

Form PEL3

Application to renew a petroleum exploration licence

Petroleum (Onshore) Act 1991

March 2016 | v2.0

More information

For help with lodging this application, or for more information about titles in New South Wales, contact:

Division of Resources and Energy

Titles Customer Assistance Line

Phone +61 2 4931 6500

titles.services@industry.nsw.gov.au

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The information contained in this publication is based on knowledge and understanding at the time of writing. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Industry, Skills and Regional Development or the user's independent advisor.

Privacy statement

This information is collected by the Department of Industry, Skills & Regional Development (NSW Industry, Skills & Regional Development) for the purposes of assessing an application for or associated with a title as required by the *Petroleum (Onshore) Act 1991* or *Petroleum (Onshore) Regulation 2007*.

This information may also be used by the department to confirm applicant details in the event that subsequent applications are made, and may also be used to establish and maintain databases to assist the department with its work generally.

Except for purposes required by law, the information will not be accessed by any third parties in a way that would identify the person without the consent of that person.

You may apply to the department to access and correct any information the department holds if that information is inaccurate, incomplete, not relevant or out of date.

When to use this form

Complete this form if you are applying to renew a petroleum exploration licence in New South Wales.

This form and its associated templates are approved in accordance with the requirements of [Part 3](#) of the *Petroleum (Onshore) Act 1991* and [Part 2](#) of the *Petroleum (Onshore) Regulation 2007*. The information requested in this form may not be specifically referenced in the *Petroleum (Onshore) Act 1991* or the *Petroleum (Onshore) Regulation 2007* however its inclusion in the approved form validates the authority of the NSW Department of Industry, Division of Resources and Energy (the department) to request it.

Important notes

Any information or template that is required to accompany this application should be lodged within **10 business days of the lodgement date**. Failure to supply the information within this timeframe may be considered as grounds for refusing the application according to [Schedule 1B Clause 5\(d\)](#) of the *Petroleum (Onshore) Act 1991*.

If this application is lodged by any party other than the applicant/s (ie. an agent), the department may seek confirmation of that authority and any limits of that authority given to that other party by the applicant ([Section 97F](#) of the *Petroleum (Onshore) Act 1991* and [Clause 20A](#) of the *Petroleum (Onshore) Regulation 2007*). The agent will need to complete the declaration at the end of this form and supply evidence of their appointment, if not already supplied to the department.

The renewal application must be lodged with the department **no earlier than two months and no later than one month** before the licence expiry date.

A title fee is also payable on renewal of a petroleum exploration licence.

- If renewed for a term of less than three years the fee is \$10,000
- If renewed for a term of three years or more the fee is \$15,000

How to submit this form

- **By email:** Send an electronic copy of the form including any attachments and proof of payment to titles.services@industry.nsw.gov.au
- **By mail:** Mail your form, attachments and the prescribed fee to: Division of Resources and Energy, Titles Services, PO Box 344, Hunter Region Mail Centre NSW 2310.
- **In person:** Submit your application in person at the Division of Resources and Energy's Titles Services office, 516 High Street, Maitland, New South Wales. Office hours are 9.30am to 4.30pm.

How this application will be processed

Once your application has been registered and checked, it will be assessed by the department. The Minister for Resources and Energy (or their delegate) will consider the department's recommendation and all relevant information, and may propose to grant or refuse the application.

1 Petroleum exploration licence details

PEL number	<input type="text"/>	Act	<input type="text"/>
Licence expiry date	<input type="text"/>		

2 Term for which licence is sought

Years sought	<input type="text"/>	Note: maximum term is six (6) years.
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3 Exploration licence holder/s details

Provide the full name of applicant/s and if applicable, the ACN or ARBN (for foreign companies).

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above <input type="checkbox"/> Enter here if different

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above <input type="checkbox"/> Enter here if different

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above <input type="checkbox"/> Enter here if different

Additional title holder/s

Provide the full name, ACN or ARBN (for foreign companies), registered street address and postal address details of additional applicants.

<input type="text"/>

4 Contact for this application

Any correspondence relating to this application will be sent to this person.

Contact name	<input type="text"/>
Position held	<input type="text"/>

Company	<input type="text"/>
Postal address	<input type="text"/>
Phone (inc. area code)	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

Your preferred contact method

- Email (For companies – provide a generic company email address which is regularly monitored rather than an individual employee’s email address.)
- Mail

5 Technical advice

Nominate a technical manager who will be responsible for supervising prospecting operations and geoscientific reporting. The person is expected to be a geoscientist or mining engineer with relevant experience or have other relevant qualification or experience in exploration.

You must provide the person’s contact details and confirmation of their acceptance of the role. Note that this does not make the person liable for any other matters relating to this application.

You can attach the contact details and acceptance as a letter or enter the information below.

- I have attached documentation with the exploration technical manager details and acceptance of the role.

