Design notification submission cover sheet

Form

Document No:  Date: 12/06/2025

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part 1 – Details of Person** (making submission (Cth OPGGS(S) Reg Part 3) | | | | | |
| Name: |  | | | Signature: |  |
| Position: |  | | | Date: |  |
| Australian address: |  | | | | |
| On behalf of: |  | | |  | |
| Contact details: | Phone: |  | Email: |  | |

| **Part 2 – Facility Details** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Is this an existing registered facility? | Yes | Registered facility name (Note 1): | |  | |
| No | Description of facility (Note 2): | |  | |
| Proposed location3: |  | | Proposed start date of construction/alteration (MM/YYYY): | |  |
| Titleholder details: | If known, enter org name | | | | |
| Operator details: | If known, enter org name | | | | |

| **Part 3 – Submission Details** (principal document(s) only) | | | | | |
| --- | --- | --- | --- | --- | --- |
| Document title: |  | | | | |
| Document no.: |  | Revision: |  | Revision Date: |  |
| Reason for submission: |  | | | | |

| **Part 4 – Submission Basis** (reason for making this submission) | | | | |
| --- | --- | --- | --- | --- |
| New ☐ | | Significantly altered ☐ | | |
| PRODUCTION FACILITY  Section 2.4FA  (if combination, tick all that apply) | the recovery of petroleum; (1)(c)(i) | | ☐ | and/or |
| the processing of petroleum; (1)(c)(ii) | | ☐ | and/or |
| the storage and offloading of petroleum; (1)(c)(iii) | | ☐ |  |
| GREENHOUSE GAS FACILITY  Section 2.4FB  (if combination, tick all that apply) | the injection of a greenhouse gas substance into the seabed or subsoil; (1)(c)(i) | |  | and/or |
| the storage of a greenhouse gas substance in the seabed or subsoil; (1)(c)(ii) | |  | and/or |
| the compression of a greenhouse gas substance; (1)(c)(iii) | |  | and/or |
| the processing of a greenhouse gas substance; (1)(c)(iv) | |  | and/or |
| the pre-injection storage of a greenhouse gas substance; (1)(c)(v) | |  | and/or |
| the offloading of a greenhouse gas substance; (1)(c)(vi) | |  | and/or |
| the transportation of a greenhouse gas substance; (1)(c)(vii) | |  | and/or |
| the monitoring of a greenhouse gas substance stored in the seabed or subsoil; (1)(c)(viii) | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 5 – Contact for invoicing** | | | |
| Name: |  | | |
| Email address: |  | Phone: |  |

| **Part 6 – Check of Submission Completeness** | | **Yes** |
| --- | --- | --- |
| 1 | Part 1 - Full details of submitting person – is completed |  |
| 2 | There has not been a previous Design Notification assessment, or the requirement for a Design Notification due to significant alteration(Note 4) has been discussed with NOPSEMA |  |
| 3 | 1 electronic copy of the submission is included (Note 4) |  |
| 4 | Part 5 – Contact for invoicing - is completed |  |

| **Part 7 – Issue Resolution (internal use only)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| 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 intended for use as a pre-submission check and cover page by a person making a design notification submission to NOPSEMA.
2. Submitters should complete Parts 1, 2, 3, 4 & 5 and use Part 6 as a checklist to ensure all items have been addressed/included as part of the submission.
3. For any item in Part 6 that is unable to be checked in the affirmative, the operator should contact NOPSEMA and complete Part 7.
4. The completed form should be included with the design notification submission.
5. Submission of electronic copies should be made **via email** to [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au) or **via secure file transfer** at <https://securefile.nopsema.gov.au/filedrop/submissions>.

Notes:

1. Registered facility name as per operator register on NOPSEMA’s website at <https://www.nopsema.gov.au/offshore-industry/safety/operator-nomination-and-registration>.
2. Description of facility should include identifiers for later correlation with the facility nomination and safety case submission. This could include project name, planned facility name.
3. Proposed location info could include title location, field name.
4. Single Adobe Acrobat file(s), fully searchable, full-size drawings and unprotected.
5. All regulations quoted are from the Commonwealth Offshore Petroleum and Greenhouse Gas Storage (Safety) Regulations 2024.
6. Regulations are identified in Part 4 of this form.

**Privacy Notice:**

NOPSEMA collects your personal information so that it can administer the OPGGSA 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 not use 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 may occasionally be required to disclose information to overseas recipients to discharge its functions or exercise its powers, or to perform its necessary business activities.

Information about how you can access, or seek correction to, your personal information is contained in NOPSEMA’s Australian Privacy Principles (APP) Privacy Policy at [www.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](mailto:privacy@nopsema.gov.au).