

Field Consents User Guidance System





Contents

System description	3
Navigation within the UK Energy Portal	4
Searching the Field consents System	6
Controlling access using Field Consents Teams and Contacts	7
Adding additional team members	8
Submitting a new Production Consent application	
New Short term Production Consent	14
New Annual Production Consent	
New Long Term Production Consent	
Submitting a new Flaring Consent application	
New Short Term Flare Consent	51
New Annual Flare Consent	
New Long Term Flare Consent	75
Submitting a new Venting Consent application	
New Short Term Vent Consent	
New Annual Vent Consent	
New Long Term Vent Consent	
Acknowledging receipt of Consents and viewing notifications	121
Acknowledging receipt of a consent	121
Viewing Field Consent notifications	123
Revising an existing Field Consent	126
Withdrawing applications	129
Amending applications	130
Processing Payments	132
WorldPay Payments	133
BACS/CHAPS Payments	



FIELD CONSENTS SYSTEM

System description

The Field consents system is a module delivered through the UK Energy Portal. The UK Energy Portal is accessed from this URL:

https://itportal.decc.gsi.gov.uk/eng/fox/live/PORTAL_LOGIN/login

To access the UK Energy Portal you will need to be a registered user. For further information on the UK Energy Portal and the services provided please see https://www.gov.uk/oil-and-gas-uk-oil-portal

The field consents system allows operators to apply for, and manage, consents to Flare and Vent gas from UKCS fields and consent to produce hydrocarbons.

The regulatory regime is designed to maximise the recovery of Oil and Gas from UK fields and reduce the amount of Gas released to, or burnt off in the atmosphere

The operators submit an application to the department. The application, once received, is assigned an internal reference and then sent by The Consent Team to specialists (petroleum engineers, reservoir engineers, facilities engineers etc.) who review the application to ensure it meets OGA guidelines.

The specialists will either approve the application or reject it. If the application is approved the application is sent to an OGA Authorising Manager who will prepare .pdf documents, digitally sign them and send the consent documents back to the operator and other companies who may have an interest in the field for which the application relates. If the application is rejected it is sent back to the operator together with a note as to why the application has been rejected. Once the operator has made changes they are able to resubmit the applications to the OGA and the review process can start again.

Flaring and Venting consents usually cover one calendar year, running from 1st Jan to 31st Dec. Production consents can cover longer periods.

Short term consents for Flaring, Venting and Production are also available.

If an operator needs to revise the volumes only in an already authorised consent (I.E. no changes to dates) they must revise the consent. Otherwise a new consent application must be submitted.



Navigation within the UK Energy Portal

PLEASE DO NOT USE THE BROWSER BACK OR FORWARD BUTTONS WHEN NAVIGATING THROUGH AREAS OF THE PORTAL.

Navigation with the UK Energy Portal is achieved by clicking on links within each application area. The Portal uses on screen forms to record information relating to the operators submissions. Using the browser back and forward buttons will cause the data forms to fail and cause errors when completing applications.

The Application Left hand links allow the Operator to navigate through the different pages within an application

The Form navigation links allow the Operator to move sequentially through the application by using the Next and Previous page links, opt to save the application and resume at a later time, save and go back to their workbasket or save and log out from the Portal

Action links perform actions within the screen displayed.

Company Contacts	Start Bottom	of Page 🔻 Spell (Check Log Out	
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Update My Details	Transaction / Ref	Subject	Topic	Company
Update My Password		A11 -		
User Preferences				
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Help Contact Us Security Policy Phishing Information Terms And Conditions Privacy Policy Cookies Feedback	Apply Filter	Reset Filter Show A Page ▲ Spell Che try User (iconsent) Pa	Refresh eck Log Out	



When using the Energy Portal you will frequently see this information icon displayed **1**at various positions on the screen. If you click on this, information relating to your current activity and business context will be displayed which will help clarify what you need to do.

When you submit applications or notifications to the OGA the data you have entered is validated. If errors or problems are discovered your screen will be displayed showing a cross against the items found in error. To find out what is wrong hover with the cursor over the cross and a message box will be displayed giving details. Enter corrections and re-submit. Alternatively the error message will be displayed in red against the data in error.

