



# NOPTA Forms Guidance - Petroleum

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

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

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

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

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

Table of revisions

Effective Date	Version	Purpose	Jurisdiction
1 September 2021	1	Create the NOPTA Forms Guidance.	Cth
2 March 2022	2	Incorporate changes resulting from the <i>Offshore Petroleum and Greenhouse Gas Storage Amendment (Titles Administration and Other Measures) Bill 2021</i>	Cth
12 August 2022	3	Incorporate changes resulting from the <i>Offshore Petroleum and Greenhouse Gas Storage Amendment (Titles Administration and Other Measures) Bill 2021 – transitional provisions</i> and other amendments	Cth
26 October 2022	4	Updated notifications, nominations and declarations submission details and additional information to be included with the applications.	Cth
10 May 2023	5	Updated links and additional information to be included with the applications.	Cth
1 September 2023	6	Updated to move certain items from required information to additional information to be included with the applications.	Cth
8 January 2025	7	Updated submission details and additional information to be included with the applications for petroleum authorities related applications and other minor administrative changes.	Cth



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# General Application Guidance - Petroleum

## Submission details

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

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

## Approved manner and form

The OPGGS Act and RMA Regulations require applications to be made in the manner and form that is approved by the Titles Administrator and published on [NOPTA's website](#).

Please refer to [NOPTA's website](#) for the approved manner and form to be used when making applications.

## Signatures

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

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

## Privacy statement

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

## Consent of the Commonwealth Environment Minister

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

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

## FIRB

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

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



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

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

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

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

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

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

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

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

## Application and submission queries

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





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

## Submission details

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

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. 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

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. by post to **Perth office**: GPO Box 7871, PERTH WA 6850
4. by post to **Melbourne Office**: GPO Box 4634, MELBOURNE VIC 3001
5. 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 286A(2) of the OPGGS Act, please note the following:

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



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

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

- This form is for each titleholder who have previously lodged form 1 or 2 and whose contact details have changed.
- Titleholder to give completed notice of change of contact details to NOPTA and NOPSEMA within 30 days of change of contact details. Failure to provide this notice is an offence – see subsection 286A(7) of the OPGGS Act.
- A completed [Form 3](#) is to be provided to NOPTA and NOPSEMA.

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

The completed form is to be provided to NOPTA.

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

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

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

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

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

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





Completed forms are to be provided to NOPTA.

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

For further guidance, please refer to the

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

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

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

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

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

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

if affected by a change of circumstance.

The completed form is to be provided to NOPTA and NOPSEMA.

For further guidance, please refer to the

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



# Petroleum exploration permit related applications

## Work-bid petroleum exploration permit

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	The application should be sealed and clearly marked as ' <a href="#">Application for area [Release area number]</a> ' ' <a href="#">Commercial in Confidence</a> '.	<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"/>



Checklist	Description	Provided
4	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"/>
5	<p>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:</p> <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> <p><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</p>	<input type="checkbox"/>
6	<p><b>Where the technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
8	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
9	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>
10	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"/>
11	<b>If applicable</b> , provide confirmation of FIRB approval. If confirmation is not available at the time of submission, it may be provided separately once received. Applicants should be aware that the Joint Authority will not make a decision on the application or offer award of acreage whilst a FIRB decision is pending.	<input type="checkbox"/>



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

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	Description of the variation and suspension or suspension and extension of conditions requested.	<input type="checkbox"/>
2	Reason(s) for the application, a Gantt chart and supporting documentary evidence. Please refer to the <a href="#">Exploration Guideline</a> for further information on documentary evidence in support of the application (e.g. Evidence of technical basis).	<input type="checkbox"/>
3	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"/>



Checklist	Description	Provided
5	<p>In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).</p> <p>Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p>	<input type="checkbox"/>
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><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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>For <a href="#">prior use titles</a> - if an extension has been requested - a copy of the consent request form submitted to the Commonwealth Department of Climate Change, Energy, the Environment and Water.</p>	<input type="checkbox"/>
10	<p>A statement of any other matters that the applicant wishes to be considered.</p>	<input type="checkbox"/>
11	<p>Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.</p>	<input type="checkbox"/>





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

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	Details of the exemption: <ul style="list-style-type: none"><li>the permit year(s) or activity for which the exemption is sought</li><li>where applicable, outline the effect on any subsequent years.</li></ul>	<input type="checkbox"/>
2	Reason(s) for the application and supporting documentary evidence. Please refer to the <a href="#">Exploration Guideline</a> for further information on exemption requirements (sections 5.41-5.43).	<input type="checkbox"/>
3	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><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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	A statement of any other matters the applicant wishes to be considered.	<input type="checkbox"/>
10	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"/>



## Credit of work program conditions – petroleum exploration permit

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

### Overview:

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

### Required information:

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

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

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



## Renewal of a petroleum exploration permit

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	Applicants should address the criteria and information outlined in section 6 of the <a href="#">Exploration Guideline</a> .	<input type="checkbox"/>
2	An overview of compliance with the title conditions, chapters 2, 4, 6, Part 7.1 of the OPGGS Act and the regulations (section 125 of the OPGGS Act). If applicable, provide details of sufficient grounds for non-compliance (subsection 125(3) of the OPGGS Act).	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
4	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided.	<input type="checkbox"/>



Checklist	Description	Provided
5	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
7	<p><b>Where there are wells or infrastructure within the title (specifically the blocks to be relinquished, if any),</b> if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"><li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li><li>correspondence from NOPSEMA accepting the end of the activity.</li></ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted,</b> please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
8	<p>A map listing of 1:1,000,000 map sheet block number(s) to which the renewal application applies and listing of the block number(s) to be relinquished. Any current location blocks should be identified.</p>	<input type="checkbox"/>
9	<p>For <a href="#">prior use titles</a> - a copy of the consent request form submitted to the Commonwealth Department of Climate Change, Energy, the Environment and Water.</p>	<input type="checkbox"/>
10	<p>A statement of any other matters the applicant wishes to be considered.</p>	<input type="checkbox"/>
11	<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"/>





## Good Standing Agreement

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

### Overview:

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

### Required information:

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

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

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



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

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

Estimates will be calculated in Australian dollars.

