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<table>
<thead>
<tr>
<th><strong>Term</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Group</td>
<td>A list of companies that have been grouped together as they are managed by the same organisation.</td>
</tr>
<tr>
<td>DECC</td>
<td>Department of Energy and Climate Change</td>
</tr>
<tr>
<td>Licence Operator</td>
<td>This would be the designated Operator of a particular licence or an Operator appointed under a ‘Substitute Operator Agreement’.</td>
</tr>
<tr>
<td>MAT</td>
<td>Master Application Template. This is the central application linked to a particular activity type which one or many Subsidiary Applications can be submitted to enable that activity to take place.</td>
</tr>
<tr>
<td>MODU</td>
<td>Mobile drilling unit. A semi-submersible, jack-up or drillship.</td>
</tr>
<tr>
<td>Notification</td>
<td>An email that is issued to a user informing them that either they have an action to complete or that an action has taken place</td>
</tr>
<tr>
<td>PETS</td>
<td>Portal Environmental Tracking System.</td>
</tr>
<tr>
<td>PON</td>
<td>Petroleum Operations Notice</td>
</tr>
<tr>
<td>Role</td>
<td>A system privilege that allows the recipient to undertake certain tasks</td>
</tr>
<tr>
<td>SAT</td>
<td>Subsidiary Application Template. A component linked to a Master Application Template which will be independently submitted, reviewed and approved.</td>
</tr>
<tr>
<td>Status</td>
<td>The MAT summary screen will display the current status of each individual SAT. This will be either be In Progress, Submitted, In Review or Approved.</td>
</tr>
<tr>
<td>Team</td>
<td>A list of users and roles for a company or system specific area such as MAT Initiator, SAT viewer etc.</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

1.1 Portal Environmental Tracking System

The Portal Environmental Tracking System (‘PETS’) is DECC’s new environmental permitting system accessed via the UK Energy Portal.

It is widely acknowledged that the oil and gas environmental regulatory regime is complex, with a number of different permits, consents and approvals required for specific activities. This reflects the evolution of the regime over time as new regulations were required to implement EU Directives, OSPAR decisions and domestic legislation. Developing integrated regulations would be complex and DECC considers that the best way forward is to integrate the application and approval processes utilising the existing technology offered by the UK Energy Portal.

The system has been developed to streamline the current permitting processes involved in applying for chemical permits and requests for Directions under the current environmental legislation that cover a wide range of offshore activities. DECC have also integrated a number of other subsidiary applications, some of which were previously paper-based, into the new system.

Two of the key drivers for the PETS project were the Red Tape Challenge instigated by the Cabinet Office and the independent review of the regulatory regime of the UK Oil & Gas sector conducted in 2011 by Geoffrey Maitland. The Maitland review made a number of recommendations specific to the work of DECC’s Environmental Management Team which this project seeks to address.

Previously the environmental permitting procedures were split into the following distinct areas:

- **PON15B** – seeking a Direction that an Environmental Statement is not required for a proposed well offshore and/or seeking a permit for chemical use and/or discharge during drilling and completion operations;
- **PON15C** – seeking a Direction that an Environmental Statement is not required for a proposed pipeline and/or seeking a permit for the use and/or discharge of chemicals during the operation of a pipeline;
- **PON15D** - seeking a Direction that an Environmental Statement is not required for a proposed development (or for the variation, renewal or extension of a production consent) and/or seeking a permit for chemical use and/or discharge during production operations; and
- **PON15F** – seeking a permit for the use and/or discharge of chemical during workover/well intervention operations.

