

Part 1 – Submission details			
Titleholder <sup>1,2</sup>	Enter text	ACN/ABN	Enter text.
Titleholder business address	Enter text.		
Telephone	Enter text.	Fax (if any)	Enter text.
Email address	Enter text.		
Title number(s)/ Application number (s)	Enter text.		
Document title (including revision no)	Enter text.		
Document no	Enter text.		
Issue date	Select date.	Submission date	Select date.
Total period of Environment plan (EP) (between 1-5 years)?			Enter text.
<b>Reason for submission</b> (check where applicable)			
Initial submission – reg 9 (new environment plan)			<input type="checkbox"/>
Resubmission with modifications – reg 11(2) or 10(1) (as a result of Regulator feedback on initial submission)			<input type="checkbox"/>
Formal revision (select revision trigger below)			<input type="checkbox"/>
Revision trigger(s)	Revision because of a significant modification or new stage of activity [Reg 17 (5)]		<input type="checkbox"/>
	Revision because of a significant new or increased environmental impact or risk [Reg 17 (6)]		<input type="checkbox"/>
	Revision because of a change in titleholder [Reg 17 (7)]		<input type="checkbox"/>
	Revision on request from the Regulator (reg 18)		<input type="checkbox"/>
	Revision at the end of each 5 years (reg 19)		<input type="checkbox"/>

Part 2 – Offshore projects		
1	Is any part of the activity an 'offshore project' as defined by regulation 4: "An offshore project means one or more activities that are undertaken for the purpose of the recovery of petroleum, other than on an appraisal basis, including any conveyance of recovered petroleum by pipeline whether or not the activity is undertaken for other purposes" If yes:	Yes/No
	• is there an accepted Offshore Project Proposal (OPP) (accepted under regulation 5D)? <sup>2</sup>	Yes/No
	• is there a decision by the Environment Minister for the activity (sub-regulations 9(3) and 17(3))? <sup>3</sup>	Yes/No

<sup>1</sup> A titleholder includes an applicant for a petroleum access authority, petroleum special prospecting authority, pipeline licence, greenhouse gas search authority or greenhouse gas special authority under sub-regulation 9(2). The application number must be provided to confirm an application has been made.

<sup>2</sup> Submission of an EP to NOPSEMA is an eligible voluntary action for the purposes of Part 9.6A of the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* (OPGGGS Act). Titleholders submitting EPs remain responsible for compliance the requirements of Part 9.6A in all cases. Compliance should be confirmed using Part 7 of this form.

<sup>3</sup> If a titleholder submits an environment plan (or proposed revision) for an activity that is, or is part of, an offshore project, but for which there is no OPP or decision by the Environment Minister then the plan is taken not to have been submitted (sub-regulations 9(4) and 17(3)).

**Part 2 – Offshore projects**

	<ul style="list-style-type: none"> <li>If either of the above apply, please provide OPP document reference or EPBC reference number</li> </ul>	Enter text.
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**Part 3 – Details of nominated liaison person for the activity<sup>4</sup>**

Name	Enter text.		
Position	Enter text.		
Employer	Enter text.		
Business address	Enter text.	Telephone	Enter text.
Email	Enter text.	Fax	Enter text.

**Part 4 – Activity details**

Check box to indicate whether the activity is to be carried out under a petroleum title or a greenhouse gas title      Petroleum title       Greenhouse gas title

This Part should detail the activity types (as listed in the Offshore Petroleum and Greenhouse Gas (Regulatory Levies) Regulations 2004) using the activity codes provided below this table. An EP may include multiple activity types, over multiple titles (or applications) and multiple years (to a maximum duration of 5 years). *Note: example below of a drilling and construction EP to be in force for 5 years that describes drilling in one title for 3 years, drilling in a second title for 1 year and construction activities for 2 years*

Title (or Application #) <sup>1</sup>	Maximum duration of activity (calendar year, or part thereof)				
	1	2	3	4	5
E.g.: WA-998-P	K	K	K		
E.g.: WA-999-L	K, E	E			
(Insert rows as required for additional titles)					

**Activity codes:**

<b>A</b>	Operation of a facility used for the recovery or processing of petroleum
<b>B</b>	Operation of a facility that is used for the storage of petroleum but not for the recovery or processing of petroleum
<b>C</b>	Recovery of petroleum using a subsea installation that: (a) is not itself a facility mentioned in item 1; and (b) is not connected to a facility mentioned in item 1 or 2 that is located in the same production licence area; and (c) is not connected to a licensed pipeline in the same production licence area
<b>D</b>	Operation of a licensed petroleum pipeline
<b>E</b>	Construction or installation of a facility mentioned in item 1 or 2
<b>F</b>	Construction or installation of a licensed petroleum pipeline
<b>G</b>	Decommissioning, dismantling or removing a facility mentioned in item 1 or 2
<b>H</b>	Decommissioning, dismantling or removing a licensed petroleum pipeline
<b>I</b>	Significant modification of a facility mentioned in item 1 or 2
<b>J</b>	Significant modification of a licensed petroleum pipeline
<b>K</b>	Drilling

<sup>4</sup> These contact details will be published on NOPSEMA's website as required under sub-regulation 9(8)(e)

<b>L</b>	Seismic survey
<b>M</b>	Other survey
<b>N</b>	Any other petroleum-related operations or works carried out under an instrument, authority or consent granted or issued under the OPGGS Act
<b>O</b>	Other greenhouse gas related activity

### Part 5 – Activity description overview

**The Titleholder is requested to provide a brief overview of the activity description and activity location for publication on the EP Submissions & Summaries page of NOPSEMA’s website in accordance with regulation 9(8).** Preferably, this information should be included in the EP as an activity description overview and include: general details of the stages and aspects of the activity, an outline of the operational details, a proposed timetable (including seasonal timing and duration) and a written overview of the activity location with reference to particular landmarks (e.g. 100km north-west of Karratha and 70km north-east of the Montebello Islands).

