

Guidance on NSTA fees and charges

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Scope and purpose of this guidance

This document provides guidance on the fees that the NSTA charges users of its services and outlines how to pay those fees. It does not have binding legal effect. If the NSTA departs from this guidance, it will explain why.

This guidance is not a substitute for any regulation or law and is not legal advice.

The guidance will be kept under review and amended as appropriate as the fees and their rates are regularly reviewed by the NSTA.

Introduction

The NSTA regulates and influences the oil and gas, offshore hydrogen, and carbon storage industries. We help drive North Sea energy transition, realising the significant potential of the UK Continental Shelf as a critical energy and carbon abatement resource, and hold industry to account on reducing emissions.

The NSTA provides a range of services, including but not limited to issuing petroleum licences, offshore gas storage licences and carbon dioxide storage licences, as well as consents issued under these licences and pipeline works authorisations.

In accordance with HM Treasury's <u>Managing Public Money</u>, the costs of these services are recovered via direct fees rather than via the levy paid by offshore petroleum licensees to ensure that only those benefiting from a service bear its costs (see Appendix 1 for a list of the fee regulations).

This guidance sets out the services for which the NSTA charges fees, and the different ways in which service users can pay those fees.

NSTA services subject to fees

Most of the NSTA's fees are for a fixed amount and are paid on submission of an application to the NSTA. Many of these applications are made through the various services hosted on the NSTA's UK Energy Portal, with the payment method depending on the category of service.

The services are:

- Petroleum E-business Assignments and Relinquishment System (PEARS)
- Wells Operations and Notifications System (WONS)
- Petroleum Licence Applications Repository (LARRY)
- Pipeline Works Authorisations (PWA)
- Field Consents System

Additionally, some approval fees are timesheet-based, calculated by multiplying a day rate by the number of days and the number of staff involved in the approval. An invoice for payment of these fees will be issued by email after a calculation of the amount due has been made. Some fixed fees must also be paid through manual invoice.

The services, fees and payment methods for them are summarised in Table 1.

Application type	Fee type	Fee rate	Application method	Payment method
Development and production consent (Field Development Plan)	Timesheet -based fee	£610 per staff day	Non-portal	Manual invoice
Consent to a complex ¹ pipeline deposit proposal	Timesheet -based fee	£610 per staff day	Non-portal	Manual invoice
Complex ¹ pipeline works authorisation	Timesheet -based fee	£610 per staff day	Non-portal	Manual invoice
Complex ² production and flaring and venting consents	Timesheet -based fee	£610 per staff day	Non-portal	Manual invoice

Table 1: Summary of applications, fees and payment methods

¹ "Complex" here means those applications the NSTA estimates will require more than four days for an officer to determine.

² "Complex" here means those applications the NSTA estimates will require more than two days for an officer to determine.

Carbon dioxide storage proposal approval (carbon storage permit)	Timesheet -based fee	£610 per staff day	Non-portal	Manual invoice
Amend a carbon dioxide storage permit	Timesheet -based fee	£610 per staff day	Non-portal	Manual invoice
Review and amend a carbon dioxide storage monitoring plan	Timesheet -based fee	£610 per staff day	Non-portal	Manual invoice
Amend a carbon dioxide storage work programme	Timesheet -based fee	£610 per staff day	Non-portal	Manual invoice
Consent to a change in control of a petroleum or carbon storage licensee	Timesheet -based fee	£610 per staff day	Non-portal	Manual invoice
Approving methodology for the measurement of petroleum (PON6 approval)	Fixed fee	£1,330	Non-portal	Manual invoice
Consent to drill a primary well	Fixed fee	£930	Via UK Energy Portal (WONS Service)	WorldPay
Consent to drill a sidetrack well	Fixed fee	£840	Via UK Energy Portal (WONS Service)	WorldPay
Consent to fit or refit equipment in a well	Fixed fee	£370	Via UK Energy Portal (WONS Service)	WorldPay
Consent to a well suspension	Fixed fee	£780	Via UK Energy Portal (WONS Service)	WorldPay
Consent to put back into use a suspended well	Fixed fee	£350	Via UK Energy Portal (WONS Service)	WorldPay
Consent to abandon a well permanently	Fixed fee	£1,080	Via UK Energy Portal (WONS Service)	WorldPay
Drill stem test	Fixed fee	£280	Via UK Energy Portal (WONS Service)	WorldPay