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

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

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

### *Notes on well cost submission*

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

It is assumed that:

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

Provide evidence supporting the cost estimate, such as:

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

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

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

Provide Duration versus Depth Chart estimates:

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



# Declaration of a location related applications

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

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

### Overview:

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

### Required information:

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

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

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



## Variation of a declaration of a location

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

### Overview:

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

### Required information:

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

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

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



**Australian Government**  
**National Offshore Petroleum**  
**Titles Administrator**

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





## Revocation of a declared location

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

### Overview:

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

### Required information:

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

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

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



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

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

### Overview:

Legislation	<a href="#">Part 2.3 and 2.4</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Guideline: Retention leases (Effective 2 March 2022)</a> (RL Guideline) <a href="#">Offshore Petroleum: Declaration of a Location Guideline</a> (Location Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet)
Application form	<a href="#">Extension of application period for a retention lease or production licence declaration of a location</a>
Application fee	N/A
Other	A request to extend the application period should be made at least 30 days prior to the end of the initial two year period.  An extension of the application period does not extend the term of the exploration permit. See also section 188 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	Reasons and evidence supporting the request (e.g. detail why the applicant isn't ready to apply for a retention lease or production licence; and provide details of forward work plans to progress the location block(s) towards either a retention lease or production licence (section 4.11 of the <a href="#">Location Guideline</a> ).	<input type="checkbox"/>
2	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



# Petroleum retention lease related applications

## Petroleum retention lease

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	The application should address the requirements outlined in the <a href="#">RL Factsheet</a>	<input type="checkbox"/>
2	If the application is made under section 147 of the OPGGS Act, provide evidence of: <ul style="list-style-type: none"><li>petroleum has been found to exist in the unused area</li><li>no petroleum recovery operations are being carried on under the licence in relation to the unused area.</li></ul>	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
4	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"><li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li><li>a copy of the most recent financial statements for each titleholder.</li></ul>	<input type="checkbox"/>



Checklist	Description	Provided
	<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>	
5	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
7	<p>A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).</p>	<input type="checkbox"/>
8	<p><b>Where there are wells or infrastructure within the title (including any blocks to be relinquished),</b> if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted,</b> please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
9	<p>ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.</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"/>



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

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

### Overview:

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

### Required information:

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

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

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





Checklist	Description	Provided
5	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
7	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



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

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

### Overview:

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

### Required information:

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

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

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



Checklist	Description	Provided
5	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
7	A statement of any other matters the applicant wishes to be considered.	<input type="checkbox"/>



## Renewal of a petroleum retention lease

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	The application should address the requirements outlined in the <a href="#">RL Factsheet</a>	<input type="checkbox"/>
2	Overview of compliance with the title conditions, chapters 2, 4, 6, Part 7.1 of the OPGGS Act and the regulations (section 154 of the OPGGS Act). If applicable, provide details of sufficient grounds for non-compliance (section 154(3) of the OPGGS Act).	<input type="checkbox"/>
3	In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>
4	In relation to <b>each</b> titleholder, provide details of financial resources that are or will be available to the titleholder(s). The details must include one of the following: <ul style="list-style-type: none"> <li>a copy of (or link to) the titleholder(s) current annual report including financial statements, or</li> <li>a copy of the most recent financial statements for each titleholder.</li> </ul> Where financial information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.  <b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the titleholder and the related entity is also required to be provided	<input type="checkbox"/>



Checklist	Description	Provided
5	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
7	<p><b>Where there are wells or infrastructure within the title</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"><li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li><li>correspondence from NOPSEMA accepting the end of the activity.</li></ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
8	For prior use titles - a copy of the consent request form submitted to the Commonwealth Department of Climate Change, Energy, the Environment and Water.	<input type="checkbox"/>
9	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
10	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.	<input type="checkbox"/>
11	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>





# Petroleum production licence related applications

## Petroleum production licence

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	Evidence that the block(s) specified in the application contain petroleum.	<input type="checkbox"/>
2	Details of the proposed work and expenditure in relation to the proposed production licence area, including planned timeframes for construction of infrastructure and commencement of production. Include the estimated cost of existing and future decommissioning obligations.	<input type="checkbox"/>
3	A map showing the underlying block(s) constituting the location (subsection 168(2)) of the OPGGS Act or the retention lease subject to this application (section 170 of the OPGGS Act)).	<input type="checkbox"/>
4	Details on the progress towards submitting a final field development plan.	<input type="checkbox"/>
5	<p>A detailed summary of the applicant's engagement with stakeholders listed at <a href="#">Attachment A</a> and any relevant native title parties (including the relevant native title representative body). The summary should include the identities of stakeholders, dates when they were contacted, any issues raised, how these will be managed and intentions for future engagement.</p> <p><b>Note:</b> When engaging stakeholders, applicants should include a summary of the proposed development, indicate the applicant's intention to make an application to NOPTA for a life of field petroleum production licence under the OPGGS Act and seek any comments the stakeholder may have.</p>	<input type="checkbox"/>



Checklist	Description	Provided
6	<p>In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).</p> <p>Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p>	<input type="checkbox"/>
2	<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><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><b>Where there are wells or infrastructure within the title (including any blocks to be relinquished),</b> if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted,</b> please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
10	<p>ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.</p>	<input type="checkbox"/>



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Checklist	Description	Provided
11	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
12	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>



