

Form PTD2

Application for approval of transfer of a petroleum title

Petroleum (Onshore) Act 1991

April 2017 | v3.2

More information

For help with lodging this application, or for more information about titles in New South Wales, contact:

Division of Resources and Energy

Titles Customer Assistance Line

Phone +61 2 4931 6500

titles.services@industry.nsw.gov.au

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The information contained in this publication is based on knowledge and understanding at the time of writing. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Planning and Environment or the user's independent advisor.

Privacy statement

This information is collected by the NSW Department of Planning and Environment for the purposes of assessing an application for or associated with a title as required by the *Petroleum (Onshore) Act 1991* or *Petroleum (Onshore) Regulation 2016*.

This information may also be used by the department to confirm applicant details in the event that subsequent applications are made, and may also be used to establish and maintain databases to assist the department with its work generally.

Except for purposes required by law, the information will not be accessed by any third parties in a way that would identify the person without the consent of that person.

You may apply to the department to access and correct any information the department holds if that information is inaccurate, incomplete, not relevant or out of date.

When to use this form

Complete this form if you hold a petroleum title/s in New South Wales and are applying for approval to transfer the title/s in full.

This form has been prepared in accordance with the requirements of [Section 96](#) of the *Petroleum (Onshore) Act 1991* and [Clause 15](#) of the *Petroleum (Onshore) Regulation 2016*.

This form and its associated templates are approved in accordance with the requirements of [Part 3](#) of the *Petroleum (Onshore) Act 1991* and [Part 2](#) of the *Petroleum (Onshore) Regulation 2016*. The information requested in this form may not be specifically referenced in the *Petroleum (Onshore) Act 1991* or the *Petroleum (Onshore) Regulation 2016* however its inclusion in the approved form validates the authority of the NSW Department of Planning and Environment (the department) to request it.

Important notes

Any information or template that is required to accompany this application should be lodged within **10 business days of the lodgement date**. Failure to supply the information within this timeframe may be considered as grounds for refusing the application according to [Schedule 1B Clause 5\(d\)](#) of the *Petroleum (Onshore) Act 1991*.

If this application is lodged by any party other than the applicant/s (ie. an agent), the department may seek confirmation of that authority and any limits of that authority given to that other party by the applicant ([Section 97F](#) of the *Petroleum (Onshore) Act 1991* and [Clause 34](#) of the *Petroleum (Onshore) Regulation 2016*). The agent will need to complete the declaration at the end of this form and supply evidence of their appointment, if not already supplied to the department.

The transferor (the holder/s of the petroleum title) remains liable for any rent and levy liability up until the transfer is registered. We will advise you in writing if any fees are overdue.

Only the **transferor** may complete this form (it **cannot** be submitted by the transferee).

If the transfer of a title is approved, it must be registered (refer to form [PTD3 Application to register the transfer or part transfer of a title](#)).

How to submit this form

- **By email:** Send an electronic copy of the form including any attachments and proof of payment to titles.services@industry.nsw.gov.au
- **By mail:** Mail your form, attachments and proof of payment to Division of Resources and Energy, Titles Services, PO Box 344, Hunter Region Mail Centre NSW 2310.
- **In person:** Submit your application in person at the Division of Resources and Energy's Titles Services office, 516 High Street, Maitland, New South Wales. Office hours are 9.30am to 4.30pm.

How this application will be processed

Once your application has been registered, it will be assessed by the department. The Minister for Resources (or their delegate) will consider the department's recommendation and all relevant information, and may propose to approve or refuse the application.

1 Title details

Multiple petroleum titles may be nominated if you wish to transfer in full. List the authorities below.

Type – PAL, PEL, PPL, PSPA	Number	Act
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

2 Title holder/s details

Provide the full name of title holder/s and, if applicable, the ACN or ARBN (for foreign companies).

Name	<input type="text"/>
ACN/ARBN	<input type="text"/>
Name	<input type="text"/>
ACN/ARBN	<input type="text"/>
Name	<input type="text"/>
ACN/ARBN	<input type="text"/>

Additional applicants

Provide the full name, ACN or ARBN (for foreign companies), registered street address and postal address details of additional applicants.

<input type="text"/>

3 Contact for this application

Any correspondence relating to this application will be sent to this person.