Extended well test	Fixed fee	£930	Via UK Energy Portal (WONS Service)	WorldPay
Consent to get petroleum from a licensed area (Production consent)	Fixed fee	£1,200	Via Field Consents System	GovPay
Variation of a consent to get petroleum from a licensed area (Production consent variation)	Fixed fee	£1,200	Via Field Consents System	GovPay
Consent to flare or vent petroleum from a well	Fixed fee	£940	Via Field Consents System	GovPay
Variation of a consent to flare or vent petroleum from a well	Fixed fee	£940	Via Field Consents System	GovPay
Consent to flare or vent natural gas from a relevant oil processing facility or a relevant gas processing facility	Fixed fee	£350	Via Field Consents System	GovPay
Pipeline Works Authorisation	Fixed fee	£3,330	Via PWA Portal	GovPay
Category 1 Pipeline Works Authorisation variation	Fixed fee	£3,330	Via PWA Portal	GovPay
Category 2 Pipeline Works Authorisation variation	Fixed fee	£2,030	Via PWA Portal	GovPay
Variation of holder, user, owner or Operator of a pipeline under a Pipeline Works Authorisation	Fixed fee	£2,030	Via PWA Portal	GovPay
Consent to a pipeline deposit proposal	Fixed fee	£1,730	Via PWA Portal	GovPay
Category 2 Pipeline Works Authorisation options variation	Fixed fee	£2,030	Via PWA Portal	GovPay
Pipeline Works Authorisation and deposit consents granted	Fixed fee	£2,030	Via PWA Portal	GovPay

following cessation of production from a petroleum field				
Consent to change of licensee	Fixed fee	£1,450	Via UK Energy Portal (PEARS Service)	WorldPay
Consent to change of a beneficiary of rights under a licence	Fixed fee	£1,450	Via UK Energy Portal (PEARS Service)	WorldPay
Appointment of an operator under a petroleum licence	Fixed fee	£1,270	Via UK Energy Portal (PEARS Service)	WorldPay
Consent to extension of a petroleum licence	Fixed fee	£5,660	Non- Portal	Manual invoice
Amendment of a work programme	Fixed fee	£5,660	Non-Portal	Manual invoice
Consent to onshore retention or development area proposals	Fixed fee	£1,250	Via UK Energy Portal (PEARS Service)	WorldPay
Determination of oil fields	Fixed fee	£5,340	Non-portal	Manual invoice
Offshore metering examination	Fixed fee	£3,080	Non-portal	Manual invoice
Onshore metering examination	Fixed fee	£3,740	Non-portal	Manual invoice
Meter flow calibration	Fixed fee	£2,030	Non-portal	Manual invoice
Change of licensee of a carbon dioxide appraisal and storage licence	Fixed fee	£1,400	Non-portal	Manual invoice
Change of the beneficiary of rights granted by a carbon dioxide appraisal and storage licence	Fixed fee	£1,400	Non-portal	Manual invoice
Appointment of an exploration operator under a carbon dioxide appraisal and storage licence	Fixed fee	£1,210	Non-portal	Manual invoice
Appointment of a storage operator under a carbon	Fixed fee	£1,210	Non-portal	Manual invoice

