

Initiating a Well Licence Resumption Application

» **Intended User:** Well licence applicants

Overview – Resumption Application

This quick reference guide (QRG) describes how to initiate a well licence resumption application in OneStop:

- The applicant must be the licensee of the well to be resumed and the well licence status is Abandoned, Rec-Certified, Suspension, or Rec-Exempt;
- or
- The well licence holds a status of Issued or Amended, has been spud, and includes a rig release date or final drill date associated with the highest drill leg on the licence.

Shapefiles

Depending on the surface rights, one (well point) or two shapefiles (well point and lease boundary) will be required to complete the application.

A resumption application must be created for each well licence to be resumed. Include one well point only within the shapefile.

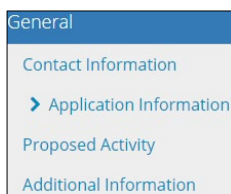
Detailed shapefile instructions are outlined in *Importing Digital Spatial Data into OneStop Well Licences* located on the OneStop Help page.

Creating the application

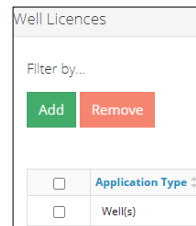
1. Click **Initiate** in the top navigation bar. Select **New Application**.



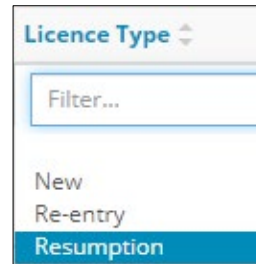
2. Complete the general screens: **Contact Information**, **Application Information**, **Proposed Activity**, and **Additional Information**.



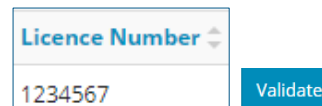
3. In the General – Activity Details screen, click **Add** in the Well Licences section.



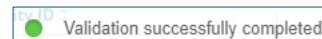
4. Click **Licence Type** field, select **Resumption**.



5. The Licence Number column appears. Enter the licence number. Click **Validate**.



It may take a few moments for OneStop to validate the licence number. A validation message will appear when the process is complete.



6. Click **Next**.

Wells – Overview

Upload the required shapefile(s) and continue with the application.