

Completing a Well Licence Other Amendment Application

» Intended User: Well licence applicants

Overview – Well Licence Other Amendment

This quick reference guide (QRG) describes how to complete a well licence “other” amendment application in OneStop. This amendment type allows for the amendment of the following attributes: licence extensions, surface casing depth, well name change and scheme approval number.

This guide assumes the following:

- You have a valid account in OneStop.
- Your account permissions allow complete search, save, and submit access.
- You have logged in.
- The applicant is displayed in login information under “Company” or “Acting as” delegate.
- You have started an application and completed the General screens.
- An application ID was created.
- Well “Other” was selected as an amendment type.

Licence Amendment – Other Amendments

1. Types of Amendments: **Click** one or more boxes to select.

<input type="checkbox"/> Well Name	<input type="checkbox"/> Scheme Approval Number
<input type="checkbox"/> Surface Casing Depth	<input type="checkbox"/> Extension To Licence Term

When selected, a checkmark appears, and the box is highlighted in blue.

<input checked="" type="checkbox"/> Well Name

As selections are made, new windows are displayed for each selected amendment type.

2. The following shows OneStop’s functionality when a combination of Well Name, Scheme Approval Number, Surface Casing Depth, and Extension to Licence Term is selected as part of one application.

Participant involvement: Select **Yes** or **No**.

This question is required to be answered for all amendment types. If multiple types are selected (shown), the question will be asked once.

Requirements have been met *	<input type="radio"/> Yes	<input type="radio"/> No
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a) If **No**, click **Attach** to upload the required information.

Attach all required information *	Attach
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3. Well Name: To change the well name, enter discretionary information in the field.

Current Well Name	CVE M17P01 LEISMER 3-28-76-6
a below can be used to enter additional information to be included in the well name. This information will appear follow	
Discretionary Information	<input type="text"/>
New Well Name	<input type="text"/>

4. Click **Generate**, the new well name is displayed

Generate Name	
New Well Name	CVE DEMO LEISMER 3-28-76-6

5. Scheme Approval Number: Delete the pre-populated scheme approval number. Enter the new scheme approval number.

The proposed well is part of an experimental, primary, or commercial crude bitumen scheme *	<input type="radio"/> Yes <input type="radio"/> No
Scheme Approval Number *	<input type="text"/>
Please enter a valid scheme approval number.	

If part of an experimental confidential scheme, the expiry date is displayed.

Expiry Date (experimental confidential schemes only) *	03/01/2024
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6. Surface Casing Depth: The value from the current licence record is displayed. Delete this value and enter a new value.

Surface Casing Depth *	79
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a) Surface casing meets the requirements of *Directive 008* *. Select **Yes** or **No**.

b) If **No**, additional questions are displayed.

Surface casing meets the requirements of <i>Directive 008</i> *	<input type="radio"/> Yes <input type="radio"/> No
A surface casing variance has already been obtained *	<input type="radio"/> Yes <input type="radio"/> No
Attach an explanation of why requirements will not be met, including geological data, operations data, and an area map *	Attach

7. Licence Term: The current expiry date is displayed.

Current Licence Expiry	02/04/2022
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a) Select a **1 Year** or **2 Year** Licence Extension.

Licence Extension *	1 Year	2 Year
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b) Upon selection, the participant involvement notification will display. Click **I Agree** to accept.

I Agree

c) Statement of Concern: Select **Yes** or **No**.

A statement of concern was registered against the original application for this licence *	Yes	No
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8. Click **Validate** to confirm there are no errors.

Validate

9. Click **Next**.

Next >

10. Confirmation Screen is displayed. Review the triggered rules.

11. **Save** and/or **submit** the application.