dioxide appraisal and storage licence appointment of storage operator in a carbon dioxide appraisal and storage licence				
Extension of the initial or appraisal term of a carbon dioxide appraisal and storage licence	Fixed fee	£5,670	Non-portal	Manual invoice
Measurement of carbon dioxide injection flow rate	Fixed fee	£3,740	Non-portal	Manual invoice
Application for exploration licence	Fixed fee	£2,460	Non-portal	Manual invoice
Application for methane drainage licence	Fixed fee	£200	Non-portal	Manual invoice
Application for onshore production licence	Fixed fee	£6,570	Via LARRY	WorldPay
Application for offshore production licence	Fixed fee	£10,030	Via LARRY	WorldPay
Application for gas storage licence	Fixed fee	£9,860	Non-portal	Manual invoice
Application for carbon dioxide appraisal and storage licence	Fixed fee	£19,710	Non-portal	Manual invoice

The NSTA reviews and updates its fee rates on a regular basis. The fee rates were last updated in April 2024.

The different payment methods are outlined in the sections below.

Manual invoice payments

When the NSTA is ready to issue a consent or authorisation involving a manual invoice, the NSTA will ask the service user to request via email that the NSTA calculates the final fee. The same process will be followed if a Field Development Plan is withdrawn or if the consent process takes more than six months.

The NSTA will then calculate the fee and issue, by email, an invoice for settlement.

The invoice will contain:

- Amount of the charge, in pounds sterling
- Basic description of the purpose of the payment, e.g. "FDP approval of the xxx Field"
- Bank details for the NSTA, where settlement can be made
- An invoice reference number to quote when making the payment, which will be essential for the NSTA matching against the relevant consent/authorisation

Repayments

If, for any reason, the NSTA decides to make a refund in part or in full, then the following will apply:

- If the invoice is not already paid, a credit note will be issued to offset against the invoice.
- If the invoice is already paid, the NSTA will ask for a supplier form to be completed and details of the bank account to which the payment should be made to be provided, as follows:
- Name of bank
- Sort code
- Branch of bank
- Account name
- Account number
- IBAN (for non- UK payments only)

It is important that these bank details are provided on company letter headed paper as the NSTA will not make payment otherwise. For questions on an invoice, or credit note, please email: accountsreceivable@nstauthority.co.uk

WorldPay payments

For fees under the WorldPay system, payment will be requested when an application is made. Payment is made by credit card using the "WorldPay" system.

Once the application is made, this payment screen will appear:

Figure 1: WorldPay payment screen

Payment					
This section	holds payment details for your application. Once payment has been comple	ted, a unique reference wi	I be assigned. Please note this is for future ref	rence and any communication with the NSTA.	
Industry Ref 1	fest				
Application Ref 1	lot Yet				
	ssigned				
Invoice Sum	mary				
Invoice Ref EDU/O Description PEARS	GA/PEARS/780 Application Fee				
Item Ref	Description	Quantity	Subtotal		
1	Subarea Beneficiary Change	1	GBP 1450.00		
2	Licensee Change	1	GBP 1450.00		
		Total	GBP 2900.00		
Display Invoice					
Card Payme	nt Alternative Payment Method				
Card Billing	Details				
Please provide billin	g details relating to your payment card.				
				Cards acce	pted:
	*Name Use my det	ita		VISA	VISA Marca
	Address				The second secon
	Search for a	ocress		Maestro	JCB
	Postcode			Contact us NORTH SE	A TRANSITION AUTHORITY
*Emai	Address			Registered	Companies House, 09666504
Tele	phone No A			Sanctuary E	uidings
Rememb	er Details			London	Her verten
				SWIP 3BT ukop@nsta	ithority.co.uk
Submit for p	ayment				
Clicking "Pay Now"	will transfer you to an external server for payment processing.				payments powered by
Pay Now Res	ume Payment Later Cancel This Payment				WorldPaÿ

To view/print the Request for Payment (Invoice), click on the 'Display Invoice' link on the payment screen as highlighted in Figure 2. This will display the Request for Payment in a PDF format.