Some submissions to the OGA are complex and long and may need to be **ASSEMBLED** on the Portal over a period of days. You may save your data entry session and resume this at a later stage. Another registered user in your organisation may also resume your session provided they have the appropriate access rights.

Every effort has been made to protect your data and ensure that it is not lost in the event that your pc, browser on local network fails. We aim to save all of your work each time your Portal page refreshes.



Searching the Field consents System

The Operator must log in to the UK Energy Portal at this URL:

https://itportal.decc.gov.uk/eng/fox/live/PORTAL_LOGIN/login

After logging in the Operator will be taken to their Portal Workbasket. The workbasket will contain all notifications and actions for transactions made using the UK Energy Portal.

From the workbasket click on 'Field Consents' from the left hand menu

This takes the operator into the Field Consents system search screen.

This screen allows users to search existing Field Consent applications for which they have access, such that they may be viewed or revised. Applications which are currently being processed by the OGA cannot be revised until the consent has been granted. If you have submitted an application in error and you wish to update it and resubmit then you need to contact the appropriate Aberdeen or London office using the contacts given on the application entry screen.

New Field Consent	Gas Authority Field Consents System Workbastet Bodem of Page	energyportal Bottom of Page V	Type of consent Flare Consent Vent Consent
Copy Existing Field Consent	Field Consents		Production Consent
Help	This screen allows users to search existing Field Consent applications for which they have access, such that they may currently being processed by DECC cannot be revised until the consent has been granted. If you have submitted an app resubmit then you need to contact the appropriate Aberdeen or London office using the contacts given on the application approximation of the application of the appropriate Aberdeen or London office using the contacts given on the application approximation of the application of the appli	be viewed or revised. Applications which are scation in error and you wish to update it and entry screen.	Consent Length
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	satisfies the search criteria. (uncheck this box to show ALL consents)	Received by DECC Completed	All these items are free text inputs

SEARCH OPTIONS



Controlling access using Field Consents Teams and Contacts

Access to the field consent application is controlled using a team of Organisation contacts. By default the person creating the consent application is enrolled in the team and has all available roles granted to them.

IT IS STRONGLY RECOMMENDED THAT MORE THAN ONE PERSON IS ENROLLED IN THE CONSENTS TEAMS TO AVOID DELAYS IN THE SUBMISSION AND APPROVAL PROCESS.

To manage team membership you must have the Team Coordinator roll granted. To add or remove team members for an application click on the 'Current Contacts' on the left hand menu



This will show the current team who are involved with the management of the consent and show their allocated roles

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The roles available to team members are:

Team Coordinators – People with this role are able to change members who are added or removed from this team and can manage and allocate the different roles for each team member

Data Entry - Users listed here are allowed to start Revision or Update Applications for this Field Consent. They may also enter or correct data on started Field Consent Applications that have not yet been submitted to the OGA. They can view previous Consents and previous Applications relating to this Field Consent. You must nominate at least ONE Data Entry User.

Authorised Field Consent Submitter - Users listed here are required to check Applications relating to this Field Consent and are authorised to submit it to the OGA on behalf of the owner organisation. They are allowed to start Revision or Update Applications. They may also enter or correct data on started Field Consent Applications that have not yet been submitted to the OGA. They can also view previous applications relating to this Field Consent. You must nominate at least ONE Authorised Field Consent Submitter.

Authorised Consents Recipient - Users listed here will receive the Consents resulting from Applications for this Field Consent. The Consents are issued to the organisation and are subject to appropriate legislation. Thus users listed here must be authorised to receive these documents on behalf of the above organisation and know what to do with them. Users here can view previous Consents and also view previous Field Consent Applications. You must nominate at least ONE Authorised Consents Recipient.

Consents Interested Party Recipient - Users listed here will receive a copy of the Consents resulting from Applications for this Field Consent for information only purposes. They may not work on the Field Consent directly. This list is purely for your convenience to let other users see the notifications. Information only Consent recipients do not have to be entered.