As well as the above DECC also processed a number of paper-based applications covering the following activities:

- **PON14A** – application for consent and notification of intention to carry oil and gas geophysical surveys and shallow drilling (including applications for Marine Licence and EPS Disturbance Licence);
- **PON15E** – seeking a permit for the use and/or discharge of chemicals during decommissioning operations;
- application for a Consent To Locate under the Marine and Coastal Access Act 2009; and
- application for an Oil Discharge Permit under the Offshore Petroleum Activities (Oil Pollution Prevention & Control) Regulations 2005.
The new PETS system seeks to integrate these applications under one centralised Master Application Template (‘MAT’) which will be applied for under the following activity headings:

- Drilling Operation;
- Well Intervention Operation;
- Pipeline Operation;
- Production Operation;
- Decommissioning Operation; and
- Standalone Application.

Within each of these MAT types the Operator will then be able to separately submit and manage the various Subsidiary Application Templates (‘SATs’) to enable the operator to undertake the selected activity.

1.2 Energy Portal

The UK Energy Portal is a secure e-commerce system that allows companies to apply online for relevant consents and permits in order to operate in UK waters.

Companies can submit applications on a wide range of activities relating to Hydrocarbon Exploration, Production, Development, Decommissioning and the protection of the Environment. Once an application is submitted, a company can then retrieve, view and track its progress online.

1.2.1 Basic Portal Controls

Once you are logged on to the Portal it is important that when navigating through the system you use the links and buttons provided. You must NOT use the browser ‘Back’ & ‘Forward’ buttons as this will result in you losing your Portal session.

When Logging into the Portal the first screen you will be taken to is your Workbasket (Figure 1.1). This screen displays all outstanding actions that are relevant to the user.

Access to your Portal Applications, are listed on the left hand menu (Figure 1.2).

Figure 1.1
1.2.1 Basic Portal Icons

- Links that allow you to navigate to other areas of the system.

- Information icon which if you hover your mouse cursor over displays additional on-screen guidance.

- This indicates a validation warning if you hover over with the mouse cursor will display specific details relating to the issue.

- Calendar icon when a date is required, this displays a pop-up calendar allowing you to select a valid date.

- Save icon that will save uploads and comments.

- Delete icon that will remove data or files.

- Edit icon that allows you to edit data.
2. REGISTRATION

2.1 New Companies

If you require a new company to be added to the Portal, you will need to email the company details to the ukop@decc.gsi.gov.uk mailbox who will arrange for the company to be added to the Portal. As companies using the PETS system are expected to be existing UKCS operators it is unlikely that you will need to add a new company.

2.2 Obtaining a Portal Account

2.2.1 How do you get this account?

Users who require a new Portal account should send an e-mail to ukop@decc.gsi.gov.uk requesting that a new account be created. Users should also state clearly which level of access they require (view/edit) and should also supply details of job title and direct telephone number. Please note that any contractors applying for a new account to access the PETS system should also enclose approval from the operator for whom they are working agreeing that access to the operator account may be granted.

2.3 Managing Access

2.3.1 Organisation Teams

Each Organisation Group will have two levels of access. The highest of these will be at the Environmental Company Contacts level and will allow those users with the appropriate privilege to view and edit the contacts for each of the companies within the organisation group. To access the company contacts screen select from the left hand menu (Figure 2.1):

![Figure 2.1](image)

The next screen will allow users to search for the contact details for each of the companies within the organisation group. Leaving the search criteria blank will return results for all of the companies within that organisation. Alternatively wild cards may be used as illustrated in Figure 2.2 below:
The search will return details of all of the teams that have been created for each of the applications that have previously been submitted. Please note that where an organisation has previously submitted a PON15D Permit application the contact details from the latest version of that permit have been migrated to the PETS system. (Figure 2.3):

The team type ‘Environmental Company Contacts’ will allow those users with the requisite privilege to grant access to create and/or view all MAT applications for organisation group. To add or remove members from this team select ‘Edit Contacts’

The roles within the contact management can be described as follows:

<table>
<thead>
<tr>
<th>Team Role</th>
<th>Role Description/Access</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Team Co-ordinator

Users with this privilege will be able to change entries to this contact team. This role should be restricted to those users directly employed by the operator and should not be granted to users working for contractors on behalf of the operator. In the absence of a Team Co-ordinator a request may be made to ukop@decc.gsi.gov.uk to undertake this procedure.