## Petroleum production licence (Royalty Act)

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

### Overview:

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

### Required information:

Checklist	Description	Provided
1	A correctly completed application form executed in accordance with the <a href="#">Signatures Factsheet</a> .	<input type="checkbox"/>
2	An application must be accompanied by details of the applicant's proposals for work and expenditure in relation to the area comprised in the block or blocks covered by the application (subclause 2(2) or subclause 4(2) of the OPGGS Act), including planned timeframes for construction of infrastructure and commencement of production.  <b>Note:</b> application for secondary petroleum production licence requirements are set out in subclause 2(6) or 4(6) of the OPGGS Act.	<input type="checkbox"/>

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

Checklist	Description	Provided
1	Evidence that the block(s) specified in the application contain petroleum.	<input type="checkbox"/>
2	A map showing the underlying block(s) constituting the location (subclause 2(2)) or the retention lease subject to this application (subclause 4(2)) of the OPGGS Act.	<input type="checkbox"/>
3	Where the application has been made under subclause 2(6) or subclause 4(6), a map showing the primary production licence block(s) and if applicable any blocks subject to an application for variation under subclause 2(5) or subclause 4(5) of the OPGGS Act.	<input type="checkbox"/>
4	Details on the progress towards submitting a final field development plan.	<input type="checkbox"/>
5	A detailed summary of the applicant's engagement with stakeholders listed at <a href="#">Attachment A</a> and any relevant native title parties (including the relevant native title representative body). The summary should include the identities of stakeholders, dates when they were contacted, any issues raised, how these will be managed and intentions for further engagement.  <b>Note:</b> When engaging stakeholders, applicants should include a summary of the proposed development, indicate the applicant's intention to make an application to NOPTA for a petroleum production licence to which the Royalty Act applies under the OPGGS Act and seek any comments the stakeholder may have.	<input type="checkbox"/>



Checklist	Description	Provided
6	<p>In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).</p> <p>Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p>	<input type="checkbox"/>
7	<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"/>
8	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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"/>
9	<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"/>
10	<p><b>Where there are wells or infrastructure within the title (including the blocks to be relinquished, if any),</b> if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted,</b> please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
11	<p>ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.</p>	<input type="checkbox"/>





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Checklist	Description	Provided
12	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
13	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>



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

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

### Overview:

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

### Required information:

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

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

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



Checklist	Description	Provided
6	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>



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

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

### Overview:

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

### Required information:

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

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

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



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

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

### Overview:

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

### Required information:

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

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

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





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

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

### Overview:

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

### Required information:

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

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

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



## Acceptance of a field development plan

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

### Overview:

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

### Required information:

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

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

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



## Variation of field development plan

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

### Overview:

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

### Required information:

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

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

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



## Approval of rate of recovery

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

### Overview:

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

### Required information:

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

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

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



## Approval of equipment and procedures

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

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

### Overview:

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

### Required information:

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

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

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





## Renewal of fixed term petroleum production licence

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

### Overview:

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

### Required information:

Checklist	Description	Provided
<b>1</b>	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
<b>1</b>	Details of the proposed work and expenditure in relation to the licence area.	<input type="checkbox"/>
<b>2</b>	Supplementary information which provides an overview of the development and demonstrates whether the production activities and/or reservoir understanding have changed since the grant of the original production licence.	<input type="checkbox"/>
<b>3</b>	Production volumes, separated by resource, from within the licence area to date, and updated in-place and recoverable reserves/resources at P90, P50 and P10 confidence levels.	<input type="checkbox"/>
<b>4</b>	If second renewal, details of the current status of petroleum recovery operations in the licence area.	<input type="checkbox"/>
<b>5</b>	If no recovery operations are currently taking place, provide details.	<input type="checkbox"/>
<b>6</b>	Overview of compliance with the title conditions, chapters 2, 4, 6, Part 7.1 of the OPGGS Act and the regulations (section 185 of the OPGGS Act). If applicable, provide details of sufficient grounds for non-compliance (subsection 185(4) of the OPGGS Act).	<input type="checkbox"/>
<b>7</b>	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
8	<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"/>
9	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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"/>
10	<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"/>
11	<p><b>Where there are wells or infrastructure within the title</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
12	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of field.	<input type="checkbox"/>
13	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi. If applicable, seismic sections should be included with and without interpretation.	<input type="checkbox"/>



# Infrastructure licence related applications

## Infrastructure licence

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	Details of the applicant's proposals for the construction and operation of infrastructure facilities at a place that is in an offshore area and described in the application.	<input type="checkbox"/>
2	Provide details/a list of the person(s) to provide declarations (Forms 8 and 9) in conjunction with this application (refer to <a href="#">Declaration Factsheet</a> ).	<input type="checkbox"/>
3	In relation to <b>each</b> applicant, complete the relevant declaration of experience and disclosures ( <b>Form 8 and 9</b> ) relating to past conduct and suitability of the applicant and its officers.  If a Form 8 or 9 has previously been made, the previous Form 8 or 9 can be referenced.  Refer to the <a href="#">Suitability Guideline</a> and <a href="#">Declaration Factsheet</a> .	<input type="checkbox"/>
4	In relation to <b>each</b> applicant, provide details of technical advice that is or will be available to the applicant(s).  Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.	<input type="checkbox"/>



Checklist	Description	Provided
5	<p>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:</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 applicant and the related entity is also required to be provided</p>	<input type="checkbox"/>
6	<p><b>Where the technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
8	<p>Overview of the project and reasons for an infrastructure licence being required (e.g., outside of the production licence area, different ownership structure to underlying licence, undertaking conversion activities etc).</p>	<input type="checkbox"/>
9	<p>If applicable, copies of signed consents from third party petroleum titleholders (section 202 of the OPGGS Act). Where third party consent has not been secured, provide details of the affected petroleum titleholders and communication which has taken place between the applicant and affected titleholders.</p>	<input type="checkbox"/>
10	<p>If applicable, copies of signed consents from third party greenhouse gas titleholders (section 203 of the OPGGS Act). Where third party consent has not been secured, provide details of the affected greenhouse gas titleholders and communication which has taken place between the applicant and affected titleholders.</p>	<input type="checkbox"/>



