



*PETROLEUM (ONSHORE) ACT 1991*

## **Petroleum exploration licence renewal application**

FORM PEL3

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### **HOW TO COMPLETE THIS FORM**

This form has been created as an interactive PDF.

Users can complete and save the form electronically using Adobe Reader. Alternatively, the form can be printed and filled out by hand. Adobe Reader can be downloaded free of charge from the Adobe website: <http://www.adobe.com/au/downloads/>

NSW Trade & Investment consents to the receipt of applications electronically, including the use of electronic signatures, in accordance with the *Electronic Transactions Act 2000*.

Signature fields within this form can be filled by:

- Pasting an image of the signature into the signature field. File types, such as JPEG or TIFF, can be inserted into the field by clicking on the box and following the prompts.
- Using the Adobe digital signature functionality. For further information on this option refer to: <http://www.adobe.com/security/digsig.html>
- Printing the form and signing

Form can be submitted by:

- Email: saved PDF applications can be submitted to [elapplications@industry.nsw.gov.au](mailto:elapplications@industry.nsw.gov.au)
- Mail: Titles Branch, PO Box 344, Hunter Region Mail Centre NSW 2310
- In Person at the Mineral Resources Branch: 516 High Street, Maitland NSW 2320
- Fax: (02) 4931 6776

For further information on lodgement please refer to the Department's website:  
[www.resources.nsw.gov.au/titles](http://www.resources.nsw.gov.au/titles)

This form is to be completed by individuals and companies applying for the renewal of a petroleum exploration licence.

It has been prepared in accordance with the requirements of Section 19 of the *Petroleum (Onshore) Act 1991* and Part 2 of the *Petroleum (Onshore) Regulation 2007*.

This application form must not be altered in any way. It can be either completed electronically using Adobe Reader (which can be downloaded free of charge from [www.adobe.com.au](http://www.adobe.com.au)) or printed.

From 1 July 2012, all titles are subject to an Administration Levy and Annual Rental Fee to improve regulation and continuing provision of pre-competitive geoscience information. New requirements have also been introduced in relation to minimum security deposits. For further information on these fees and minimum security deposits please refer to: [www.resources.nsw.gov.au/info/fees](http://www.resources.nsw.gov.au/info/fees)

The Department's website provides comprehensive information relating to completion of applications, methods of lodgement, departmental policies, office locations, Native Title and contact details at: [www.resources.nsw.gov.au/titles](http://www.resources.nsw.gov.au/titles)

The renewal application must be lodged with the Director General no earlier than two months and no later than one month before the licence ceases to have effect.

1. Title Information:

Type:	
Number:	
Act:	

2. Name of licence holder/s in full and ACN/s (if applicable):

If the applicant/s is a foreign entity, by completing this form it is assumed they are authorised to operate and carry out business in New South Wales.

Name:	
ACN (if applicable):	

Name:	
ACN (if applicable):	

Name:	
ACN (if applicable):	

If there are more than three holders please provide information on additional holders on a separate sheet accompanying this application. Please include name and ACN (if applicable) of each holder. To indicate that there are additional holders please check the box below:

3. Expiry Date of Licence:

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4. Contact details for this application:

Specify the name and contact details of the person to whom any notices or documents are to be served in regard to this application only. These details will not be stored in the Titles database. All further correspondence following the grant of this title will be to the registered office or postal address of the holder of the licence.

Contact Name:	
Position Held:	
Postal Address:	
Phone (inc. area code):	
Fax:	
Mobile:	
Email:	

- Check this box if email is your preferred method of contact for this application  
Note: must be an official company email address

5. Period for which licence is sought:

Renewal of licences may be granted for a maximum of six years.

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6. Are you applying for renewal of the whole of the licence area?

Section 30(2) of the *Petroleum (Onshore) Act 1991* requires petroleum exploration licences to be reduced by 25% on renewal, unless special circumstances apply warranting renewal over more than half the area.

- Yes                       No

If No, describe the area sought for renewal.

The land sought should also be identified using a map or plan as per Clause 4 of the Regulations and the name of the 1:1,000,000 area (i.e. Broken Hill, Bourke, Armidale Adelaide, Canberra, Sydney, Melbourne or Bodalla) and the block numbers

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## 7. Payment of prescribed fee:

The prescribed fee may be paid either by cheque, credit card or direct deposit. The Department accepts Mastercard/ Visa/Amex/Diners cards. Contact Titles staff at one of the Department's offices if you wish to deposit funds directly to the Department's account. Direct deposits will require a copy of the deposit receipt issued by the banking authority as evidence to accompany the application form.

See Schedule 1 of the *Petroleum (Onshore) Regulation 2007* which can be accessed online at: [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

### Select Payment Method:

- Direct Deposit
- Cheque (*payable to NSW Trade & Investment*)
- Credit Card (see below)

Payment Amount:	
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Type of Card :	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Amex	<input type="checkbox"/> Diners
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Cardholders Name:	
Card Number:	
Expiry Date (mth/yr):	

## 8. Checklist of items to be included with this application:

(a) The application fee prescribed by the *Petroleum (Onshore) Regulation 2007*

(b) A map or plan, drawn in accordance with the regulations, on which there is delineated the boundaries of the area to which the title is intended to apply.

Section 30(2) of the *Petroleum (Onshore) Act 1991* requires petroleum exploration licences to be reduced by 25% on renewal, unless special circumstances apply warranting renewal over more than half the area.