Adding additional team members

To add another member to the team click on the add person button at the bottom of the list of current contacts

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Current Contacts		
Hide All Details		
Central Contact Details	Ì	
Industry User		
industry.fc.user@industry.com FIELD CONSENT MANAGER		
INDUSTRY +44 (0)800 000 0000		
8		
Add Person		
Top of Page 🔺		
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🐞 Oil & Gas Authority

The operator must supply the contact details for the person they wish to add to the team. Mandatory information that needs to be supplied is marked with *

		Bottom of Page 🔻
Add Person		
Please enter an Email Addr	ess, Forename and Surname of the person you want to add then	click Add Person
The values entered must all may accept the suggestion,	match those of the person you would like to add. If a match cann or create a new record with your entered values.	ot be found, the best suggestion will be presented, at which point you
*Email Address	industry.user@test.com	
*Forename	industry	
*Surname	user	
*Organisation	TEST	0
*Telephone Number	+44 (0)111 0000	
Add Person Canc	el	
- OR -		
You may select yourself as f	he person	
Add Me		
		Top of Page 🔺

Once the information has been entered click on the 'Add Person' button to add them to the team.

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Industry User industry.user@test.com TEST +44 (0)111 0000 [®]					
Add Person					
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Allocate the roles for the new team member by checking the boxes beneath the relevant roles. Click on the 'Add Person' button to add further people to the team. To remove a member from the team please uncheck all the roles allocated to the user and save the team by clicking on 'save changes'



Submitting a new Production Consent application

New Production Consents consent can be submitted for UK Fields on a short term, Annual or long term basis

The Operator must log in to the UK Energy Portal at this URL:

https://itportal.decc.gov.uk/eng/fox/live/PORTAL_LOGIN/login

After logging in the Operator will be taken to their Portal Workbasket. The workbasket will contain all notifications and actions for transactions made using the UK Energy Portal.

From the workbasket click on 'Field Consents' from the left hand menu



This takes the operator into the Field Consents System search screen.

From the search screen you are able to search for all field consents which have been submitted on behalf of the operators company. The Operator is able to set various search option parameters before requesting the results.

To begin a new consent application click on 'New Field Consent from the left hand menu from the Field Consents System search screen.

🐞 Oil & Gas Authority

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😻 Oil 8	& Gas Authority	Field Cons	sents System	energyporta
New Field Consent Copy Existing Field Consent	 ✓ Workbasket Bottom of Page ▼ Field Consents 			Bottom of Page ▼
lelp	This screen allows users to search existing F currently being processed by DECC cannot be resubmit then you need to contact the approp	ield Consent applications for which th a revised until the consent has been g riate Aberdeen or London office using	ey have access, such that they may b ranted. If you have submitted an appli the contacts given on the application	e viewed or revised. Applications which are cation in error and you wish to update it and entry screen.
Contact Us	Search			
ecurity Policy		Ref Number	•	
hishing Information		Type of Consent	A11 -	
erms And onditions		Length Specified on Application	A11	
rivacy Policy		Starting Year on Application	A11 🔻	
ookies		Field Name		7
eedback		Licence Number		
		Operator		
		Field Operator		
		Application Status	anv 🔻	
		Latest Application	V	
	Search			
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	User: Mrs Industry User (iconsent) Page Re	f. FC001X_LAUNCH		Powered by FOXopen

From the New Field Consent screen select the year for the start of the consent period from the drop down list. Select the type of consent, Production, from the drop down list. Click on 'Create' to generate a new blank Production Consent.

File Edit View F	avorites Tools Help		
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😻 Oil	& Gas Authority	Field Consents System New Field Consent	energyportal
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Help	New Field Consent		
Contact Us	Yester to the total of the Field Constants		
Security Policy	You have chosen to start a new Field Consent a	pplication, please select from the following and click create:	
Phishing Information	*Y	ear the Consent is required from 2016	
Terms And Conditions		*Type of Consent Production Consent	
Privacy Policy	Back		
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Feedback	Top of Page 🔺		Top of Page 🔺
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This will have created a new Production Consent application which needs to be populated with the required data. The new application will open on the Entry Screen which gives the Operator a list of OGA contacts and links to guidance on completing flaring, venting and production consent application.