Application Initiator

A user in this role will have the ability initiate a new MAT application.

Application Viewer

A user in this role will have the ability to view and search for MAT applications.

Application Team Maintainer

A user in this role can create and manage all MAT application teams for this company.

To add a new user to the team select ‘Add Person’ (Figure 2.5) and then enter the contact details of the person you wish to add (Figure 2.6):

The new contact will then be added to the team, and relevant access level can be granted by selecting the check boxes for each role that the user requires.

*Note: if this ⚠️ icon is displayed it indicates that the user does not yet have a Portal Account.*

Once you have amended the team you need to select the ‘Save Contacts’ button.
To remove a user from the team simply uncheck all of the boxes and press ‘Save Contacts’.

2.3.2 MAT Organisation Teams

The second level of access will be specific to MAT and SAT applications. A number of pre-defined teams can be set up tailored to specific MAT and SAT applications types. To create a new MAT team select ‘PETS Teams’ from the left hand menu (Figure 2.7):

![Figure 2.7](image)

The user will then be required to select the organisation group (Figure 2.8). This will usually only contain one organisation unless the user has access rights for more than one organisation.

![Figure 2.8](image)

The PETS application teams for that company will be displayed (Figure 2.9). These may include a number of PON15D teams that have been migrated from the last submitted version of the PON15D permit application. Also listed will be a new MAT application team.

![Figure 2.9](image)

The user can create a new MAT team covering one or more different application types. If the users are likely to be identical across a several application types then one team can be created to cover these different application types. However, it is likely that most companies will have one set of contacts for each different application type.
When a user creates a new MAT they will be required to select from the pre-existing teams in the list of MAT Teams or edit an existing team and apply that team to the MAT they are creating.

2.3.3 SAT Organisation Teams

The list of SAT teams is accessed in the same way as the MAT teams. To access the list select ‘PETS Teams’ from the left hand menu (See Figure 2.7 above) and then select the relevant organisation group. A list of pre-existing SAT teams will be displayed beneath the MAT teams. These may include a number of PON15D teams that have been migrated from the last submitted version of the PON15D permit application. Also listed will be a new SAT application team.

The user can create a new SAT team covering one or more different application types. If the users are likely to be identical across a several application types then one team can be created to cover each of these different application types (see Figure 2.10 below). However, it is likely that most companies will have one set of contacts for each different application type.

To create a new SAT team scroll down and select ‘Create New Team’
The user will automatically be inserted into the new team and given the Team Administrator role. The user can then add other members as appropriate by selecting ‘Add Person’. Note: Each new SAT team must have at least one SAT Primary Contact and Authorised Recipient.

Once the required members have been added and the privileges granted then select ‘Save Contacts’. If the SAT Primary Contact has not added any contact details then **will appear and the user will be required to add the necessary contact details (Figure 2.14). This is required to generate the permit output document(s). To add these details click on the blue cross to activate and then enter the required details. Once these have been entered select ‘Save Contacts’.
Once the contacts have been saved the new team will be added to the list of default SAT Teams and can have an application type associated with it:

2.3.4 Roles

Below are detailed descriptions of the access privileges for each role within each team.
<table>
<thead>
<tr>
<th>Team Role</th>
<th>Role Description/Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Administrator</td>
<td>Allows the editing of this team.</td>
</tr>
<tr>
<td>MAT Viewer</td>
<td>Allows read-only access to the MAT data and allows the user to see the status of all attached SATs.</td>
</tr>
<tr>
<td>MAT Editor</td>
<td>Allows edit access to the MAT’s data and allows the user to see the status of all attached SATs.</td>
</tr>
<tr>
<td>MAT Administrator</td>
<td>Allows edit access to the MAT’s data and allows the user to see the status of all attached SATs. In addition, allows the user to attach new SATs to this MAT and to change the team which has access to the MAT.</td>
</tr>
<tr>
<td>SAT Primary Contact</td>
<td>This role should have only one member. The member is used as the primary contact for information about the SAT.</td>
</tr>
<tr>
<td>SAT Viewer</td>
<td>Allows read-only access to the SAT’s data and allows the user to see the data contained in the parent MAT.</td>
</tr>
<tr>
<td>SAT Editor</td>
<td>Allows edit access to the SAT’s data and allows the user to see the data contained in the parent MAT.</td>
</tr>
<tr>
<td>SAT Administrator</td>
<td>Allows the user to submit and cancel this SAT.</td>
</tr>
<tr>
<td>Authorised Recipient</td>
<td>Receives and authorises copies of the completed SAT permit.</td>
</tr>
</tbody>
</table>
3. CREATION OF A MASTER APPLICATION TEMPLATE

3.1 Initiating the Application

To start a new Master Application the user must have the ‘Application Initiator’ role assigned to the account. Details of how to do this are set out in Section 2.3.1 of this guidance document.

To create the application the user needs to access the Workbasket and select ‘MAT Create’ from the left hand menu (Figure 3.1):

![Figure 3.1](image1)

The user will then be required to select a Licence Operator from the drop down menu. (Figure 3.2). The companies listed here will be all of the companies attached to the Organisation Group currently used for the PEARS Portal System. It should include any subsidiary companies who currently hold valid Exploration or Production Licences. If the required company does not appear in the drop down list then please contact ukop@decc.gsi.gov.uk who will be able to add the company.

![Figure 3.2](image2)

The user will then be required to select which type of operation the application relates to (Figure. 3.3). These operations are largely self-explanatory but can be summarised in the table in Figure 3.4 below. **Please note that only 1 operation type can be selected per Master Application.**
### Operation Type

<table>
<thead>
<tr>
<th>Operation Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drilling Operation</td>
<td>The drilling of a new exploration, appraisal or development well, or a sidetrack to an existing well, or the completion of a well for production or injection purposes.</td>
</tr>
<tr>
<td>Well Intervention Operation</td>
<td>The re-entry of an existing well for the purpose of maintenance, workover, recompletion, suspension or abandonment operations.</td>
</tr>
<tr>
<td>Pipeline Operation</td>
<td>The installation, commissioning, operation, maintenance, repair and decommissioning of a pipeline or control umbilical or a system of related pipelines and/or control umbilicals.</td>
</tr>
<tr>
<td>Production Operation</td>
<td>The installation, commissioning, operation, maintenance and repair of 'host' production facilities and any remote production facilities tied-back to the host installation.</td>
</tr>
<tr>
<td>Decommissioning Operation</td>
<td>The decommissioning of production facilities.</td>
</tr>
<tr>
<td>Standalone Application</td>
<td>To be used for a standalone applications relating to marine surveys, EPS licences, marine licences, and navigational consents.</td>
</tr>
</tbody>
</table>

**Figure 3.3**

**Figure 3.4**
3.1.1 Creating a MAT for a Drilling Operation

Select ‘Drilling Operation’ from the MAT type:

The default MAT team for Drilling Operations will then be displayed. If you wish to use a different team for a particular application then select ‘Select Different Team’ (Figure 3.6) and the user will then be directed to the list of default MAT teams where an existing team can be edited or a new MAT team created. This is covered elsewhere in the guidance document.
Once the MAT contact team has been created select ‘Next’. The user will then be required to enter a short description of the activity being undertaken. This is a free text entry field.

Figure 3.7

The next screen allows the user to select the directions/consents/permits/licences that are required for the operation. It is not mandatory to select a SAT at this point and additional SAT applications can be added as required at a later stage using the ‘Add SAT’s’ link.