Contact name	<input type="text"/>
Position held	<input type="text"/>
Company	<input type="text"/>
Postal address	<input type="text"/>
Phone (inc. area code)	<input type="text"/>
Mobile	<input type="text"/>

Email

Your preferred contact method

- Email (For companies – provide a generic company email address which is regularly monitored rather than an individual employee’s email address.)
- Mail

4 Transferee/s details

Provide the full name and registered street address of transferee/s and, if applicable, the ACN or ARBN (for foreign companies).

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above <input type="checkbox"/> Enter here if different

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above <input type="checkbox"/> Enter here if different

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above <input type="checkbox"/> Enter here if different

Additional transferees

Provide the full name, ACN or ARBN (for foreign companies), registered street address and postal address details of additional transferees.

5 Consent of the proposed transferee/s

Provide a letter/s of consent from the proposed transferee/s, on company letterhead where applicable, consenting to the transfer. Use the field below or attach the consent to your application.

- I have attached a letter/s of consent from proposed transferees.

6 Technical advice

Nominate a technical manager who will be responsible for supervising prospecting operations and (geoscientific) reporting. The person is expected to be a geoscientist or mining engineer with relevant experience.

You must provide the person's contact details and confirmation of their acceptance of the role. Note that this does not make the person liable for any other matters relating to this application.

You can attach the contact details and acceptance as a letter or enter the information below.

I have attached documentation with the technical manager details and acceptance of the role.

OR

I have entered the the technical manager details and authorisation below.

Contact details

Name	<input type="text"/>
Position	<input type="text"/>
Company	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Professional associations: Provide the name and member number of any relevant national or international professional associations to which the technical manager belongs (e.g. APPEA, AIP, PESA), or list relevant qualifications and experience.

Signature: Provide the signature of the nominated technical manager to support their acceptance of the role.

7 Statements of corporate compliance, environmental performance history and financial capability

The transferee/s must provide Statements of corporate compliance, environmental performance history and financial capability. Complete and attach the [Statement template](#) and check the box below to indicate you have attached it to this application.

Yes, I have attached the statements of corporate compliance, environmental performance history and financial capability.

8 Proposed work program

8.1 Applying to transfer a prospecting title

Provide a proposed prospecting title work program using the [Petroleum Prospecting Title Work Program Form](#).

You can submit the work program in one of two formats:

- **A fixed agenda** describing, in detail, the nature and extent of operations to be conducted during the whole of the authority's term.

OR

- **A two-part format** consisting of: **(a)** a fixed agenda describing, in detail, the nature and extent of operations to be conducted during an initial period (at least the first two years) of the term of the licence or lease, and **(b)** a summary of intended operations during the remainder of the term. Work program requirements are stipulated in [Part 2](#) of the *Petroleum (Onshore) Regulation 2016* and further in the [Exploration Guideline: Work Programs for Prospecting Titles](#).

Indicate the format of your work program below.

- I have attached a work program in the fixed agenda format.
- I have attached a work program in the two-part format.

8.2 Applying to transfer a production title

Indicate below whether you have attached a work program or a work program is not required.

Option A: I have attached a proposed work program that

- indicates the nature and extent of operations to be carried out under the authority conferred by the relevant petroleum title, and
- sets out commitments relating to the conduct of those operations (such as the timing of the operations), and
- provides for the carrying out of activities (such as community consultation and environmental management and rehabilitation) in connection with, or ancillary to, those operations, and
- complies with the regulations.

OR

Option B: A work program is not required as there is appropriate development consent that embraces the entire lease area I am applying for.

9 Rehabilitation cost estimate

All title holders must provide an estimate of rehabilitation costs. This estimate will be considered by the department when determining the [security deposit](#) amount. If transferring more than one title a separate RCE for each title is required.

Before answering the following questions, read the [Rehabilitation cost estimate guidelines](#).

9.1 What is the total rehabilitation cost estimate?

The estimate should cover the rehabilitation for **all** prospecting operations.

Total rehabilitation cost estimate

\$

The department is responsible for ensuring that the people of NSW do not incur a financial liability as a result of petroleum exploration and production operations. All title holders engaged in these activities are, therefore, required to lodge a security deposit.

The security deposit must cover the Government's full costs for rehabilitation in the event of default by the title holder.

The rehabilitation cost estimate is an estimate of all rehabilitation liabilities which currently exist on the title, including approved prospecting operations and those prospecting operations defined as exempt development.