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National Offshore Petroleum  
Titles Administrator

Checklist	Description	Provided
11	<p>A detailed summary of the applicant's engagement with stakeholders listed at <a href="#">Attachment A</a> and any relevant native title parties (including the relevant native title representative body). The summary should include the identities of stakeholders, dates when they were contacted, any issues raised, how these will be managed and intentions for future engagement.</p> <p><b>Note:</b> When engaging stakeholders, applicants should include a summary of the proposed development, indicate the applicant's intention to make an application to NOPTA for an infrastructure licence under the OPGGS Act and seek any comments the stakeholder may have.</p>	<input type="checkbox"/>
12	ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of footprint of proposed infrastructure.	<input type="checkbox"/>
13	A statement of any other matters the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>





## Variation of infrastructure licence

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	Details of the proposed variation and reasons for the proposed variation	<input type="checkbox"/>
2	<p>In relation to <b>each</b> titleholder, provide details of technical advice that is or will be available to the titleholder(s).</p> <p>Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p>	<input type="checkbox"/>
2	<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"/>



Checklist	Description	Provided
3	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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"/>
4	<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"/>
5	<p>If applicable, copies of signed consents from third party petroleum titleholders regarding the proposed variation (section 206 of the OPGGS Act). Where third party consent has not been secured, provide details of the affected petroleum titleholders and communication which has taken place between the applicant and affected titleholders.</p>	<input type="checkbox"/>
6	<p>If applicable, copies of signed consents from third party greenhouse gas titleholders regarding the proposed variation (section 207 of the OPGGS Act). Where third party consent has not been secured, provide details of the affected greenhouse gas titleholders and communication which has taken place between the applicant and affected titleholders.</p>	<input type="checkbox"/>
7	<p>A statement of any other matters that the applicant wishes to be considered.</p>	<input type="checkbox"/>



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

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

### Overview:

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

### Required information:

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

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

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



Checklist	Description	Provided
5	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
7	<p>A statement of any other matters that the applicant wishes to be considered.</p>	<input type="checkbox"/>



# Pipeline licence related applications

## Pipeline licence

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	Details of the following: <ul style="list-style-type: none"><li>the proposed design and construction of the pipeline (see Basis of Design example details on following page)</li><li>the proposed size and capacity of the pipeline</li><li>a description of the proposed route of the pipeline, including start and end points and a table of coordinates for the pipeline describing key features and turning points of the pipeline (see Pipeline route description and coordinate table example on following pages).</li><li>the applicant's proposals for work and expenditure in relation to the construction of the pipeline.</li></ul>	<input type="checkbox"/>
2	A pipeline route map, drawn to scale, showing the following: <ul style="list-style-type: none"><li>the route to be followed by the pipeline, with proposed start and end points clearly identified (with map insets, as appropriate).</li><li>key features of the pipeline.</li></ul> <p><b>Note:</b> do not include any copyright or confidential disclaimers on the map (as these will be used externally – e.g. in the gazette notice for receipt of an application under section 708 of the OPGGS Act)</p>	<input type="checkbox"/>





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Checklist	Description	Provided
3	Schematics of key infrastructure in connection with the pipeline, clearly showing battery limits for proposed start and end points, and any infrastructure that the applicant is requesting to be declared as a terminal station by the Titles Administrator under section 16 of the OPGSS Act.	<input type="checkbox"/>
4	<p><b>If the application is for the grant of pipeline licence to person other than petroleum production licensee.</b></p> <p>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>).</p>	<input type="checkbox"/>
5	<p><b>If the application is for the grant of pipeline licence to person other than petroleum production licensee.</b></p> <p>In relation to <b>each</b> applicant, complete the relevant declaration of experience and disclosures (<b>Form 8 and 9</b>) relating to past conduct and suitability of the applicant and its officers.</p> <p>If a Form 8 or 9 has previously been made, the previous Form 8 or 9 can be referenced.</p> <p>Refer to the <a href="#">Suitability Guideline</a> and <a href="#">Declaration Factsheet</a>.</p>	<input type="checkbox"/>
6	<p>In relation to <b>each</b> applicant, provide details of technical advice that is or will be available to the applicant(s).</p> <p>Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p>	<input type="checkbox"/>
7	<p>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:</p> <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> <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 applicant and the related entity is also required to be provided</p>	<input type="checkbox"/>
8	<p><b>Where the technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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"/>



Checklist	Description	Provided
9	<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"/>
10	Spatial data (ESRI format preferred) of the pipeline route, including turning and crossing points with, at a minimum, the following attributes included: feature ID; feature description; UTM Zone; Easting (m); Northing (m) (or latitude and longitude with datum).	<input type="checkbox"/>
11	<p>A detailed summary of the applicant's engagement with stakeholders listed at <a href="#">Attachment A</a> and any relevant native title parties (including the relevant native title representative body). The summary should include the identities of stakeholders, dates when they were contacted, any issues raised, how these will be managed and intentions for future engagement.</p> <p><b>Note:</b> When engaging stakeholders, applicants should include a summary of the proposed development, indicate the applicant's intention to make an application to NOPTA for an pipeline licence under the OPGGS Act and seek any comments the stakeholder may have.</p>	<input type="checkbox"/>
12	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi.	<input type="checkbox"/>
13	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>



### *Basis of Design (example only)*

#### *Design and Construction*

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

#### *Basis of Design*

The pipeline design is based on the following parameters:

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



23	General plans and descriptions of pump stations, tank stations or valve stations and their equipment	Details of proposed pump stations, tank stations or valve stations and the location(s).
24	General plans and description of pigging facilities	Brief description of pigging facilities (if applicable).
25	Cathodic Protection	Details of type, number and spacing of anodes along pipeline. Details of how the condition of the anodes will be monitored and tested.
26	Hydrate Management	Details of hydrate management to be used to prevent dropout in the pipeline.
27	Any other matters	Details of any other design specifications the applicant considers relevant.