💐 Oil & Gas Authority

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😻 Oil &	Gas Authority	Field Consent Application Entry Screen	energyportal	•		
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Current Contacts	Starting Year 2015	Field Name(s) BALMORAL	Primary Operator TEST COMPANY LTD			
Cover Info	Length Short Term	Licence(s) P201, P344	Field Operator(s) TEST COMPANY LTD			
Flare Report	Field Consent Application					
ST Flare Consent	Please read this name then click on Next P	are above to no to the next name, or you can select the links	on the left hand side to go to the appropriate section			
Flare Consent	rease read this page then energine movern	PETROLEUM ACT 1998 ENERGY ACT 1076	on the fort hand one to go to the appropriate occubil.			
LT Flare Consent	ENERGY ACT 1976					
Additional Info	Inese application pages allow companies to apply for Production, Flaring and Venting Consents from 2008 onwards under the above registation. Production Consent applications should be completed for each separate field as appropriate requesting minimum and maximum levels. Flaring and Venting					
Submit	For	quidance on how to complete the pages please click on the	following links:			
View Review Notes		Elare/Vent Guidance PPD Production Guidance	initia.			
Payment	Any queries relating to	the Field Consent forms, or a specific application, should be	addressed to the Aberdeen office:			
Validation Show/Update Errors	OGA Licensing & Legal 3rd Floor ation Atholl House 86-86 Guild Street Aberdeen ABrill 6AR					
Hide Errors	Claire Grant					
		E-mail. <u>claire.grant@00a.gsi.gov.uk</u> 16i. #44 (0)1224 254052	1997 - 19			
Help		Christopher Duguid E-mail: <u>christopher.duguid@oga.gsi.gov.uk</u> Tel: +44 (0)1224	254115			
Contact US		For support on any IT related issues please use the "Help" lin	k opposite.			
Decurity Policy		An asterisk (*) denotes a mandatory field.				
Terms And Conditions	Note - the Consent documents will be sent e	ectronically via the Portal to the Authorised and Copy recipier in writing to the appropriate office (see above).	ts. If you wish to also receive a paper copy please apply			
User Acceptance Testi	ng			-		
				-		

Use the navigation bar at the top of the form to navigate to the next page to display the Operators team of people who will be involved in the preparation and submission of this application. By default the person creating the application is enrolled in the team with all available roles

IT IS STRONGLY RECOMMENDED THAT MORE THAN ONE PERSON IS ENROLLED IN THE CONSENTS TEAMS TO AVOID DELAYS IN THE SUBMISSION AND APPROVAL PROCESS.

Please see the section "Controlling Access using Field Consents Teams and Contacts"



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Ref Not Yet A Starting Year 2016 Length Current Contacts	ssigned	F Field Li	older Ref Not Yet Assigned Name(s) icence(s)	Primary Op Field Oper	Status In Progress ierator ator(s) Not Applicable
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Central Contact Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient
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Industry User industry.user@test.com TEST +44 (0)111 0000@ T					
Add Person					
Top of Page 🔺					Top of Page 🔺

Click the 'Next page' link to proceed with the application.

On the next screen, Cover Info, the operator will define the length of time for which the Production Consent is being applied. There are three terms for which a Production Consent requested: Short Term, Annual, and Long term.

The process differs slightly in the data required for each type of consent length.



New Short term Production Consent

The Cover Info page is where the Operator is able to define the Field(s) and duration for the consent being applied for.

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Ref Not Yet Assigned Starting Year 2016 Length	Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s) Not Applicable
Cover Info		
Application	for year starting 1st January 2016 👻	
	Operator 🔷 🗧	
	Select Operator	, ,
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	Select Field	<u> </u>
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	Production Consent Length? Select One 🔻	
*Is this application f	or an increase in production? Select One 🔻 🌖	
If so, please state the associated PON15D of	F PETS Production Operation	
*Will gas be injected for the purpose	of creating or increasing the	
	pressure support?	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref.	C030X_PROD_MAIN	Powered by FOXopen

The Operator is chosen by searching for the operators name from the approved list of Operators registered with the UK Energy Portal. To use the search facility click on the select Operator link on the screen:

Application for year starting 1st January	2016 🔻
Operator	•1
Select C	<mark>perator</mark>

This will open the Organisation Directory Search Screen



Bottom of Page 🔻		Bottom of Page 🔻
Organisation Sea	rch arch for organisations by Name or Compa	ny Registered Number (as recorded at Companies House).
Organisation Name		0
Registered Number	1	
	Include Former Names 🔲 📋	Include Closed Organisations 🔲 👔
1	Show Duplicate Records 🔲 🃋	
Search Reset All	Cancel	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User	(iconsent) Page Ref: DEC010X	Powered by FOXopen

Enter the name (or the beginning letters) of the name of the Operator Responsible for the Field for which the consent is being prepared. E.G. Entering 'tes' as the organisation and clicking on 'Search' will return search results of TESSENDERLO UK LIMITED and TEST COMPANY LTD. Click on the 'Select' link to inset the Organisation into the application.

