

Completing a Well Licence Subsurface Amendment Application

» Intended User: Well licence applicants

Overview – Well Licence Subsurface Amendment

This quick reference guide (QRG) describes how to complete a well licence subsurface amendment application in OneStop.

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 Subsurface was selected as an amendment type.

Licence Amendment – Well Details Screen

Tip:

Uneditable fields are greyed out. When changes to editable values have been made, the field will highlight in yellow. Hover over any highlighted field to see the previous value.

Bottomhole Location * Original Value: 3

1. Type of Drilling Operation: Click arrow in the field to select a type of drilling operation from the drop-down menu.

Type of Drilling Operation *

2. Bottomhole Location: Click in each field, and enter the bottomhole location.

Bottomhole Location * W M

3. Road allowance indicator: Select **Yes** or **No**.

Proposed bottomhole location is within a road allowance *

- a) If **Yes**, the Direction field appears. Click the arrow to select a direction from the drop-down menu.

Direction *

4. Well Name: Click **Generate Well Name**.

5. The Well Name generator appears. Click **Generate Name** or add discretionary information, then click **Generate Name**.

Generate Well Name

Based on the bottomhole location entered, the following is a suggested well name: CVE LEISMER 3-28-76-6

The Discretionary area below can be used to enter additional information to be included in the well name. This information will appear in the well name.

Discretionary Information

New Well Name

6. Click **Accept**. The well name field is populated.

Well Name *

7. Depth Information: Click in the **Surface Casing Depth**, **Projected Total Depth**, and **True Total Depth** fields to change the pre-populated values.

Surface Casing Depth Projected Total Depth

True Vertical Depth

8. Mineral Rights: Click the arrow in the field to select mineral rights from the drop-down menu.

Mineral Rights *

9. Terminating Formation: Click the arrow in the field to change the terminating formation.

Terminating Formation Name *

10. Click **Validate** to confirm there are no errors.

11. Click **Next**.

Licence Amendment - Licence Details Screen

1. Participant Involvement: Select **Yes** or **No**.

Requirements have been met *

- a) If **No**, click **Attach** to upload the required information.

2. Classification: Select **Yes** or **No**.

- a) If **Yes**, additional information is required. Refer to AER's "Drill Cutting" YouTube video for instructions on how to complete the drill cuttings section.

<https://www.youtube.com/watch?v=d6PWxFgMOYk>

- b) Click **Validate** to confirm there are no errors.

3. Click **Next**.

4. Confirmation Screen is displayed, view the triggered rules.
5. **Save** and/or **submit** the application.