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

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

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

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

\* Kilometre point

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



## Variation of condition(s) - pipeline licence

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

### Overview:

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

### Required information:

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

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

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





Checklist	Description	Provided
5	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
7	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Variation of pipeline licence

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

### Overview:

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

### Required information:

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

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

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



Checklist	Description	Provided
7	<p><b>Where the required technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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	Spatial data (ESRI format preferred) or spreadsheet with coordinate listings of pipeline route, including turning and crossing points with, at a minimum, the following attributes included: feature ID; feature description; UTM Zone; Easting (m); Northing (m) (or latitude and longitude with datum).	<input type="checkbox"/>
10	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>
11	Figures in the text should be legible and should also be provided as separate files in an attached appendix at a resolution of at least 300 dpi.	<input type="checkbox"/>



## Consent to cease to operate a pipeline licence

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

### Overview:

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

### Required information:

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

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

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



# Petroleum authorities related applications

## Petroleum special prospecting authority

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

### Overview:

Legislation	<a href="#">Part 2.7</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a> ( <b>Authorities Guideline</b> )
Factsheets	<a href="#">Updated licensing requirements for petroleum and greenhouse gas activities following the Federal Court ruling in the Commissioner of Taxation v Shell Energy Holdings Australia Limited</a> <a href="#">Signatures - Execution of NOPTA forms by companies</a> ( <b>Signatures Factsheet</b> )
FAQ	<a href="#">Title requirements for undertaking exploration operations and other activities outside of a title area</a>
Application form	<a href="#">Petroleum special prospecting authority</a>
Application fee	<a href="#">Yes</a> (section 256 of the OPGGS Act)
Other	<ul style="list-style-type: none"><li>Applications should be lodged 3 months prior to commencement of operations to allow for timely approvals.</li><li>Petroleum special prospecting authorities cannot be granted over a block or blocks that are subject to an existing petroleum exploration permit, retention lease or production licence, or a greenhouse gas assessment permit, holding lease or injection licence (subsection 234(1) of the OPGGS Act).</li><li>If the block or blocks that are the subject of the application intersect with more than one offshore area, a petroleum special prospecting authority will be granted for each offshore area.</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	The application must specify the following (subsection 234(2) of the OPGGS Act): <ul style="list-style-type: none"><li>the petroleum exploration operations that the applicant proposes to carry on; and</li><li>the block or blocks in which the applicant proposes to carry on those operations.</li></ul>	<input type="checkbox"/>

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

Checklist	Description	Provided
1	Details of the proposed petroleum operations should include the expected duration, the objective of the proposed petroleum operation and a brief description of the methodology of the proposed petroleum operation. Also refer to item 4 of the <a href="#">Authorities Guideline</a> .	<input type="checkbox"/>



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<b>2</b>	<ul style="list-style-type: none"><li>• Identify the 1:1 million map sheet(s) and graticular block number(s) for the area in which the petroleum operations will be undertaken (e.g. where data will be acquired). Clearly identify the block or blocks that are the subject of the application.</li><li>• A map that shows the area in which the petroleum operations will be undertaken (i.e. where data will be acquired) and clearly identifies the block or blocks that are the subject of the application. If showing a broader operational area, this should be clearly differentiated from the acquisition area.</li><li>• Shapefile, Geodatabase file and/or a spreadsheet with the coordinate listings (and datum) detailing the area that is the subject of this application.</li></ul>	<input type="checkbox"/>
<b>3</b>	Evidence of consultation with relevant Commonwealth Agencies and stakeholders (sections 5.1-5.3 of the <a href="#">Authorities Guideline</a> and <a href="#">Attachment A</a> ).	<input type="checkbox"/>
<b>4</b>	For foreign companies not registered in Australia, a statement confirming that it has considered the requirements of Part 5B.2 of the <i>Australian Corporations Act 2001</i> (Cth), and that it is of the view that it complies with that legislation.	<input type="checkbox"/>
<b>5</b>	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>





## Petroleum access authority

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

### Overview:

Legislation	<a href="#">Part 2.8</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a> ( <b>Authorities Guideline</b> )
Factsheets	<a href="#">Updated licensing requirements for petroleum and greenhouse gas activities following the Federal Court ruling in the Commissioner of Taxation v Shell Energy Holdings Australia Limited</a> <a href="#">Signatures - Execution of NOPTA forms by companies</a> ( <b>Signatures Factsheet</b> )
FAQ	<a href="#">Title requirements for undertaking exploration operations and other activities outside of a title area</a>
Application form	<a href="#">Petroleum access authority</a>
Application fee	<a href="#">Yes</a> (section 695L of the OPGGS Act)
Other	<ul style="list-style-type: none"><li>Only details of the area or graticular block(s) in which data or samples will be recorded or acquired or the petroleum operations will be carried out should be provided. Broader operational areas such as where vessels will be manoeuvred but data/samples not acquired will not be included in the grant of a petroleum access authority.</li><li>If the proposed petroleum operation intersects a petroleum title that has a different Joint Venture structure from the authorising title, a petroleum access authority will be required.</li><li>If the block or blocks that are the subject of the application intersect with more than one offshore area, a petroleum access authority will be grant for each offshore area.</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	The application must specify the following (subsection 242(2) of the OPGGS Act): <ul style="list-style-type: none"><li>the operations that the applicant proposes to carry on</li><li>the area (block or blocks) in which the applicant proposes to carry on those operations.</li></ul>	<input type="checkbox"/>

