Well activities notification cover sheet

Form

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Date: 07/08/2020

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| **Part 1 – Submission details**  |
| Titleholder | Insert name of sole, or nominated Titleholder - reference OPGGSA 2006, Section 775B | ACN |   |
| Title number(s) |   | Well name(s) |   |
| Titleholder address |   |
| Document title (submitted) |   |
| Document No. (submitted) |   | Revision No.  |   | Revision date |   |
| Document title (WOMP in force) |   |
| Document No. (WOMP in force) |   | Revision No.  |   | Revision date |   |
| **Submission type** (check all that apply) |
| **5.22 Well activities for which advance notice is required**  |  |
| *Activities requiring 21 days’ notice*  | [ ]  |
| 1. A titleholder must notify NOPSEMA about any of the following well activities in the title area before starting the well activity:
 |  |
| 1. a well activity that involves drilling formation;
 | [ ]  |
| 1. a well activity that involves running tubular goods into a well or recovering tubular goods from a well;
 | [ ]  |
| 1. a well activity that involves removing a christmas tree, tubing spool, casing spool or casing head from a well;
 | [ ]  |
| 1. a well activity that involves the installation of a christmas tree saver for use with downhole operations or well testing.
 | [ ]  |
| *Activities requiring notice at any time before start of activity*  | [ ]  |
| 1. A titleholder must notify NOPSEMA about any of the following well activities in the title area before starting the well activity:
 |  |
| 1. a well activity, not mentioned in subregulation (1), that involves perforation or tubing punching;
 | [ ]  |
| 1. a well activity, not mentioned in subregulation (1), that involves installation, removal or locking open of a downhole safety valve, storm choke valve, gas-lift valve or injection valve;
 | [ ]  |
| 1. a well activity, not mentioned in subregulation (1), that involves the installation of a Christmas tree saver for use during maintenance work on Christmas tree components.
 | [ ]  |
| *Form of notice* |  |
| 1. Notice of a well activity must be in writing and must include the following information relating to the well activity:
 |  |
| 1. a reference that identifies the well operations management plan for the well;
 | [ ]  |
| 1. a description of the well, including the proposed or existing well name and number, the location of the well and the water depth;
 | [ ]  |
| 1. the name of the facility from which the well activity will be carried out;
 | [ ]  |
| 1. the name of the operator of the facility;
 | [ ]  |
| 1. a description of the well activity, including the objective, key elements, milestones and programmed depths (e.g. well montage);
 | [ ]  |
| 1. a list of any documents that have been prepared for the management, control or operation of the particular well activity (note: no submission of the actual document is required);
 | [ ]  |
| 1. the timetable for carrying out and completing the activity.
 | [ ]  |
| **5.25 Notice that notified well activity has been completed**1. If a titleholder completes an activity for which notice was required under regulation 5.22, the titleholder must notify NOPSEMA that the activity has been completed.
 | [ ]  |
| 1. The notice must be in writing and must be given to NOPSEMA no later than 10 days after the activity is completed.

**Date activity completed**:  | [ ]  |
| Select relevant jurisdiction | Commonwealth [ ]  | Victoria [ ]  |

| **Part 2 – Details of individual making submission**  |
| --- |
| Individual |   |
| Position |   |
| Employer |   |
| Australian address |   | Phone  |   |
| Email |   | Fax |   |

| **Part 3 – Items for completeness** | **Yes ✓** |
| --- | --- |
| 1 | Submission is being made by the sole titleholder, or nominated titleholder where there is more than one registered holder of the title – reference OPGGS Act 2006, Section 775B | [ ]  |
| 2 | There is a cover letter (or this form) for the notification submission | [ ]  |
| 3 | 1 electronic copy submitted (instructions for use step 3) | [ ]  |

| **Part 4 – Issue resolution** |  |
| --- | --- |
| Issues with item(s)  | List item No(s) | were discussed with | Enter NOPSEMA contact | on | Click for date |
|  |  |  |  |  |  |
|  |  |  |  |
| Issues with item(s)  | List item No(s) | were discussed with | Enter NOPSEMA contact | on | Click for date |
|  |  |  |  |  |  |
|  |  |  |  |
| Issues with item(s)  | List item No(s) | were discussed with | Enter NOPSEMA contact | on | Click for date |
|  |  |  |  |  |  |

**Instructions for use**

1. This form is for use by a titleholder as a cover sheet for submissions to NOPSEMA of notification of well activities.
2. The titleholder should complete Parts 1, 2 and 3 for submissions.
3. Electronic version of submission should be in Adobe Acrobat file format, fully searchable and unprotected.
4. For any item in Part 3 that the titleholder is unable to answer in the affirmative the titleholder should contact NOPSEMA and complete Part 4.
5. Submission of electronic copies (preferred) should be made via secure file transfer at <https://securefile.nopsema.gov.au/filedrop/submissions> (NOPSEMA preferred) or via email to submissions@nopsema.gov.au. No hard copies required.

Note

1. Regulations quoted in Part 1 – Submission details, are extracts from Part 5 of the Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 2011

**Privacy notice**

NOPSEMA collects your personal information so that it can administer the OPGGS Act and associated regulations. If you do not provide your personal information, NOPSEMA will not be able to contact you in relation to your submission.

NOPSEMA will notuse or disclose your personal information for any other purpose without your consent, unless it is required or authorised by law, or relates to NOPSEMA’s enforcement activities. Your personal information may be disclosed to the following organisations, entities or individuals:

* individuals who make a request under the *Freedom of Information Act 1982*
* the Australian National Audit Office and other privately-appointed auditors
* other law enforcement bodies (for example, the police or the Coroner)
* NOPSEMA’s legal advisors.

NOPSEMA my occasionally be required to disclose information to overseas recipients in order to discharge its regulatory functions or exercise its regulatory powers.

Information about how you can access, or seek correction to, your personal information is contained in NOPSEMA’s APP Privacy Policy at [nopsema.gov.au/privacy](http://www.nopsema.gov.au/privacy). If you have an enquiry or a complaint about your privacy, please contact NOPSEMA’s Privacy Contact Officer on 08 6188 8700 or by email at privacy@nopsema.gov.au.