An application for renewal of a petroleum title must be accompanied by a map or plan drawn in accordance with Clause 4(2) of the *Petroleum (Onshore) Regulation 2007*. Clause 4 states:

(1) A map or plan accompanying an application for a petroleum exploration licence must be drawn on or overlay the Department of Mineral Resources New South Wales Block Identification Map Series 1 (1:1 500 000) showing blocks.

(2) A map or plan accompanying an application for any other petroleum title, or otherwise prepared for the purposes of the Act, must be drawn on or overlay:

(a) the Identification Map referred to in subclause (1) if the area to which the proposed title relates is larger than one block, or

(b) the Department of Mineral Resources New South Wales Block Identification Map Series 3 (1:100 000) showing units, or

(c) a standard topographical map or maps at a scale of 1:100 000, 1:50 000 or 1:25 000 or at such larger scale as the Minister may determine for that application, showing the co-ordinates (by reference to Map Grid of Australia co-ordinates) of all points where there is a change in direction of the boundaries of the land concerned.

(3) In this clause, **Map Grid of Australia** means a rectangular co-ordinate system using a Transverse Mercator projection with zones 6 degrees wide and based on the Geocentric Datum of Australia (within the meaning of the *Surveying and Spatial Information Act 2002*).

The name of the 1:1,000,000 map sheet and block numbers also need to be provided.

**Note:** An application for renewal of a petroleum title must relate to only one area.

(c) A proposed work program complying with the regulations and indicating the nature and extent of operations to be carried on under the authority of the title.

Clause 5 of the *Petroleum (Onshore) Regulation 2007* allows a work program to be prepared in two formats:

- i. A fixed agenda describing in detail the nature and extent of operations to be carried on under the licence or lease during the whole of its term, or
- ii. A two-part format consisting of:
  - a. a fixed agenda describing in detail the nature and extent of operations to be carried on during an initial period (at least the first two years) of the term of the licence or lease, and
  - b. a summary of intended operations during the remainder of the term.

If the two-part format is selected, the holder of the title must provide progressive agendas in accordance with Clause 6 of the Regulation:

- i. If the work program supporting the application for a petroleum title was prepared using the two-part format, the holder of the title must, not later than 30 days before the end of the period covered by the fixed agenda supporting the application, lodge another fixed agenda of operations for the next period of two years or for the remainder of the term of the title.
- ii. In the same way, further fixed agendas must be lodged, each not later than 30 days before the end of the period covered by the last agenda, until the entire term of the petroleum title is accounted for.

In accordance with Clause 7 of the Regulation, a fixed agenda must include details of:

- (a) the objectives of any proposed exploration, and
- (b) the methods of exploration proposed to be employed, and
- (c) the expenditure, estimated on a yearly basis, required by the relevant work program.

The proposed exploration program of work **must** contain sufficient detail to satisfy the Department that the **full area applied for will be effectively explored for the duration of the period sought**. It should include a year by year summary outlining area selection rationale, objectives and exploration activities. The following headings and descriptions should be used:

**Rationale** - to contain a brief (1-2 paragraph) description of area selection rationale, including significant aspects of regional geology, structures and petroleum systems.

**Objectives** - to include a brief description of anticipated outcomes or advances made to the project on conclusion of the program.

**Exploration activities** - description of proposed exploration activities. Should show conformity with stated rationale and objectives and be clearly scheduled over a minimum two year period.

(d) Evidence of the financial standing of the applicant.

Evidence of financial standing must be provided in the form of:

- a) a certificate issued by a member of CPA Australia or the Institute of Chartered Accountants in Australia (including membership number); or
- b) a statutory declaration;

Stating that the applicant has sufficient financial resources at the time of lodgement to meet the financial commitments on all the applicant's titles and title applications.

(e) Evidence of the technical qualifications of the applicant and of the applicant's technical Advisers

List details of persons or organisations providing technical advice. The name and contact details of the person who will be responsible for the supervision of prospecting operations and preparation of exploration reports (technical manager) must be provided. The qualifications and experience of the technical manager must be supplied. If this person is not an employee of the applicant, written acceptance of the role of technical manager must accompany this application. **It is expected that the technical manager will be a qualified geoscientist with petroleum exploration experience**

(f) Evidence of the ability of the applicant to comply with the provisions of the Act and the regulations relating to a petroleum exploration licence

A statement of undertaking will be acceptable.

## 9. Certification

This form should be signed by the applicant/s (individuals) or an authorised representative of the applicant/s company/s, or the agent who is authorised to act on behalf of the applicant/s.

I/We certify the information contained in this application and attached supporting documentation is prepared in accordance with the provisions of the *Petroleum (Onshore) Act 1991* and the *Petroleum (Onshore) Regulation 2007*. Note: Penalties apply for provision of false or misleading information.

Click within signature box to insert image

Name:	
Position / Title:	

Signature:	
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Other applicants:

Name:	
Position / Title:	

Signature:	
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Name:	
Position / Title:	

Signature:	
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Or agent authorised to act for this applicant/s:

Name:	
Position / Title:	

Signature:	
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Applications must be lodged with the Director General.

For information on methods of lodgement refer to the front page of this form or [www.resources.nsw.gov.au/titles](http://www.resources.nsw.gov.au/titles)

OFFICE USE ONLY

Application Received:

Time:	am/pm	Date:	
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Fee:		Amount:	\$1,000
Receipt No:		WBS:	D152-18
		GL:	Z4010

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Received under delegation from the  
Director General.

**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.*

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PRIVACY STATEMENT

This information is collected by the Department of Trade and Investment, Regional Infrastructure and Services (NSW Trade & Investment) for the purposes of assessing an application for a title, 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.