Figure 2: "Display Invoice" link

Invoice Summary					
Invoice Ref EDU/ Description PEAR	OGA/PEARS/780 IS Application Fee				
Item Ref	Description	Quantity	Subtotal		
1	Subarea Beneficiary Change	1	GBP 1450.00		
2	Licensee Change	1	GBP 1450.00		
		Total	GBP 2900.00		

Request for Payment

North Sea Transition Authority

Request for Payment Number Request for Payment Date Payment Terms EDU/OGA/PEARS/781 22nd March 2024 Immediate

For the attention of the Licensee:		From: (Charging	From: (Charging Point)		
Company	DUMMY OIL COMPANY (U.K.) LIMITED	Contact	NORTH SEA TRANSITION AUTHORITY		
Address	Sanctuary Buildings 20 Great Smith Street London	Address	Sanctuary Buildings		
	SW1P 3BT		SW1P 3BT		
		Telephone	0300 067 1689		
Registered Num	ber	Email	ukop@nstauthority.co.uk		

Receiving credits in GBP in the UK		Receiving credits from Overseas	
BACS & CHAPS (GBP 10,000 Bank Address:	H+) RBS London Corporate Service, 2nd Floor Bishopsgate, London, EC2M 4RB.	Swift BIC: IBAN: Beneficiary Reference:	Oil and Gas Authority
Sort Code: Account No: Account Name:	Oil and Gas Authority		

Please provide payment for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Subarea Beneficiary Change	GBP 1450.00	GBP 0.00	GBP 1450.00
2	Licensee Change	GBP 1450.00	GBP 0.00	GBP 1450.00
			TOTAL CHARGE:	GBP 2900.00

Vat registration no. N/A - Out of Scope

Enter the card billing details on the payment screen. Please note that the card must be registered in the UK. Clicking on 'Use my details' will import the details that are held against the service user Portal Account.

When searching for a company address, click on the 'Search for address' link, as highlighted in Figure 4.

Figure 4: "Search for address" link

Card Payment Alternative Payment Method	
Card Billing Details	
Please provide billing details relating to your payment card.	
*Name Use my details Address	Cards accepted: VISA VISA Montoo
*Postcode	Contact us: NORTH SEA TRANSITION AUTHORITY
*Email Address	Registered Companies House, 09665504
Telephone No 10	Sanctuary Suitengy 20 Okasi Santa Street Sviri P 36T Vacebardhomir co uk

Then enter the relevant post code and click on the 'Search' button, as highlighted in Figure 5.

Figure 5: "Post Code search"

Address Search	
UK Postcode Search	Overseas or Manual Address Entry
To search for a UK address enter the postcode and click 'Search'.	Select a country from the dropdown below to manually enter an address.
Post Code	Country
Search Clear Cancel	
If you do not know the post code or the address does not have one, try using <u>Advanced Search.</u> If you cannot find the address, you may manually enter one by selecting a country from the above dropdown list,	

Once the search results have returned, click on the relevant address link.

Figure 6: Post Code search results

 Search Results

 Addresses found (7):

 Arts Council England 21 Bloomsbury Street London

 Bellrock Group 21 Bloomsbury Street London

 Cafcass 21 Bloomsbury Street London

 Office Of The Immigration Services Commissioner 21 Bloomsbury Street London

 Oil & Gas Authority 21 Bloomsbury Street London

 Sport England 21 Bloomsbury Street London

 Uk Sport 21 Bloomsbury Street London

 Once all details have been entered, click on the 'Pay Now' button.

WorldPay

Figure 7: "Pay now" button



This will connect to the WorldPay system.

Select Card Type by clicking on the relevant card icon.