Figure 3.8

To proceed to the MAT summary screens select ‘Create Application’. Once this has been done a unique reference number will be created the prefix of which will depend on the MAT operation type. A list of the different MAT and SAT reference prefixes can be found at

After the unique reference number has been allocated the User is required to fill out some MAT summary data relating to the proposed operation. Some of this data will be carried over into the SAT applications to avoid data entry duplication. Screen 1 requires the following data to be entered:
The question relating to ‘Operator Type’ will list the following types of Operator which can be summarised in the table below:

<table>
<thead>
<tr>
<th>Operator Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exploration Licence Operator (Geological Surveys)</td>
<td>The holder of a Seaward Exploration licence issued pursuant to The Petroleum Act 1998 for the purposes of searching for petroleum by carrying out geological surveys by physical or chemical means and shallow drilling (&lt;350 metres) for the purpose of obtaining geological information.</td>
</tr>
<tr>
<td>Production Licence Operator (Promote)</td>
<td>The holder of a Seaward Production licence (Promote Terms) issued pursuant to the Petroleum Act 1998 for the purposes of searching for, boring for and getting of petroleum.</td>
</tr>
<tr>
<td>Production Licence Operator (Frontier)</td>
<td>The holder of a Seaward Production licence (Frontier Terms) issued pursuant to the Petroleum Act 1998 for the purposes of searching for, boring for and getting of petroleum.</td>
</tr>
<tr>
<td>Production Licence Operator (Traditional)</td>
<td>The holder of a Seaward Production licence (Traditional Terms) issued pursuant to the Petroleum Act 1998 for the purposes of searching for, boring for and getting of petroleum.</td>
</tr>
<tr>
<td>Gas Storage Licence Operator</td>
<td>The holder of a Gas Storage licence issued pursuant to The Energy Act 2008 for the purposes of the storage and recovery of stored gas and the conversion of natural feature for the storage of gas.</td>
</tr>
<tr>
<td>Carbon Dioxide Appraisal &amp; Storage Licence Operator</td>
<td>The holder of a CO2 appraisal and storage licence issued pursuant to The Energy Act 2008 for the purposes the appraisal and storage of carbon dioxide in underground geological formations.</td>
</tr>
<tr>
<td>Pipeline Operator</td>
<td>The person who is to have or (once fluid is conveyed) has control over the conveyance of fluid in the pipeline.</td>
</tr>
</tbody>
</table>

The remaining questions relate to general environmental managements questions and are self-explanatory. Once these questions have been completed select the arrow to proceed to page 2 (Figure 3.11).
Page 2 of the MAT summary data requires the Operator to upload a copy of an Environmental Impact Assessment document that covers all of the applications included in the submission.

Note: Multiple file formats are supported (Word, PDF etc.) and the maximum file size that may be uploaded is 50MB per file. To upload the file select ‘Choose File’ (Figure 3.12):

You will be presented with a pop-up box (Figure 3.13). Click on the ‘Browse’ button, which will take you to your computer’s local directory where you can search for the relevant document(s).

Once you have found your document you need to click on the ‘Start Upload’ button:
If your upload was successful you will see a Green Tick (Figure 3.14) If your upload was unsuccessful you will see a Red Cross (Figure 3.15) and information will be displayed explaining why it failed:

To navigate forwards or backwards select the appropriate arrow:

Page 3 of the MAT summary information relates to the Environmental Considerations of the application (Figure 3.17). All of the questions are answered using a mixture of drop down menus and free text boxes.
Figure 3.17

To navigate forward or backwards select the appropriate arrow.
Page 4 of the MAT summary information relates specifically to information about the project (Figure 3.18).