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Organis	sation Search		
This page a	llows you to search for organisations by Name or C	company Registered Number (as recorded a	t Companies House).
Organ	isation Name tes		6
Negioi	Include Former Names	Include	Closed Organisations 🔲 🅦
Search	Reset All Cancel		
Search	Results		
Select	Organisation Name	Registered No. & Address	Branch No. & Address
<u>Select</u>	TESSENDERLO UK LIMITED	Reg No:04244527 BRIDGE END WORKS MACCLESFIELD ROAD LEEK STAFFORDSHIRE ST13 8LD	
Select	TEST COMPANY LTD	3 WHITEHALL PLACE LONDON SW1A 2AW	
Number of r	natches found:2		
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Add the field for which the production consent is being prepared. To add the field click on the 'Select Field' link on the screen.



Field	:	*Licence Numbers		
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This will open the DEVUK Field Search Screen

◄ Workbasket	 Production Consent Application 	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
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Enter values and p	oress search					
	Field Name			0		
	Sub Type	Any Sub Type	• •			
	Parent Field Name	None		•		
	*On or offshore?	Any 🔻				
Search	Cancel					
◄ Workbasket	 Production Consent Application 	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

Enter the name (or the beginning letters) of the name of the Field name for which the consent is being prepared. E.G. Entering 'bren' as the Field Name and clicking on 'Search' will return search results of BRENDA and BRENT. Click on the 'Select' link to the right of the correct Field Name to inset the Field into the application

 Workbasket 	 Production Conse 	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Sear	ch Criteria						
Enter values ar	nd press search						
Search	Paren *On Reset Cancel	Field Name Dr. Sub Type An t Field Name No or offshore? An	en y Sub Type ne y ▼	•	•		
Field Resu	ult List						
Select F	ïeld Name †↓	Shore ↑↓	Sub Type	s S	tatus		Parent Field Name
Select E	BREN <mark>DA</mark>	Offshore	DETERM	INED 7	00 - PRODUCIN	IG	
Select E	BRENT	Offshore	DETERM	INED 7	00 - PRODUCIN	IG	
Number of mat	ching rows: 2						
 Workbasket 	 Production Conse 	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

The Licence Number(s) associated with the Field are automatically entered into the application.





To add further Fields into the application click the 'Select Field link and repeat the process. Any additional fields added to the application will also add any further associated Licences to the application.

Select the Production consent Length as 'Short Term' from the drop down menu and this will display information that will be generated when production data is entered later in the application process.

*Production Consent Length?	Short	Term	•	
Consent Start Date			0	
Consent End Date			0	
Oil Production - Short Term Consent Requested Minimum (kscm/day)			-	0
Oil Production - Short Term Consent Requested Maximum (kscm/day)				0
Gas Production - Short Term Consent Requested Minimum (kscm/day)				0
Gas Production - Short Term Consent Requested Maximum (kscm/day)				6

The operator must indicate if the Production Consent application is due to an increase in production. If the answer to this question is 'Yes' the P.E.T.S. reference for the environmental permit for this field should be entered

*Is this application for an increase in production?	Yes	•
If so, please state the associated PON15D or PETS Production Operation ES reference number	MAT/1234	

The last item to enter on this screen is the indication as to whether the Gas is being injected to help maintain reservoir pressure. Select 'Yes' or 'No' from the drop down menu.



The screen should now be completely populated. Click on 'Next Page' on the navigation bar to continue the application process.