Figure 8: WorldPay payment page



Enter the card details and click on the 'Make Payment' tick icon

Figure 9: "Make payment" icon

Secure Payment	Page	
TEST MOD	E - 1	
Select language	English Y 0	
THE OIL & GAS AUTHO	RITY	
Payment method	Mastercard Mosterc	ord
Description Amount	E2,900.00	COL
Card details		
* Indicates a required field		
" Card number		
Security Code		
Cardholder's name	LARRY USER1	
	Enter the name exactly as it appears on your	
Cardholder details	5	
Billing address	3 WHITEHALL PLACE LONDON SW1A 2AW	
Postcode/ZIP code	SW1A 2AW	
Country/Territory	United Kingdom	
Telephone	+44 (0) 00 0000	
Fax		
Email address		
Cardholder valida	tion	
Please complete this challenge	e to prove you are a real person:	
	l'm not a robot	

A message will appear, stating that the payment has been submitted for processing.

Figure 10: WorldPay Payment Processing page



This will be followed by a payment status confirming if payment has been successful.

Figure 11: WorldPay Payment status page

Payment received, thank you

This was not a live transaction. No money has changed hands. Thank you, your payment was successful. Merchant's reference: EDU/OGA/PEARS/781/1 WorldPay Transaction ID: 3446340589

Return to the portal

Clicking on the 'Return to the portal' button will show the payment details as well as the 'Payment Request (Invoice)' and 'Receipt' by clicking on the relevant button.

Figure 12: "Display Invoice" and "Display Receipt" buttons



An example of a receipt is shown below.

Payment Receipt

Request for Payment Number Request for Payment Date Paid/Received Date EDU/OGA/PEARS/781 22nd March 2024 22nd March 2024

For the attention of the Licensee: From: (Charging Point)		Point)	
Company	DUMMY OIL COMPANY (U.K.) LIMITED	Contact	NORTH SEA TRANSITION AUTHORITY
Address	Sanctuary Buildings 20 Great Smith Street London SW1P 3BT	Address	Sanctuary Buildings 20 Great Smith Street London SW1P 3BT
Registered Num	ber	Telephone Fax Email	0300 067 1689 ukop@nstauthority.co.uk

Payment has been provided for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Subarea Beneficiary Change	GBP 1450.00	GBP 0.00	GBP 1450.00
2	Licensee Change	GBP 1450.00	GBP 0.00	GBP 1450.00
			TOTAL CHARGE:	GBP 2900.00

Vat registration no. N/A - Out of Scope

Payment Details

Payment Method(s):	Electronic payment via WorldPay
Payment Reference:	3446340589
Amount Received:	GBP 2900.00
Date Paid/Received:	22nd March 2024

Payment received, with thanks

If, for any reason, the NSTA decides to make a refund in part or in full, the procedure will follow that for manual invoice payments.

GovPay payments

Fees on the PWA Portal System and the Field Consents System are both paid using GovPay. There are some differences in the initial steps in the two systems.

PWA Portal System

When an application has been submitted on the PWA Portal System, the below acknowledgement screen will come up. The application is then sent to the NSTA Consents & Authorisations Manager for review.

Figure 14: PWA application acknowledgement screen

Application submitted Your reference number PA/781
Submitted date and time: 21/03/2024 15:39:34 Submitted by Shell Industry
We have sent you a confirmation email.
What happens next
Your application has been sent for review.
Any new pipelines with temporary references have been assigned pipeline numbers.

What did you think of this service? (takes 30 seconds)

Go back to work area

When the application has been accepted, there will be a notification that payment is required. When opening the relevant application in the work area, there will be a request that payment is made by clicking on the "Pay for application" tab.

Figure 15: PWA "Pay for application" button

Application status	
Status	
nitial review	COMPLETE
Confirm satisfactory application	NOT STARTE
Consultations	CANNOT START YE
Public notice	CANNOT START YE

Please read through the information to ensure that it is correct and then click on 'Start Payment'. If payment is handled by another person, send the application to them by clicking on the 'Share this page for someone else to pay' link.

Figure 16: PWA "Share this page for someone else to pay" link

Pay for application

Please note that by starting the payment, any other person currently completing a payment for the application will have their attempt cancelled.