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Well Details</th>
<th>Location</th>
<th>UKCS Region</th>
<th>Water Depth</th>
<th>Well Depth</th>
<th>Well Length</th>
<th>Spud information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well</td>
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<td>Well Number</td>
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<tr>
<td>Production / Storage Licence Number</td>
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<td>Quadrant</td>
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<td>Surfaces</td>
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<td>Does this project relate to an established field or a named prospect?</td>
<td>Established Field</td>
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<td>Field</td>
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<tr>
<td>Mobile Drilling Unit (MDU)</td>
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<td>If operation is to be performed from an existing platform or drilling template, please enter name of platform or template</td>
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<td>Spud MDU</td>
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<td>Type of MDU</td>
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<td>Latitude</td>
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<td>Longitude</td>
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<td>Nearest Coastline Distance (km)</td>
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<td>Which Coastline</td>
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<td>Nearest Median Line Distance (km)</td>
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<td>Which Median Line</td>
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<td>UKCS Region</td>
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<tr>
<td>Water depth (metres)</td>
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<tr>
<td>Well depth (metres)</td>
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<td>Well length (metres)</td>
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<td></td>
</tr>
<tr>
<td>Spud information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the current estimated Spud Date?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06/06/2023</td>
</tr>
</tbody>
</table>
To select the well number or well application to which the MAT relates select the link ‘Select Well’ and the user will then be directed to a well search screen:

The user can either leave the search criteria blank (this will return all of the wells linked to that Organisation) or enter the quadrant/block number or the WONS well file reference: Once a list of wells has been returned then click on the link to the select the well (Figure 3.20):

If the required well does not appear in the list then please contact ukop@decc.gsi.gov.uk who will investigate.

To locate the licence number relating to the proposed drilling operation select the link ‘Select Licence Number’ and the user will then be directed to a licence search screen (Figure 3.21). The screen will automatically display all of the licences linked to the Organisation but the licence search screen can refine the search to a particular licence where the organisation is a Licence Administrator, Sub-Area Operator or Beneficiary:
Figure 3.21

To select the required licence use the link ‘Select’ and the summary page will update.

The block number should be entered manually in the boxes provided.

If the proposed drilling operation is to take place on an established field (i.e. a field that has been given either FDP approval or is currently in production) then select ‘Established Field’ from the drop down menu and then ‘Select Field’ (Figure 3.22):

The user will then be directed to a field search screen where the user will be able to search for a list of fields held on DECC’s DEVUK system (Figure 3.23). The user can use ‘wildcards’ as shown below to search for the field or can narrow the search criteria further using the drop down menus provided.

Press ‘Select’ (Figure 3.24) once the appropriate field has been located:
To select the well details the user should use the drop down menu provided and select from the options provided (exploration, appraisal, development producer, development injector or other). If ‘Other’ is selected a free text box will appear (Figure 3.25) and further details can be entered.

If the proposed well is to be drilled from an existing platform or drilling template then this should be entered (Figure 3.26). To do this press 'Select Facility':

The user will then be directed to a facilities search screen (Figure 3.27) where the user will be able to search for facilities held on DECC’s DEVUK Facilities system. The user can use ‘wildcards’ as shown below to search for the facility or can narrow the search criteria further using the drop down menus provided.
Once the required facility has been located press the link on the facility name to add the facility to the MAT summary screen. If the required facility does not appear in the list then please contact ukop@decc.gsi.gov.uk who will investigate.

If the proposed well is to be drilled from a MODU then this should be entered (Figure 3.29). To do this press ‘Select MODU’:

The user will then be directed to a facilities search screen (Figure 3.30) where a search of facilities held on DECC’s DEVUK Facilities system can be performed. The user can use ‘wildcards’ as shown below to search for the facility or can narrow the search criteria further using the drop down menus provided. Once the search criteria have been defined select ‘Search’:

To select the required installation from the list click on the installation name to select (Figure 3.31).
Once the installation has been selected the user should select the type of MODU from the drop down list provided (Figure 3.32). The available options are:

- Jack-up
- Semi-submersible (anchored)
- Semi-submersible (dynamic positioning)
- Drillship (anchored)
- Drillship (dynamic positioning)

