

Initiating a Well Licence Amendment Application – General



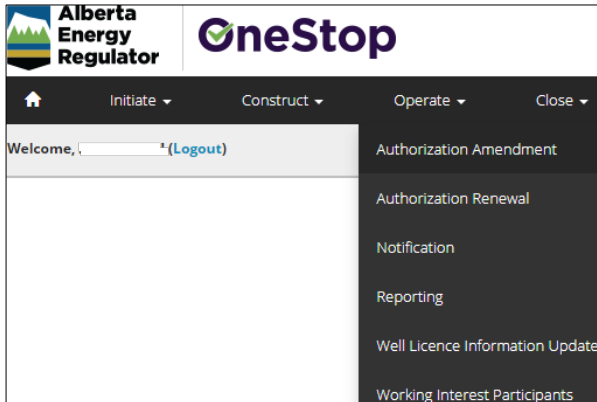
» Intended User: Well licence applicants

Overview – Well Licence Amendments

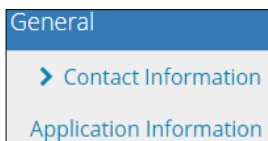
This quick reference guide (QRG) describes how to initiate various well licence amendment types in OneStop. You must be logged in to OneStop and begin the process from the main landing page.

Begin the Amendment Application

1. Click **Operate** in the top navigation bar. Select **Authorization Amendment**.

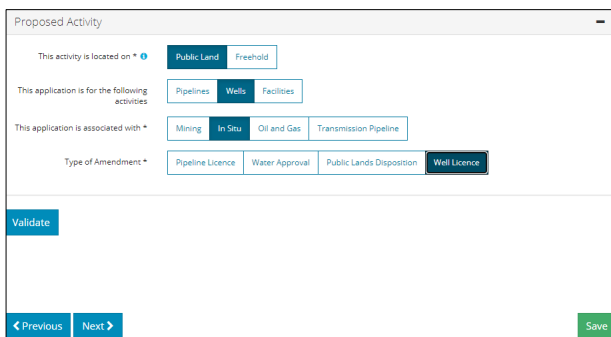


2. Complete the General screens: **Contact Information** and **Application Information**.




3. Proposed Activity screen: In the Proposed Activity pane select the **activity location**, the **specific activity**, and the **application's association**.

4. Click **Well Licence** as the Type of Amendment.



5. Click **Next**. 

6. Complete the **General – Additional Information** screen.

7. Click **Next** to proceed to General – Licence Information screen. 

Search for a Licence

Search for a licence to amend from the Well Licence Search pane.

1. Enter a licence number or surface location, not both.

2. Click **Search**. Results appear in the Search Results pane.

If the licence is not eligible for amendment, an error message displays, and no results are returned in the search table.

If the location search is used and no results are found, an error message displays, and no results are returned in the search table.

Amend the Licence

1. Check the **box** beside the licence number you wish to amend. Only one may be selected for an amendment.

2. Select the appropriate **amendment type(s)**. More than one can be selected.


Unavailable amendment types are greyed out.

3. Click the information icon beside each amendment type for more details.

Well Surface 

This section will allow the amendment of the following attributes:


- Surface location
- Surface coordinates
- Ground elevation
- Surface rights owner
- Distance to nearest surface development
- Distance to nearest urban center

Well Surface 

Well H₂S Information

This section will allow the amendment of the following attributes:


- H₂S information

Well H₂S Information 

Well Subsurface

This section will allow the amendment of the following attributes:


- Bottomhole location
- Well name
- Total depth
- True vertical depth
- Mineral rights
- Terminating formation
- Type of drilling operation
- Drill cutting information
- Surface casing depth

Well Subsurface 

Well Other

This section will allow the amendment of the following attributes:


- Licence extensions
- Surface casing depth
- Well name change
- Scheme approval number

Well-Other 

Well Production Type

This section will allow the amendment of the following attributes:


- Well type
- Substance name
- Formation name
- AER classification
- Confidential status
- Drill cutting information

Well/Production Type  Well H₂S Information Well-Other OSE Conversion

OSE Conversion

This amendment allows for the conversion of OSE wells to conventional wells (OGCR 2.030 to 2.020), post drilling. This section will allow the amendment of the following attributes:

- Well Type
- Substance Name
- Formation Name
- AER Classification
- Confidential Status

OSE Conversion 

4. Click **Amend.** 

At this point, no additional selections or deletions can be made.

5. Click **Next** and proceed with the application. 