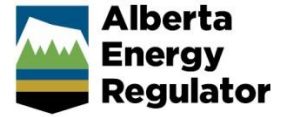


# Pipeline Amendment Applications – General

» Intended User: Pipeline Amendments Applicants



## Overview

Applicants must submit amendment applications for any changes to operating parameters on an existing pipeline or pipeline installation licence, as stated under section 6 of *Directive 056: Energy Development Applications and Schedules (Directive 056)*.

As of November, 2017, these amendments are submitted through the OneStop tool.

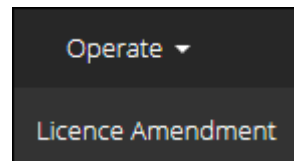
1. H<sub>2</sub>S change
2. Substance change
3. Abandonment
4. Facility code change
5. Not constructed
6. Discontinuation
7. Bidirectional flow
8. Removal
9. Specification change
10. Flow reversal
11. Liner installation
12. Line split
13. Route change (includes mapping corrections)
14. Maximum operating pressure increase
15. Maximum operating pressure decrease
16. Reinstatement
17. Resumption
18. Other: corrections to
  - a. Location
  - b. Length
  - c. Environment code
  - d. HDD/bored indicator
  - e. H<sub>2</sub>S release volume
  - f. Level
  - g. CSA class location
  - h. Surface line Indicator
  - i. Partial pressure
19. Installation amendment

### Important

Please also refer to the *Pipeline Licence Amendment Details* quick reference guide as a companion to this guide.

## Initiate a Pipeline Amendment Application

1. From the landing page, click **Operate > Licence Amendment**.



2. The **Initiate > Amendment > General – Contact Information** window displays.

The screenshot shows a web interface for 'Initiate >> Amendment'. The main content area is titled 'General - Contact Information' and includes a 'Validate' button. Below this is a form for 'Applicant' information with the following fields: BA ID, Name, Company Name, Address, Phone Number, Email, and Primary Contact (Yes/No).

### General – Contact Information

Note: The applicant and consultant information **cannot** be changed on this screen.

**Delete Draft**

When the data is incorrect, you must and check your account details with your administrator.

### Applicant

- Enter your name and a valid applicant email address.

### Consultant

- When you are acting as a consultant for another company, your credentials automatically display in these fields.

- Click **Next >**

- Select the appropriate answer box for your amendment application.

- Click **No** to create a new project.

- Enter a new **Project Name**.

- Click **Yes** to add the application to an existing project.

- Type in the project name required OR click **Search** to search for all project names.

- The **Project Search** window displays.

## Application Information

- The **Application Information** window displays.

8. Use the search criteria to select the licence required.

**Project Name:** enter a project name or a part of the existing project name.

**Asset ID:** enter an asset ID associated with the existing project.

**LLD:** enter the legal land description for the project.

Not entering any search criteria returns a list of all project names associated for the company ID.

9. Click the radio button next to the required application.

10. Click **Select Project**.

11. The project name displays in the field box.

Do you want to add this application to an existing Project? **Yes** **No**

Project Name: PNoA 14.8

12. Answer the existing authorizations question.

Are there existing authorizations to link to this application? **Yes** **No**

13. Select **No** when there are no links for the application. OR

14. Select **Yes** to display the asset table linking existing authorizations to the application.

**Add** **Remove**

<input type="checkbox"/>	Asset ID	Asset Name	Asset Type

15. Click **Add**.

16. The Existing Assets Search window displays.

Existing Assets Search

Authorization (Licence) Number:

Asset Reference:

Asset Name:

Location: LSD  SEC  TWP  RGE  M  W

**Search** **Reset**

<input type="checkbox"/>	Asset ID	Asset Name	Asset Type	Licensee Approval Holder

17. Enter search criteria to select the required asset, OR click **Search** to display all existing assets.

<input type="checkbox"/>	Asset ID	Asset Name	Asset Type	Licensee Approval Holder	Location
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

18. Use the checkboxes to select the required asset.

<input type="checkbox"/>	<b>Asset ID</b>
<input checked="" type="checkbox"/>	

**Important:** Only existing licences and authorizations held under the applicant’s BA ID can be linked to the application. The **Existing Assets Search** only displays assets that meet these criteria.