The user should then enter the proposed surface location co-ordinates of the proposed drilling operation (Figure 3.33). This section is populated with a mixture of drop down menus and free text entry and is self-explanatory.
The user should then select which region of the UKCS the drilling operation will be taking place (Figure 3.34). The following options are available:

- West or North of Shetland (WOS)
- Northern North Sea (NNS)
- Moray Firth (MF)
- Central North Sea (CNS)
- Southern North Sea (SNS)
- English Channel (EC)
- Southwest Approaches (SWA)
- Celtic Sea (CS)
- St. George’s Channel (SGC)
- Irish Sea (IS)
- North Channel and Approaches (NCA)
- West of Scottish Mainland (WoSM)

The remainder of the data entry questions (Figure 3.35) are either free text entries or drop down menus and need little explanation.
Once the data entry has been completed select the 'Next' arrow (Figure 3.36) to validate the application.

![Figure 3.36](image)

A pop-up message will appear (Figure 3.37) asking if the user would like to proceed with validating the form and navigate to the application summary page.

![Figure 3.37](image)

If the user selects ‘OK’ the system will then validate the MAT and if any errors are found in the application a summary screen will appear together with a description of the errors found (Figure 3.38). To rectify the error the user should click on the each item in the list and they will then be re-directed to where the error has occurred.
Once the errors have been rectified the user will then be directed to the MAT Summary screen (Figure 3.39) where the user can view the progress of the various SATs included in the Master Application. The user can also add new SATs to the application by selecting ‘Add SATs’ from the left hand side menu or make revisions to the MAT questions by selecting ‘Edit MAT Questions’.
4. CREATION OF A SUBSIDIARY APPLICATION TEMPLATE

4.1 Initiating the Application

A SAT can be initiated when the Master Application is first created (Figure 3.8) or can be added at a later stage via the MAT Summary screen (Figure 3.39) by selecting the link ‘Add SATs’ from the left hand menu.

The following table (Figure 4.1) summarises the different types of subsidiary application:

<table>
<thead>
<tr>
<th>SAT Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direction(s) under the EIA Regulations</td>
<td>Seeking a Direction that an Environmental Statement is not required under The Offshore Petroleum Production and Pipelines (Assessment of Environmental Effects) Regulations 1999 (as amended).</td>
</tr>
<tr>
<td>Chemical Permit</td>
<td>A permit for chemical use and/or discharge under The Offshore Chemicals Regulations 2002 (as amended).</td>
</tr>
<tr>
<td>Consent to Locate</td>
<td>Application for a Consent To Locate under Part 4A of The Energy Act 2008 (as amended).</td>
</tr>
<tr>
<td>Oil Discharge Permit</td>
<td>Application for an Oil Discharge Permit under The Offshore Petroleum Activities (Oil Pollution Prevention and Control) Regulations 2005 (as amended).</td>
</tr>
<tr>
<td>Marine Licence</td>
<td>Application for a Marine Licence under The Marine and Coastal Access Act 2009; or a licence under the Food and Environment Protection Act, Part II Deposits in the Sea for Scottish Territorial Waters.</td>
</tr>
</tbody>
</table>
| Disturbance Licence for European Protected Species | Application for a Disturbance Licence under The Offshore Marine Conservation (Natural Habitats & C.) Regulations 2007 (as amended). 
  Note: Before preparing an application you should contact JNCC to ascertain whether a licence is required. |
| Application to Carry Out a Marine Survey | Notification and/or Application for a Consent for a Marine Geological Survey or Investigation under The Offshore Petroleum Activities (Conservation of Habitats) Regulations 2001 (as amended). |

If a SAT has been added to the MAT in error then this may be cancelled by selecting ‘Cancel Application’. The SAT will still remain in the summary screen but will show a status of ‘Cancelled’ (Figure 4.2). Any data that had previously been entered for the cancelled application may still be viewed by selecting ‘View Application’. If the user does not wish to display the cancelled SATs in the summary screen then the link ‘Hide Cancelled SATs’ should be selected.