OR

- I have entered the exploration technical manager details and authorisation below.

Contact details

Name	<input type="text"/>
Position	<input type="text"/>
Company	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Professional associations: Provide the name and member number of any relevant national or international professional associations to which the technical manager belongs (e.g. APPEA, AIP, PESA), or list relevant qualifications and experience.

Signature: Provide the signature of the nominated technical manager to support their acceptance of the role.

Technical manager signature (or
insert a letter signed by
technical manager)



6 Statement of financial capability

Complete and attach a [Statement of financial capability](#) template and check the box below to indicate you have attached it to this application.

Yes, I have attached a Statement of financial capability.

7 Statement of corporate compliance and environmental performance history

Complete Section 1 (Corporate History) **ONLY** of the [Statement of corporate compliance and environmental performance history](#) guideline and template and check the box below to indicate you have attached it to this application.

Yes, I have attached a Statement of corporate compliance and environmental performance history.

8 Percentage of area to be renewed

You must reduce your petroleum exploration licence area by 25% unless you can justify that there are [special circumstances](#) supporting renewal over a larger area.

Indicate the portion of area you are applying to renew.

I am applying to renew 75% or less of the licence area.

Provide justification for renewal by completing a renewal justification statement. You will need to describe the area you are renewing and provide a map or plan.

I am applying to renew between more than 75 % and less than 100% of the licence area.

Provide justification for renewal and **special circumstances** supporting your request by completing a renewal justification statement. You will also need to describe the area you are renewing and provide a map or plan.

I am applying to renew 100% of the licence area.

Provide justification for renewal and **special circumstances** supporting your request by completing a renewal justification statement. You will also need to describe the area you are renewing and provide a map or plan.

10 Renewal justification statement

Complete and attach a Renewal justification statement for prospecting titles, as described in Clause [11A\(2\)\(b\)](#) of the *Petroleum (Onshore) Regulation 2007*. Before completing the template, read the [Guide to completing a renewal justification statement](#). Check the box below to indicate you have attached it to this application.

Yes, I have attached a renewal justification statement.

11 Proposed prospecting title work program

Provide a proposed prospecting title work program using the [Petroleum Prospecting Title Work Program Form](#).

You can submit the work program in one of two formats:

- **A fixed agenda** describing, in detail, the nature and extent of operations to be conducted during the whole of the authority's term

OR

- **A two-part format** consisting of: **a.** a fixed agenda describing, in detail, the nature and extent of operations to be conducted during an initial period (at least the first two years) of the term of the licence, and **b.** a summary of intended operations during the remainder of the term.

Work program requirements are stipulated in [Part 2](#) of the *Petroleum (Onshore) Regulation 2007* and further in the [Exploration Guideline: Work Programs for Prospecting Titles](#).

Indicate the format of your work program below.

I have attached a work program in the fixed agenda format.

I have attached a work program in the two-part format.

12 Activity approvals

12.1 Approved Category 2, Category 3 and 'Assessable' activities

Any prospecting operations which are **not** defined as 'Exempt Development' under [Clause 10](#) of the *State Environmental Planning Policy 2007 (Mining, Petroleum Production and Extractive Industries)* require approval before they commence. Refer to the guideline [ESG5: Assessment requirements for exploration activities](#) for more information on activities.

12.1.1 Are there any Category 2, Category 3 or 'Assessable' prospecting operations that have been approved and are continuing into the new term of the title?

Yes. There are Category 2, Category 3 or 'Assessable' prospecting operations that have been approved and are continuing into the new term of the title. (Enter the activity approval numbers below).

Approved activity numbers

No

12.2 Rehabilitation

Rehabilitation of prospecting operations is deemed 'satisfactory' when:

- an [EDG13 – Rehabilitation and relinquishment report](#) is submitted to the department by the title holder, and
- the department has formally notified the title holder that the rehabilitation is satisfactory.

12.2.1 Are there any prospecting operations on the licence (from current or previous terms) that have *not* been rehabilitated to the satisfaction of the department?

Yes. There are areas that have **not** been rehabilitated to the department's satisfaction. (Enter the activity approval numbers below).

Activity numbers

No

13 Rehabilitation cost estimate

All title holders must provide an estimate of rehabilitation costs. This estimate will be considered by the department when determining the [security deposit](#) amount.

Before answering the following questions, read the [Rehabilitation cost estimate guidelines](#).

13.1 What is the total rehabilitation cost estimate?

The estimate should cover the rehabilitation for **all** prospecting operations.

Total rehabilitation cost estimate

\$

The department is responsible for ensuring that the people of NSW do not incur a financial liability as a result of petroleum exploration and production activities. All title holders engaged in these activities are, therefore, required to lodge a security deposit.

The security deposit must cover the Government's full costs for rehabilitation in the event of default by the title holder.