9.1.1 What method have you used to calculate the rehabilitation cost estimate? Attach your cost calculation to this application.

Department's [rehabilitation cost calculation tool](#).

Other – Attach your calculations or use the field below to describe the tool or cost guide you have used.

9.2 What period is covered by the estimate?

Current disturbance at date of application

9.3 What security is currently held by the department?

Current security held by the department

\$

9.4 Does this rehabilitation cost estimate propose a reduced rehabilitation liability for the title?

If the rehabilitation has been completed and the liability has been reduced, you may claim for a reduction in the security deposit amount.

Yes. If yes, ensure you have completed and attached [EDG13 – Rehabilitation and relinquishment report](#) to this application.

No

10 Security deposit

10.1 Is the current security held in cash?

- Yes ▶ **Go to Question 10.2**
- No ▶ **Go to Fee Payment**

10.2 Will the cash security deposit remain with the title?

- Yes, it will remain with the title.
- No. The transferee must provide a replacement security when registration of transfer is lodged.

11 Fee payment

Provide payment, proof of payment or details that allow the payment to be made must accompany this application form. Refer to [Schedule 1](#) of the *Petroleum (Onshore) Regulation 2016* for a list of legislated fees.

Fees

- The application fee amount is \$1,000 per title.

Select your payment method

Direct deposit

Account name: DPT Planning & Environment – Resources & Energy
BSB: 032001
Account number: 180732
Reference: TRF [title type and number] (eg: TRF PEL123)

If you are paying by direct deposit, attach a copy of the receipt issued by your banking authority as evidence that you have paid.

Cheque made payable to 'DPT Planning & Environment – Resources & Energy'

Credit card (enter details below)

Payment amount	\$ <input type="text"/>
Type of card	<input type="text" value="Select card type..."/>
Cardholder's name:	<input type="text"/>
Card number:	<input type="text"/>
Expiry date (mm/yy):	<input type="text" value="mm / yy"/>

12 Checklist of items to be included with this application

Item	Reference	
Consent of the proposed transferee	<input type="checkbox"/>	Question 5
Technical advice support documentation	<input type="checkbox"/>	Question 6
Statement of financial capability, corporate compliance and environmental performance history	<input type="checkbox"/>	Question 7
Prospecting title work program (if applicable)	<input type="checkbox"/>	Question 8
Rehabilitation cost estimate	<input type="checkbox"/>	Question 9
For payments made by direct deposit – proof of payment	<input type="checkbox"/>	Question 11
For agents only – evidence of appointment as agent, if this has not been previously supplied to the division	<input type="checkbox"/>	Question 13

13 Declaration

This form should be signed by the transferor (in the case of a company a duly authorised officer) or an agent authorised to act on the transferor's behalf.

I/We declare that the information provided in this application is true and correct. I/We understand that under [Part 5A](#) of the *Crimes Act 1900*, that knowingly giving false or misleading information is a serious offence; and under [Section 125D](#) of the *Petroleum (Onshore) Act 1991* any person who provides information that the person knows to be false or misleading is guilty of an offence, for which they may be subject to prosecution.

Applicant/s

Name	
Position/title	
Date	
Signature	

Name	
Position/title	
Date	
Signature	

Name	
Position/title	
Date	
Signature	

OR

Agent authorised to act for this applicant/s

Provide evidence of appointment if this has not been previously supplied to the department.

Name	
Position/title	
Date	
Signature	

Office use only

Application received:

Time: Date:

Titles fee amount: \$700 (per authority)

Fee amount NREM3095-2 GL: Z4014

Treasury fee amount: \$300 (per authority)

Fee amount FIN46-2 GL: Z4010

Total fee amount: \$1,000 (per authority)

Total amount: **Receipt number:**

Received under delegation from the Secretary

Name

Signature

For credit cards

Following confirmation of payment, remove the first eight (8) digits of the credit card number from this form. Ensure that any saved copy does not include full credit card details.

Document control

Authorised by: Executive Director Operations and Programs

RM8 Reference: PUB16/109 (V15/5289#14)

Amendment schedule

Date	Version #	Amendment
1 March 2016	3.0	Components updated (Forms project), new template
31 May 2016	3.1	Minor text and formatting revisions, new RM8 reference
1 April 2017	3.2	Update legislation, hyperlinks, bank details, project codes, dept name and amalgamate compliance sections