwealth Minister or the Cross-Boundary Authority (as applicable), an application to renew must be made within the timeframes specified in subsection 308(3), 311A(6), 347(3) or 350A(4) of the OPGGS Act (as applicable).

### 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 (subsection 308(4), 311A(7), 347(4) or 350A(5) of the OPGGS Act as applicable).	<input type="checkbox"/>



## Request for grant of a greenhouse gas title

In making a request under section 431 or 431A of the 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 a greenhouse gas 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 greenhouse gas title

In making an application under section 441 of the OPGGS Act, please refer to following guidance.

### Overview:

<b>Legislation</b>	<a href="#">Part 3.10</a> of the OPGGS Act
<b>Regulations</b>	Please refer to associated regulations for the particular title type
<b>Guidelines</b>	Please refer to associated guidelines for the particular title type
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
<b>Application form</b>	<a href="#">Consent to surrender a greenhouse gas title</a>
<b>Application fee</b>	<a href="#">Yes</a> (section 695L of the OPGGS Act)
<b>Other</b>	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 436 of the OPGGS Act.	<input type="checkbox"/>
3	For surrender of assessment permits, holding leases or injection licences, the Annual Titles Assessment Report for the year in which the surrender application is made (even if not yet due).	<input type="checkbox"/>
4	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Notification of surrender of a greenhouse gas title

In making a notification under Part 3.10 of the Act, please refer to following guidance.

### Overview:

Legislation	<a href="#">Part 3.10</a> of the OPPGS Act
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 greenhouse gas title</a>
Application fee	N/A
Other	This form is for use when the Responsible Commonwealth Minister has given consent to the titleholders to surrender (subsection 443(2) of the OPGGS Act) the title <b>OR</b> for the purpose of surrendering a search authority or special authority (section 444 or 445 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 greenhouse gas application

In making a request for withdrawal of an application made under the 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 greenhouse gas 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"/>

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

Checklist	Description	Provided
1	Reason(s) for seeking withdrawal of an application.	<input type="checkbox"/>



## 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"/>



## Change in control – Application for approval

In making an application under section 566C of the OPGGS 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 – Application for approval</a>
Application fee	<a href="#">Yes</a> (section 566M 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	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	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: <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"/>



*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	In relation to <b>each</b> 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.  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"/>
3	Where the technical and/or financial information has been provided previously and no material change has occurred.  Provide sufficient details to identify the previously submitted information.  Example text: Please refer to the Application submitted to NOPTA on [insert date] (NEATS ref: [insert NEATS reference]) for the documents in support of the requirements of the Applicant Suitability guidelines and fact sheets. Forms 8 and Form 9 Disclosures and Experience declarations and supporting data along with the Financial Self-Assessment tables provided on [insert date] are considered to be still valid as no material change has occurred.  Note: previously submitted information must have been submitted for that applicant entity.  Refer to the paragraph 1.6 of the <a href="#">Financial Resources Factsheet</a> .	<input type="checkbox"/>
4	Where the required technical and/or financial information provided is that of a related entity  Provide sufficient details to identify the relationship between the applicant and the related entity.  Example text: [insert Applicant name] is relying on its related entity [define relationship for example parent entity and/or ultimate holding entity] [insert name of entity(s)] for its financial and/or technical information (for example [insert reference to relevant documents i.e. current annual report, financial statements and/or summary of technical advice]).	<input type="checkbox"/>





## Change in Control – Notification of change in circumstances

In making a notification under section 566H of the 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 - Notification of change in circumstances</a>
<b>Application fee</b>	N/A
<b>Other</b>	<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"/>



*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"/>



Checklist	Description	Provided
6	<p>Where the technical and/or financial information has been provided previously and no material change has occurred.</p> <p>Provide sufficient details to identify the previously submitted information.</p> <p>Example text: Please refer to the Application submitted to NOPTA on [insert date] (NEATS ref: [insert NEATS reference]) for the documents in support of the requirements of the Applicant Suitability guidelines and fact sheets. Forms 8 and Form 9 Disclosures and Experience declarations and supporting data along with the Financial Self-Assessment tables provided on [insert date] are considered to be still valid as no material change has occurred.</p> <p>Note: previously submitted information must have been submitted for that applicant entity.</p> <p>Refer to the paragraph 1.6 of the <a href="#">Financial Resources Factsheet</a>.</p>	<input type="checkbox"/>
7	<p>Where the required technical and/or financial information provided is that of a related entity</p> <p>Provide sufficient details to identify the relationship between the applicant and the related entity.</p> <p>Example text: [insert Applicant name] is relying on its related entity [define relationship for example parent entity and/or ultimate holding entity] [insert name of entity(s)] for its financial and/or technical information (for example [insert reference to relevant documents i.e. current annual report, financial statements and/or summary of technical advice]).</p>	<input type="checkbox"/>



## 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	



## 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 Climate Change, Energy, the Environment and Water**

**Parks Australia:** <https://parksaustralia.gov.au/marine/about/>

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

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

**Sea Dumping:** [Seadumping@awe.gov.au](mailto:Seadumping@awe.gov.au)

**Underwater cultural heritage:** [UnderwaterHeritage@environment.gov.au](mailto:UnderwaterHeritage@environment.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>

#### **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 460 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