The rehabilitation cost estimate is an estimate of all rehabilitation liabilities which currently exist on the title, including approved prospecting operations and those prospecting operations defined as exempt development.

13.1.1 What method have you used to calculate the rehabilitation cost estimate? Attach your cost calculation to this application.

Department's [rehabilitation cost calculation tool](#).

Other – Attach your calculations or use the field below to describe the tool or cost guide you have used.

13.2 What period is covered by the estimate?

Current disturbance at date of application

13.3 What security is currently held by the department?

Current security held by the department

\$

13.4 Does this rehabilitation cost estimate propose a reduced rehabilitation liability for the title?

If the rehabilitation has been completed and the liability has been reduced, you may claim for a reduction in the security deposit amount.

- Yes. If yes, ensure you have completed and attached [EDG13 – Rehabilitation and relinquishment report](#) to this application.
- No

14 Environmental and rehabilitation reporting

Depending on the title conditions, you may need to submit an Compliance and Rehabilitation Report or an Environmental and Rehabilitation Report prepared in accordance with [ESG4: Environmental Compliance Reporting Guidelines for Coal and Mineral Prospecting Operations](#).

14.1 Do the title conditions require an Compliance and Rehabilitation Report or Environmental and Rehabilitation Report?

- No.
- Yes, I have attached the required report.

15 Statement of undertaking to comply with the Act

Provide evidence of the applicant/s ability comply with the provisions of the Act and the regulations relating to a petroleum exploration licence. See Section 15 (c) of the *Petroleum (Onshore) Act 1991*.

- I have attached evidence of the applicant/s ability to comply with the Act.

16 Pay the prescribed fee

Provide payment, proof of payment or details that allow the payment to be made. Refer to [Part 7A](#) of the *Petroleum (Onshore) Act 1991* for a list of legislated fees.

Fees and fee calculation

- The application fee amount is \$1,000

Select your payment method

Direct deposit

Account name: NSW Department of Industry, Skills and Regional Development

BSB: 032001

Account number: 169146

Reference: REN [title identifier and number] (e.g. REN PEL 1234)

If you are paying by direct deposit, attach a copy of the receipt issued by your banking authority as evidence that you have paid.

Cheque made payable to 'NSW Department of Industry, Skills and Regional Development'

Credit card (enter details below)

Payment amount	\$ <input type="text"/>
Type of card	<input type="text" value="Select card type..."/>
Cardholder's name:	<input type="text"/>
Card number:	<input type="text"/>
Expiry date (mm/yy):	<input type="text" value="mm / yy"/>

17 Checklist of items to be included with this application

Item	Reference	
Technical advice support documentation	<input type="checkbox"/>	Question 5
Statement of financial capability	<input type="checkbox"/>	Question 6
Statement of corporate compliance and environmental performance history	<input type="checkbox"/>	Question 7
Map or plan of the area to be renewed	<input type="checkbox"/>	Question 9
Renewal justification statement	<input type="checkbox"/>	Question 10
Prospecting title work program	<input type="checkbox"/>	Question 11
Rehabilitation cost estimate (attach calculations to evidence how the rehabilitation cost estimate is derived)	<input type="checkbox"/>	Question 13
Environmental and Rehabilitation reporting if applicable	<input type="checkbox"/>	Question 14
Statement of undertaking to comply with the Act	<input type="checkbox"/>	Question 15
For payments made by direct deposit – proof of payment	<input type="checkbox"/>	Question 16
For agents only – evidence of appointment as agent, if this has not been previously supplied to the division	<input type="checkbox"/>	Question 17

Have you lodged all the required information with this form?

- Yes
- No. I will provide outstanding information within 10 business days of lodging this application.

18 Declaration

This form should be signed by the applicant/s (in the case of a company a duly authorised officer) or an agent authorised to act on behalf of the applicant/s.

I/We declare that the information provided in this application is true and correct. I/We understand that under [Part 5A](#) of the *Crimes Act 1900*, knowingly giving false or misleading information is a serious offence; and under the *Petroleum (Onshore) Act 1991* and *Petroleum (Onshore) Regulation 2007*, any person who provides information that the person knows to be false or misleading is guilty of an offence, for which they may be subject to prosecution.

Applicant/s

Name	
Position/title	
Date	
Signature	

Name	
Position/title	
Date	
Signature	

Name	
Position/title	
Date	
Signature	

OR

Agent authorised to act for this applicant/s

Provide evidence of appointment if this has not been previously supplied to the department.

Name	
Position/title	
Date	
Signature	

Office use only

Application received:

Time: Date:

Application fee amount: \$1,000 (per title)

FINM46-2

Total amount: **Receipt number:**

Received under delegation from the Secretary

Name

Signature

For credit cards

Following confirmation of payment, remove the first eight (8) digits of the credit card number from this form. Ensure that any saved copy does not include full credit card details.