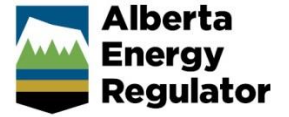


Pipeline Applications – Add to Existing Installation Licence



» Intended User: Pipeline Applicants

Overview

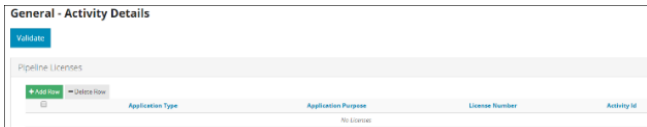
Applicants may add a new or unlicensed pipeline installation to an existing pipeline licence when the new pipeline installation handles the same substance and H₂S content.

This guide assumes the following:

1. You have a valid account in OneStop.
2. You have logged in.
3. The applicant is displayed in the login information as a corporate applicant OR as a delegate “Acting as.”
4. You have completed the **General** questions up to the **Activity Details** window, as outlined in the *Initiate New Pipeline Application - General Conditions* quick reference guide.

General – Activity Details

1. The *General – Activity Details* window displays.



2. Click **+ Add Row** to enter a licence type. Multiple application types may be applied for in a single application.

3. Click the **Application Type** field drop-down list to select the required type.

4. Click the **Application Purpose** field drop-down list to select the type of application required.

5. Enter the **Licence Number** to add this pipeline.

Example:

6. Click **Validate** to confirm your entry. This populates the **Activity ID**.

Application Type	Application Purpose	Licence Number	Activity
Installation	New Construction - Addition to Existing Licence Number	21960	12250

7. Click **Save**.

8. To remove a row, click beside the row. Click **Delete Row**.


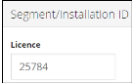

9. Click **Save**.

10. Click **Next >** to move to the next step in the application process – Licensing – General Application.

11. The **Activity ID** with the **Application Type** and **Application Purpose** displays in the General Application section.

General Application

Application Type	Type of Application
Installation	New Construction - Addition to Existing Licence Num

12. Click  to move to the next step in the application process - Licensing-Line/Installation Detail .
13. Upload the shapefile as outlined in <i>Initiate New Pipeline Application - Import Digital Spatial Data</i> .
14. The pipeline licence number and licence details are prepopulated in the Segment/Installation ID section. 
15. Complete the entry of the Line/Installation window.
16. Click  .
17. Proceed through the application process to validate the changes and submit the application.