The user can add additional SATs as required and can submit them separately or together to DECC for review.

Note: Only SAT type (e.g. Chemical Permit) should be entered per MAT application.
4.2 Editing the SAT Application

When the required SATs have been added to the Master Application the user may begin the process of editing the application by selecting ‘Edit Application’.

For the purposes of this guidance the following example will display the data entry screens for a Chemical Permit attached to a Drilling Operation MAT. All of data displayed has been sourced from a test system and is not based on a previous permit application.

Data that appears in read only format has been sourced directly from the MAT and should be checked for accuracy. An example of this is displayed in Figure 4.4 below. If the data displayed here is incorrect then it should be amended in the MAT and the changes will be reflected here.
Where data entry is required hint text is displayed to assist the user. To view the hint text hover the mouse over the icon.

To navigate through the SAT pages the user should select the required section for the left hand side menu (Figure 4.5). The user can return to the MAT summary screen at any time by selecting ‘MAT Summary’.

To add a section to the well section list select ‘Add Section’ (Figure 4.6). This should be completed for all proposed well sections including proposed or contingency sidetracks.
Once all well sections have been entered select ‘Cementing Chemicals List’ (Figure 4.5) from the left hand menu to proceed.

Both the cementing and completion chemicals sections are identical to the previous PON15 chemical entry screens. Chemicals may be entered manually from an approved list by selecting ‘Add Chemicals’ or alternatively may be uploaded from an XML file by selecting ‘Upload/Update Chemicals’ (Figure 4.7):
When the chemical entry screen has been populated the user can validate the data entered by selecting ‘Validate’ from the left hand menu (Figure 4.9). Any errors in the table will be denoted by ‘X’. Hovering over this icon will provide hint text for the user.

Once the chemical data has been validated select ‘Risk Assessment’ from the left hand side menu to proceed to the next page.

A separate chemical risk assessment can be uploaded as separate file in this section (preferred) or, where the risk assessment is not based on the generation of Risk Quotient (RQ) values using the CHARM model the names of the selected models can be entered in the free text entry box. (Figure 4.10). The procedures for uploading a file can be found on page 21 of this guidance note.
Once the file has been uploaded or text entered select ‘Chemical Summary’ from the left hand menu to proceed.

The Chemical Summary page will list all of the chemicals entered in the cementing and completion chemicals list (Figure 4.11). The list is not editable.

To print out a copy of the completed SAT application the user can now select ‘Print’ from the left hand menu.

Once selected the user is also given the option to print a PDF copy of the MAT Summary data and the contacts associated with the application (Figure 4.12).
The SAT application is now ready to be submitted. To submit the application to DECC for review select ‘Submit’ from the left hand menu.

Once submit has been selected the SAT data will be validated and any errors will be displayed in an error summary screen (Figure 4.13). To correct these errors the user should either click on the link if available or upload the missing required files. The user can also validate the MAT summary data by selecting ‘Check MAT Validation’.

![Figure 4.13](image)

When the errors have been corrected the user can then re-select 'Submit' from the left hand menu. If the application passes validation then the following screen (Figure 4.14) will be displayed. For the user to successfully submit the application to DECC the MAT also has to pass validation checks.

![Figure 4.14](image)

If the application is successfully submitted a unique reference number will be allocated to the SAT (Figure 4.15) which the user may wish to note.
To proceed select ‘Exit’. The user will then be re-directed to the MAT Summary screen where the SAT will now display a status of ‘Submitted’.

From this screen the user can then edit or add further SATs to the Master Application.
5. FREQUENTLY ASKED QUESTIONS

Over the coming weeks we will be building up some Frequently Asked Questions and Answers (FAQs) that have been raised by the users; these will be added to this section of the guidance and will also be displayed on the Gov.uk website (link to be added).