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

Checklist	Description	Provided
1	Applicants should address the requirements outlined in item 4 of the <a href="#">Authorities Guideline</a> and include: <ul style="list-style-type: none"><li>the duration for the petroleum access authority being sought (section 241 of the OPGGS Act);</li><li>The reason the applicant requires a petroleum access authority to access area/s outside the authorising title to effectively exercise its rights and for the proper performance of its duties as the registered holder of the authorising title (paragraph 243(1)(b) of the OPGGS Act); and</li><li>any impact to the work program of the authorising title where applicable.</li></ul>	<input type="checkbox"/>



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Checklist	Description	Provided
2	Identify the: <ul style="list-style-type: none"><li>1:1 million map sheet(s) and relevant graticular block number(s) for the area in which the petroleum operations will be undertaken (e.g. where data will be acquired) and clearly identify the block(s) that are the subject of the application; or</li><li>area coordinates if the application is in respect to a polygon.</li></ul>	<input type="checkbox"/>
3	Provide a map showing the area in which the petroleum operations will be undertaken (e.g. where data will be acquired or operations carried out) and clearly identifying: <ul style="list-style-type: none"><li>the authorising title</li><li>the block/blocks or area that are the subject of the application; and</li><li>vacant acreage block(s) intersected; and</li><li>any in-force petroleum title(s) intersected (other than the authorising title).</li></ul>	<input type="checkbox"/>
4	Provide Shapefile, Geodatabase file and/or a spreadsheet with the coordinate listings (and datum) detailing the operational and acquisition areas.	<input type="checkbox"/>
5	Written consents/ingress agreements from the relevant registered titleholders affected by the proposed petroleum access authority (item 5.4 of the <a href="#">Authorities Guideline</a> ) to satisfy the consultation requirements of section 244 of the OPGGS Act.	<input type="checkbox"/>
6	Evidence of consultation with relevant Commonwealth Agencies and stakeholders (items 5.1-5.3 of the <a href="#">Authorities Guideline</a> ).	<input type="checkbox"/>
7	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"/>
8	A statement of any other matters that the applicant wishes to be considered (section 257 of the OPGGS Act).	<input type="checkbox"/>



## Variation of petroleum access authority

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

### Overview:

Legislation	<a href="#">Part 2.8</a> of the OPGGS Act
Regulations	N/A
Guidelines	<a href="#">Offshore Petroleum: Special Prospecting Authorities, Access Authorities and Scientific Investigation Consents Guideline</a> ( <b>Authorities Guideline</b> )
Factsheets	<a href="#">Updated licensing requirements for petroleum and greenhouse gas activities following the Federal Court ruling in the Commissioner of Taxation v Shell Energy Holdings Australia Limited</a> <a href="#">Signatures - Execution of NOPTA forms by companies</a> ( <b>Signatures Factsheet</b> )
FAQ	<a href="#">Title requirements for undertaking exploration operations and other activities outside of a title area</a>
Application form	<a href="#">Variation of petroleum access authority</a>
Application fee	N/A
Other	Please allow at least 3 weeks from receipt of all relevant information for a decision to be made on a variation application.

### Required information:

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

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

Checklist	Description	Provided
1	Applicants should address the requirements outlined in section 7 of the <a href="#">Authorities Guideline</a> .	<input type="checkbox"/>
2	Provide a map showing the area in which the petroleum operations will be undertaken (e.g. where data will be acquired or operations carried out) and clearly identifying: <ul style="list-style-type: none"><li>the authorising title; and</li><li>the area/block(s) of the existing petroleum access authority; and</li><li>the area/block(s) proposed to be varied into the existing petroleum access authority; and</li><li>any in-force petroleum title(s) intersected (other than the authorising title).</li></ul>	<input type="checkbox"/>
3	Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (and datum) detailing the proposed the area/block(s) to be varied into the existing petroleum access authority.	<input type="checkbox"/>
4	If applicable, written consents/ingress agreements of the relevant registered titleholders affected by the proposed petroleum access authority variation (item 5.4 of the <a href="#">Authorities Guideline</a> ) to satisfy the consultation requirements of section 247 of the OPGGS Act.	<input type="checkbox"/>
5	If applicable, evidence of consultation with relevant Commonwealth Agencies and stakeholders (items 5.1-5.3 of the <a href="#">Authorities Guideline</a> and <a href="#">Attachment A</a> )	<input type="checkbox"/>
6	A statement of any other matters that the applicant wishes NOPTA to consider.	<input type="checkbox"/>



## Extension of duration of petroleum access authority

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

### Overview:

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

### Required information:

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

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

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



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

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

### Overview:

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

### Required information:

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

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

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



## Petroleum scientific investigation consent

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	Applicants should address the requirements outlined in section 4 of the <a href="#">Authorities Guideline</a> .	<input type="checkbox"/>
2	If applicable (areas of vacant acreage only), evidence of consultation with relevant Commonwealth Agencies and stakeholders (items 5.1-5.3 of the <a href="#">Authorities Guideline</a> and <a href="#">Attachment A</a> )	<input type="checkbox"/>
3	Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (and datum) detailing the area of operations.	<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"/>





# Transfers and dealings

## Approval of a dealing affecting a petroleum title

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
1	Please refer to the <a href="#">TAD 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 RMA Regulations)</li><li>if lodged later than 90 days after execution (section 491 of the OPGGS Act), or the date the title came into existence (section 503 of the OPGGS Act), provide details of why the lodgement is late or copy of prior acceptance of late lodgement)</li></ul>	<input type="checkbox"/>
4	<b>If applicable</b> , provide confirmation of FIRB approval. If confirmation is not available at the time of submission, it may be provided separately once received. Applicants should be aware that the Titles Administrator will not make a decision on the application whilst a FIRB decision is pending.	<input type="checkbox"/>