**Authorization (Licence) Number:** enter the AER licence number

**Asset Reference:** enter the Asset ID

**Asset Name:** enter the name of the well

**Location:** enter the legal land description (LLD)

19. Click **Search**.

20. Search results display. Use the checkbox on the left to select the required asset.

<input type="checkbox"/>	Asset ID	Asset Name	Licensee Approval Holder	LLD	Asset Status
<input type="checkbox"/>	0014041602000				RecExempt
<input checked="" type="checkbox"/>	0014041606000				RecCertified
<input type="checkbox"/>	0014043106000				RecExempt
<input type="checkbox"/>	0014043212000				RecCertified
<input type="checkbox"/>	0014051407000				RecCertified

21. Click **Add**. The asset is linked to the application.

<input type="checkbox"/>	Asset ID	Asset Name	Asset Type
<input type="checkbox"/>			

22. Click **Remove** to remove a row that is incorrect or not required.

23. Click **Next >**

### General – Proposed Activity

1. The Proposed Activity window displays.

Proposed Activity

This activity is located on Public Land Private Land

This application is for the following activities Pipelines

This application is associated with Mine In Situ Oil and Gas Transmission Pipeline

2. Click to select the required responses.

Proposed Activity

This activity is located on Public Land **Private Land**

This application is for the following activities **Pipelines**

This application is associated with Mine In Situ **Oil and Gas** Transmission Pipeline

3. Click **Next >**

### General – Additional Information

1. The **Additional Information** window displays.

Additional Information

There are outstanding stakeholder concerns related to this application Yes No

This activity requires an EPEA approval Yes No

EPEA code of practice notifications will be submitted Yes No

Water Act Code of Practice notifications will be submitted Yes No

This activity requires a Water Act Approval Yes No

This activity requires a Water Act Licence Yes No

2. When you click **No**, you may move to the next window.

3. When you click **Yes**, additional fields display.

Additional Information

There are outstanding stakeholder concerns related to this application Yes No

**Attach files...**

This activity requires an EPEA approval Yes No

Enter Application/Approval Number

EPEA code of practice notifications will be submitted Yes No

--Select--

Water Act Code of Practice notifications will be submitted Yes No

hydrostatic testing

pipelines crossing waterbodies

water course crossing

This activity requires a Water Act Approval Yes No

This activity requires a Water Act Licence Yes No

4. Complete the fields as required for this amendment application.

5. Click **Validate** to ensure that you have completed all fields correctly. Error messages display when data is missing.

There are outstanding stakeholder concerns related to this application  Yes  No

**Attach files...**  
 ▲ This field is required.

This activity requires an EPEA approval  Yes  No

Enter Application/Approval Number

EPEA code of practice notifications will be submitted  Yes  No

--Select--

Water Act Code of Practice notifications will be submitted  Yes  No

hydrostatic testing  
 pipelines crossing waterbodies  
 water course crossing  
 ▲ This field is required.

6. Complete the fields and validate again to ensure that no error messages display.

### General – Licence Information

1. The Licence Information window displays.

Search Results

License Number	Application Type	Pipeline Amendment	Installation Amendment
No search results			

Selected Licences to Amend

License Number	Application Type	Application Purpose	Activity ID
No selected licence			

2. Enter the licence number required, OR

Click **Search** to select all licences available for this company.

Search Results

License Number	Application Type	Pipeline Amendment	Installation Amendment
13921	Pipeline	<b>Add</b>	N/A
13919	Pipeline	<b>Add</b>	<b>Add</b>
13916	Pipeline	<b>Add</b>	<b>Add</b>
13915	Pipeline	<b>Add</b>	N/A
13918	Pipeline	<b>Add</b>	N/A

3. Two amendment columns display: one for pipeline amendments and one for installation amendments.

Pipeline Amendment	Installation Amendment
<b>Add</b>	N/A
<b>Add</b>	<b>Add</b>
<b>Add</b>	<b>Add</b>
<b>Add</b>	N/A
<b>Add</b>	N/A

4. You may add either a pipeline or an installation amendment, or both.

While you can add both amendment types under one licence number, each amendment appears as a separate activity with a unique **Activity ID**.

5. Click **Add** to select the amendment required. You may add more than one amendment associated with the licence number.

6. The selected licence numbers display in the lower part of the window.

Selected Licences to Amend

License Number	Application Type	Application Purpose
<input type="checkbox"/>	Pipeline	Amendment to Existing Licence
<input type="checkbox"/>	Pipeline	Amendment to Existing Licence

You do not need to click the checkbox to amend the licence. OneStop automatically selects the returned rows.

7. Should you want to remove a licence number from the list, click the checkbox and click

**Remove Selected Licence**

Selected Licences to Amend

License Number	Application Type	Application Purpose
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		

8. Click .

9. The **Licence Amendment** section displays. To continue the process, please refer to the *Pipeline Licence Amendment Details* quick reference guide.