This information may be provided by the titleholder as a discrete section in the EP (e.g. an ‘overview of the activity’ as an introduction to the comprehensive description of the activity required by regulation 13) enabling NOPSEMA to simply publish the information directly from the EP submission. Alternatively, titleholders may wish to provide a separate activity overview in a free text field below, ensuring that this text can be copied from this form (not scanned as a picture). If this alternative approach is taken it is a requirement that the information provided in the EP submission cover sheet by the titleholder for publication is representative of material documented in the EP submitted to NOPSEMA.

[Enter section number of EP that contains the activity description overview **or** enter activity description here (250 -500 words) **ONLY** if not providing this overview in the EP itself.]

*Note: In instances where the titleholder declines to provide an overview of the activity description in the EP submission **or** in this coversheet, NOPSEMA will extract the full activity description from the EP for publication on the EP Summaries and Submission web page (refer to Guideline – Making a Submission to NOPSEMA N-04000-GL0225).*

#### Provision of activity description overview (check where applicable)

Environment plan Coversheet (above)	<input type="checkbox"/>
Coversheet (above)	<input type="checkbox"/>
Not provided	<input type="checkbox"/>

### Part 6 – Location map

**The Titleholder is requested to provide an activity location map for public disclosure on the EP Submissions & Summaries page of NOPSEMA’s website in accordance with regulation 9(8).** This map must be a map from the EP submission and preferably include the following specifications: suitable size and scale placing the activity location into a regional and local context, scale bar, legend, information caption and labels in legible fonts, depth contours and important or relevant locations / places / features referred to in the EP. In addition, it is requested that the map be of publishing quality (e.g. 150 dpi or greater), file size preferably no larger than 2MB and file type preferably TIF / JPG / PDF.

This map should be provided by the titleholder as a separate file via NOPSEMA’s Secure file portal or by email to: [Submissions@nopsema.gov.au](mailto:Submissions@nopsema.gov.au)

*Note: For publication quality reasons, it is NOPSEMA’s preference that an EP activity location map file be provided separate from the EP for publication at the time of submission. In instances where the titleholder declines to provide an activity location map file separate from the EP submission, NOPSEMA will extract a map from the EP submission (refer to Guideline – Making a Submission to NOPSEMA N-04000-GL0225).*

<b>Part 7 – Items considered for completeness of submission</b>		
<b>1</b>	This submission is being made in accordance with the requirements for taking eligible voluntary actions under Part 9.6A of the OPGGS Act 2006.	<input type="checkbox"/>
<b>2</b>	There is a confirmation of financial assurance (N-04750-FM1465) attached to the submission.	<input type="checkbox"/>
<b>3</b>	There is a cover letter (or this form) seeking acceptance by NOPSEMA under the regulations.	<input type="checkbox"/>
<b>4</b>	One electronic copy only submitted. No hard copy required.	<input type="checkbox"/>

- 1 This form is for use by a titleholder as a cover sheet for EP submissions to NOPSEMA for activities to be undertaken under petroleum and/or greenhouse gas titles.
- 2 All regulations referenced in this form refer to the Environment Regulations.
- 3 Electronic versions of submissions should be in Adobe Acrobat file format, fully searchable, full size images and unprotected.
- 4 Submissions may be made by:
  - Secure File Transfer:** <https://securefile.nopsema.gov.au/filedrop/submissions>
  - Or
  - Email:** [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au)

### Privacy notice

NOPSEMA collects your personal information if it is necessary to contact you for the purpose of performing functions or exercising powers under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*, the *Offshore Petroleum and Greenhouse Gas Storage (Regulatory Levies) Act 2009* and associated regulations. Failure to provide personal information may result in NOPSEMA being unable to properly administer these laws.

NOPSEMA will not use or disclose your personal information for any other purpose without your consent, unless:

- NOPSEMA uses or discloses it in relation to its enforcement activities
- certain permitted situations exist under the *Privacy Act 1988*
- use or disclosure is required or authorised by another Australian law.

In some circumstances, 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 (e.g. police or coroner)
- NOPSEMA's legal advisors.

NOPSEMA may occasionally be required to disclose information to overseas recipients in order to discharge its functions or exercise its powers, or to perform its necessary business activities.

Further information about how you can access, or seek correction to, your personal information is contained in NOPSEMA's APP Privacy Policy at [nopsema.gov.au/privacy](https://nopsema.gov.au/privacy). If you have an enquiry or a complaint about your privacy, please contact NOPSEMA's Privacy Officer on 08 6188 8700 or by email at [privacy@nopsema.gov.au](mailto:privacy@nopsema.gov.au).