## Approval of transfer of a petroleum title

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

### Overview:

Legislation	<a href="#">Part 4.3</a> of the OPGGS Act
Regulations	<a href="#">RMA Regulations</a>
Guidelines	<a href="#">Guideline: Transfers, Dealings, Change In Control And Other Titleholder Transactions</a> (TAD Guideline) <a href="#">Offshore Petroleum Decommissioning Guideline</a> (Decommissioning Guideline) <a href="#">Guideline: Applicant Suitability</a> (Suitability Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a> (Financial Resources Factsheet) <a href="#">Declaration of experience and disclosures</a> (Declaration Factsheet)
FAQs	<a href="#">Declaration of experience and disclosures</a>
Application form	<a href="#">Approval of transfer of a petroleum title</a>
Application fee	<a href="#">Yes</a> (section 516A of the OPGGS Act)
Other	<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 (subsection 474(1)(b) of the OPGGS Act) in the form prescribed in Schedule 7 of the RMA Regulations, executed by:  (i) the registered holder or, if there are 2 or more registered holders, by each registered holder; and  (ii) the transferee or, if there are 2 or more transferees, by each transferee.	<input type="checkbox"/>

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

Checklist	Description	Provided
1	Refer to the <a href="#">TAD Guideline</a> to ensure all elements of your application are addressed.	<input type="checkbox"/>
2	If lodged later than 90 days after execution (section 476 of the OPGGS Act), provide details of why the lodgement is late or copy of prior acceptance of late lodgement	<input type="checkbox"/>
3	Provide details/a list of the person(s) to provide declarations (Forms 8 and 9) in conjunction with this application (refer to <a href="#">Declaration Factsheet</a> ) .	<input type="checkbox"/>



Checklist	Description	Provided
4	<p>In relation to <b>each</b> transferee, complete the relevant declaration of experience and disclosures (<b>Form 8 and 9</b>) relating to past conduct and suitability of the transferee and its officers.</p> <p>If a Form 8 or 9 has previously been made, the previous Form 8 or 9 can be referenced.</p> <p>Refer to the <a href="#">Suitability Guideline</a> and <a href="#">Declaration Factsheet</a>.</p>	<input type="checkbox"/>
5	<p>In relation to <b>each</b> transferee, provide details of technical advice that is or will be available to the transferee(s).</p> <p>Where technical information has been provided to the Titles Administrator recently, and there has been no material change, the information does not need to be provided again. This must be stated in the application and a reference to the relevant documentation should be provided.</p>	<input type="checkbox"/>
6	<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"/>
7	<p><b>Where the technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><b>Where there are wells or infrastructure within the title</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>



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Titles Administrator

Checklist	Description	Provided
10	<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"/>
11	<b>For Petroleum Production Licenses (only)</b> , please note that it is an offence to undertake an activity in the licence area that is not consistent with the accepted field development plan (regulation 4.03 of the RMA Regulations). Therefore, pursuant to regulation 4.08(1)(b) of the RMA Regulations (if applicable), please provide written evidence that upon completion of the transfer of title: <ul style="list-style-type: none"><li>the new production licensee agrees to continue operations in accordance with the current accepted field development plan of the title; or</li><li>the new production licensee intends to submit an application to the Titles Administrator for the Joint Authority to accept a variation of the field development plan, and will continue operations in accordance with the current accepted field development plan until such time as the Joint Authority accepts such a variation.</li></ul> <b>Note:</b> Written agreement must be executed in accordance with the principles set out in the <a href="#">Signatures Factsheet</a> . Signature blocks at the end of the application form may be copied for that purpose.	<input type="checkbox"/>



# Applications related to all titles

## Longer period for grant of a petroleum title

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

### Overview:

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

### Required information:

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

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

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



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

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

### Overview:

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

### Required information:

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

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

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





## Request for grant of a petroleum title

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

### Overview:

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

### Required information:

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

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

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



## Consent to surrender a petroleum title

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

### Overview:

<b>Legislation</b>	<a href="#">Part 2.12</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 <a href="#">Offshore Petroleum Decommissioning Guideline</a> ( <b>Decommissioning Guideline</b> )
<b>Factsheets</b>	<a href="#">Signatures - Execution of NOPTA forms by companies</a> ( <b>Signatures Factsheet</b> ) <a href="#">Surrender of offshore petroleum titles</a> ( <b>Surrenders Factsheet</b> )
<b>Application form</b>	<a href="#">Consent to surrender petroleum 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
<b>1</b>	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
<b>1</b>	Reasons for requesting consent to surrender the permit/licence/lease.	<input type="checkbox"/>
<b>2</b>	If applicable, an overview of all work completed within the title to date, including any above commitment work varied into the work program in accordance with section 264 of the OPGGS Act.	<input type="checkbox"/>
<b>3</b>	Applicants should address the “application requirements” guidance outlined in the <a href="#">Surrenders Factsheet</a> .	<input type="checkbox"/>
<b>4</b>	For surrender of exploration permits, retention leases or production licences, the Annual Titles Assessment Report for the year in which the surrender application is made (even if not yet due).	<input type="checkbox"/>
<b>5</b>	<p><b>Where there are wells or infrastructure within the title</b>, if not provided as part of a previous application, include documentation to demonstrate it has been through a regulated abandonment process or details as to why this does not need to occur.</p> <p>Examples of documentation includes:</p> <ul style="list-style-type: none"> <li>correspondence from the Designated Authority demonstrating satisfactory abandonment of well or decommissioning arrangements</li> <li>correspondence from NOPSEMA accepting the end of the activity.</li> </ul> <p>For further information please see the <a href="#">Decommissioning Guideline</a>.</p> <p><b>If previously submitted</b>, please include details of when the information was provided to NOPTA and provide any updates since that time.</p>	<input type="checkbox"/>
<b>6</b>	For partial surrender of a pipeline licence, ESRI Shapefile, Geodatabase file or a spreadsheet with the coordinate listings (latitude, longitude and datum) of part to be surrendered.	<input type="checkbox"/>
<b>7</b>	A statement of any other matters that the applicant wishes to be considered.	<input type="checkbox"/>