Share this page for someone else to pay

New PWA application PA/782 submission

Item	Cost
Charge for submitting an initial PWA application	£3330.00
Total charge	£3330.00

Start payment Back

Field Consents System

In the Field Consents System, the payment button will appear once the application is completed.

Select the 'Pay and Submit application' button to proceed with application payment.

Figure 17: Field Consents "Pay and submit application" button

Pay and submit appli	cation Edit application	
View application	Payments	
⊙ Show all section	S	
Application de	tails	

The screen shown in Figure 18 provides payment summary information. Click the 'Start Payment' button to proceed.

Figure 18: Field Consents "Pay and submit application" page

Pay and submit application

Please note that by starting the payment, any other person currently completing a payment for the application will have their attempt cancelled.

Share this page for someone else to pay

Payment summary

Item	Cost
New field annual consent application FCON/8035/0 (Version 1) submission	£930.00
Total charge	£930.00

Start payment Edit application

All GovPay systems

In both systems, once the 'Start Payment' button has been selected, enter payment card details, billing address and contact email address for the payment notification. Click the 'Continue' button once all sections have been completed.

Please include card details in the following screen.

Figure 19: GovPay payment page

Enter card details	
Payment summary	
New PWA application PA/782 submission	
Total amount:	
£3330.00	
Card number Accepted credit and debit card types	
Evolutate	
For example, 10/26	
Month Year	
Name on card	
Card security code The last 3 digits on the back of the card	
Billing address This is the address associated with the card	
Address line 2 (optional)	
Town or city	
Country or territory	
United Kingdom	
Postcode	
Contact details	
We'll send your payment confirmation here	
Email	
Continue	
Cancel payment	

Please double check details before confirming payment.

Confirm your payment

Payment sum	mary
New PWA applicat	ion PA/782 submission
Total amount: £3330.0 0	0
Card number	•••••••••4444
Expiry date	07/28
Name on card	A N Other
Billing address	ited Kingdom

Confirm payment

Cancel payment

When payment is confirmed, an acknowledgement for the payment for the application will appear.

Figure 20: GovPay payment acknowledgement page

Application PA/782 payment completed

What happens next

Your application will be processed by the assigned case officer.

- You can view your application
- You can work on another application from the work area

An email acknowledgement will also be sent to the Inbox of whoever made the payment.

Applicants can ask for their applications to be fast tracked. If this is requested and agreed, the fee payable is doubled.

If, for any reason, the NSTA decides to make a refund in part or in full, the refund will be paid to the card used to make the initial payment.

Appendix 1 – Fees Regulations

The fees are enshrined in The Oil and Gas Authority (Fees) Regulations 2016 [http://www.legislation.gov.uk/uksi/2016/904/contents/made] as amended.

The amendments can be found in:

- The Oil and Gas Authority (Fees and Petroleum Licensing) (Amendment) Regulations 2017 [http://www.legislation.gov.uk/uksi/2017/426/made]
- The Oil and Gas Authority (Levy and Fees) and Pollution Prevention and Control (Fees) (Miscellaneous Amendments) Regulations 2020
 [http://www.legislation.gov.uk/uksi/2020/208/contents/made]
- The Oil and Gas Authority (Levy and Fees) Regulations 2021 [https://www.legislation.gov.uk/uksi/2021/206/contents/made]
- The Oil and Gas Authority (Levy and Fees) Regulations 2022 [https://www.legislation.gov.uk/uksi/2022/204/contents/made]
- The Oil and Gas Authority (Levy and Fees) Regulations 2023 [https://www.legislation.gov.uk/uksi/2023/228/contents/made]
- The Oil and Gas Authority (Levy and Fees) Regulations 2024 [https://www.legislation.gov.uk/uksi/2024/241/contents/made]
- The Oil and Gas Authority (Levy and Fees) Regulations 2025 [https://www.legislation.gov.uk/uksi/2025/239/contents/made]



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