

Completing a Well Licence Surface Amendment Application

» Intended User: Well licence applicants

Overview – Well Licence Surface Amendment

This quick reference guide (QRG) describes how to complete a well licence surface 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 Surface was selected as an amendment type.

Licence Amendment – Overview Screen

A single well point shapefile and a valid survey are required for all surface amendments. A lease boundary shapefile is also required for Freehold lands.

1. Upload Shapefile. Click **Attach**.



Detailed shapefile instructions are outlined in *Importing Digital Spatial Data into OneStop Well Licences* located on the OneStop Help page.

- a) Well location attributes are populated from the submitted shapefile. Any value(s) populated from the shapefile that are different from the current licence record are highlighted in yellow.

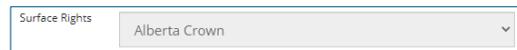
Activity ID	Surface Location	Surface N/S Distance (m)	Surface N/S Designation	Surface E/W Distance (m)
31012130	10-11-76-8W4	472.4	South of North	487.7

- b) Hover over any highlighted field to view the original value.

Values populated from the shapefile cannot be changed manually.



2. As part of the spatial analysis, OneStop determines surface rights, Crown, or Freehold, and populates the screen.



3. For wells located on Crown land, the related public land authorization or application number, if found, will populate in the Public Land Approval section.

4. Survey Plan: Click **Attach** to add a valid survey plan.



5. Click **Validate** to check the page for errors.

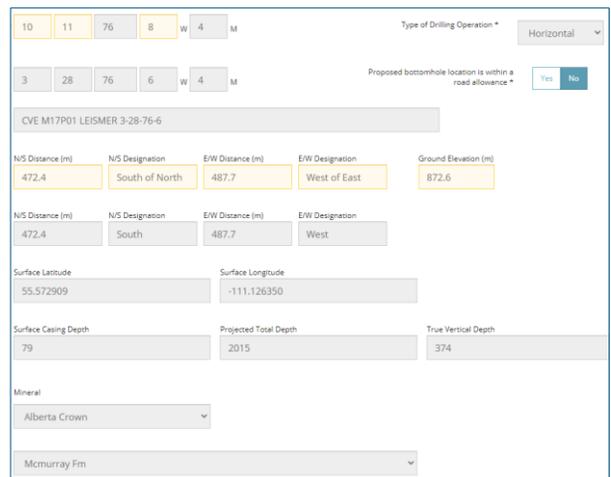
Validate

6. Click **Next**.

Next >

Licence Amendment – Well Details Screen

1. The information displayed is generated from the shapefile and current licence record. These values cannot be manually changed.



Tip:

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

Bottom Original Value: 3 5

- 2. Click **Validate** to confirm there are no errors.
- 3. Click **Next**.

Licence Amendment – Licence Details Screen

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

Requirements have been met * Yes No

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

Attach all required information *

- b) Distance to Nearest Surface Development: Enter a value in the field.

Distance to nearest surface development (km) * 4

- 2. Surface Impacts: Select **Yes** or **No**.

- a) If **No**, attachments may be required.

The AER water body setback requirements have been met *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Mitigative measures described in <i>Directive 056</i> will be followed *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Attach an explanation of why water body setbacks cannot be met and what methods will be used to protect the water body *	<input type="button" value="Attach"/>
All other AER setback requirements have been met *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Consent is not required, or is required and has been obtained *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Attach an explanation of why consents have not been obtained *	<input type="button" value="Attach"/>
The proposed well site/access road will meet the AER environmental requirements *	<input type="radio"/> Yes <input checked="" type="radio"/> No

- 3. Click **Validate** to confirm there are no errors.
- 4. Click **Next**.

Licence Amendment – H2S Screen

This screen displays for sour wells only. Values from the current licence record are displayed.

- 1. Emergency Planning: For distance to nearest urban center, click in the field to update the value.

Distance to nearest urban centre (km) * 42

- 2. Click **Validate**.
- 3. For a critical or proximity critical well, an attachment prompt is displayed. Click **Attach** to upload the required attachment.

Critical and Proximity Critical Wells

Attach all applicable audit documentation, a drilling plan, and any precicensing approvals or variances *

- 4. Click **Validate** to confirm there are no errors.
- 5. Click **Next**.
- 6. Confirmation screen is displayed. Review the triggered rules.
- 7. **Save** and/or **submit** the application.