## Notification of surrender of a petroleum title

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

### Overview:

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

### Required information:

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



## Withdrawal of a petroleum application

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

### Overview:

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

### Required information:

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



## 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> (TAD Guideline)
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	<a href="#">RMA Regulations</a>
Guidelines	<a href="#">Guideline: Transfers, Dealings, Change in Control and Other Titleholder Transactions</a> (TAD Guideline) <a href="#">Guideline: Applicant Suitability</a> (Suitability Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Financial Resources</a> (Financial Resources Factsheet) <a href="#">Declaration of experience and disclosures</a> (Declaration Factsheet) <a href="#">Change in Control of a Registered Titleholder</a> (CIC Factsheet)
FAQs	<a href="#">Declaration of experience and disclosures</a> (Declaration FAQ) <a href="#">Change in control of a registered titleholder</a> (CIC FAQ)
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"/>

### 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 each person who will <b>begin to control</b> 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	Provide details of technical advice that will be available to the registered holder after the change in control has occurred.	<input type="checkbox"/>





Checklist	Description	Provided
4	<p>Provide details of financial resources that will be available to the registered holder after the change in control has occurred. The details must include at least one of the following:</p> <ul style="list-style-type: none"> <li>a copy of (or link to) the registered holder's current annual report including financial statements, or</li> <li>a copy of the most recent financial statements of the registered holder</li> <li>Where person(s) will begin to control the registered holder <ul style="list-style-type: none"> <li>a copy of (or link to) the current annual report including financial statements of the person(s) who will begin to control, or</li> <li>a copy of the most recent financial statements for of the person(s) who will begin to control the registered holder</li> </ul> </li> </ul> <p><b>Note:</b> If providing a related entity's annual report or financial statements, a description of the relationship between the registered holder and the related entity is also required to be provided.</p>	<input type="checkbox"/>
5	<p><b>Where the technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>
7	<p><b>For Petroleum Production Licenses (only),</b> please note that it is an offence to undertake an activity in the licence area that is not consistent with the accepted field development plan (regulation 4.03 of the RMA Regulations). Therefore, pursuant to regulation 4.08(1)(b) of the RMA Regulations (if applicable), please provide written evidence that upon approval of the change in control application:</p> <ul style="list-style-type: none"> <li>the person acquiring control of the registered titleholder agrees to continue operations in accordance with the current accepted field development plan of any production licence the person has acquired control of under this application; or</li> <li>the production licensee intends to submit an application to the Titles Administrator for the Joint Authority to accept a variation of the field development plan, and that the person acquiring control of the registered titleholder agrees to continue operations in accordance with the current accepted field development plan of any production licence the person has acquired control of under this application until such time as the Joint Authority accepts such a variation.</li> </ul> <p><b>Note:</b> Written agreement must be executed in accordance with the principles set out in the <a href="#">Signatures Factsheet</a>. (Signature blocks at the end of the application form may be copied for that purpose).</p>	<input type="checkbox"/>



## Change in Control – Notification of change in circumstances

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

### Overview:

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

### Required information:

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

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

Checklist	Description	Provided
<b>1</b>	Provide details of the change in circumstances. Specifically, address whether the change in circumstances affects: <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"/>



Checklist	Description	Provided
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"/>
6	<p><b>Where the technical and/or financial information has been provided previously and no material change has occurred.</b></p> <p>Provide sufficient details to identify the previously submitted information.</p> <p><b>Example text:</b> 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><b>Note:</b> 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><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"/>



## Notification of change in control

In making a notification under Part 5A.2 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> (TAD Guideline)
Factsheets	<a href="#">Signatures - Execution of NOPTA forms by companies</a> (Signatures Factsheet) <a href="#">Change in Control of a Registered Titleholder</a> (CIC Factsheet)
FAQs	<a href="#">Change in control of a registered titleholder</a> (CIC FAQ)
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 <b>has taken effect</b> . For example, this would include an ASIC extract that evidences the change in control (or equivalent in the jurisdiction in which entities impacted are incorporated).	<input type="checkbox"/>
2	<b>If an application for approval of a change in control was not made under s566C of the OPGGS Act</b> , provide details of the change in control, including: <ul style="list-style-type: none"><li>documentary evidence of the transaction (if applicable); and</li><li>the resulting interests of the person(s) who began or ceased to control the registered holder.</li></ul>	<input type="checkbox"/>



## Attachment A: Schedule of stakeholders

### Commonwealth Agencies and Native Title Stakeholders

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

Technical Regulation and Carrier Infrastructure Section

Tel: 1300 850 115

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

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

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

Policy, Environment, Economics and Research Section

Tel: +61 2 6225 5555

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

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

#### **Australian Hydrographic Office**

Hydrographic Information Management Section

Tel: +61 2 4223 6590

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

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

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

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

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

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

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

#### **Maritime Border Command**

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

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

#### **Parks Australia**

Email: [marineparksauthorisations@dcceew.gov.au](mailto:marineparksauthorisations@dcceew.gov.au)

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

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

#### **Native Title Stakeholders**

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

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

Native Title Representative Bodies and Service Providers (NTRB and NTSP) contact list: <https://www.niaa.gov.au/indigenous-affairs/land-and-housing/native-title-representative-bodies-and-service-providers>

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

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

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