◄ Workbasket Resume Later Previous Page	Next Page Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length	Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s) Not Applicable
Cover Info		
Application for	year starting 1st January 2016 Operator TEST COMPANY LTD	0
	Select Operator	
	Field *Licence Numbers [] BRENT T Add Licence F20000 Select Field	
*Pro	duction Consent Length? Short. Term 🔻	
	Consent Start Date	
	Consent End Date	
Oil Production - Short Term Consent Reques	sted Minimum (kscm/day)	
Oil Production - Short Term Consent Reques	ted Maximum (kscm/day)	
Gas Production - Short Term Consent Reques	sted Minimum (kscm/day)	
Gas Production - Short Term Consent Reques	ted Maximum (kscm/day)	
*Is this application for a	n increase in production? Yes 🔹 🕇	
If so, please state the associated PON15D or PE	ES reference number MAT/1234	
*Will gas be injected for the purpose of o	pressure support? Yes	
Top of Page 🔺		Top of Page 🔺

The next screen is the Short Term Production Request screen where the Short Term Consent period is created.

Enter the dates for which the consent is due to start and end by using the calendar widget or manually entering the dates, then clicking on the 'Initialise Term' button

 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page 🔻	Bottom of Page 🔻			
F Starting Ye Leng	Ref Not Yet Assigr e ar 2016 gth Short Term	ned	Folder Re Field Name(Licence(ef Not Yet Assigned s) BRENT s) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable			
Short Term	o Oil and Gas	Production	Request	(2016)				
The 'Initial remains v	lise Term' button vithin the consen	must be clicked i t period.	f the dates a	re changed, information	already filled in will not be lost as long as the month			
	*Start 01-JAN-2	016 📷	*E	nd 15-MAR-2016	Initialise Term			
Please refer to the Implementation of the Public Participation Directive (PPD) Guidance notes regarding PON15D/ES requirements for production consent increases (PPD Production Guidance).								
Top of Page 🔺					Top of Page 🔺			

🐞 Oil & Gas Authority

Once the Initialise term button has been pushed the screen will display the areas where the Operators requested production allowances are recorded. For each period on the screen the Operator must enter the Minimum and Maximum Gas and Oil production figures

⊲ Wor	kbasket	Resume Later	Previous	Page Next Page	Bottom of Page			Bottom of Page 🔻		
	Starting Y Ler	Ref Not Yet Assigr 'ear 2016 I gth Short Term	ned	Folder F Field Name Licence	Ref Not Yet Assigned (s) BRENT (s) P119, P257	1	Status In Prog Primary Operator TEST (Field Operator(s) Not App	ress COMPANY LTD plicable		
Sho	Short Term Oil and Gas Production Request (2016)									
ů	The 'Initialise Term' button must be clicked if the dates are changed, information already filled in will not be lost as long as the month remains within the consent period.									
		*Start 01-JAN-2	016 📷	*	End 15-MAR-2016	i Initialis	e Term			
Year	Month		Days	Consent Days	Minimum Oil (scm/month)	Maximum Oil (scm/month)	Minimum Gas (kscm/month)	Maximum Gas (kscm/month)		
2016	January		31	31	1000	1502.34	100.00	200.45		
2016	February		29	29	987	1500.00	96.00	177.23		
2016	March		31	15	456	733.56	45.01	88.88		
	Total									
	Daily Ave	rage								
	Daily Ave	rage Oil (kscm per	r day)							
С	Calculate Totals									
Please	Please refer to the Implementation of the Public Participation Directive (PPD) Guidance notes regarding PON15D/ES requirements for production consent increases (PPD Production Guidance).									
Top of	Page 🛦							Top of Page 🔺		
Use	r: Mrs Indu	ıstry User (iconsen	t) Page Ref	FC030X_PROD_N	1AIN		Power	red by FOXopen		

Once figures have been entered click on the 'Calculate Totals' button to populate the total and Average figures on the screen.



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Ref Not Yet Assigned Folder Ref Not Yet Assigned Starting Year 2016 Field Name(s) BRENT P Length Short Term Licence(s) P119, P257 F							Status In Prog Primary Operator TEST (Field Operator(s) Not Ap	gress COMPANY LTD plicable	
Short Term Oil and Gas Production Request (2016)									
The 'Initialise Term' button must be clicked if the dates are changed, information already filled in will not be lost as long as the month remains within the consent period.									
		*Start 01-JAN-2	016 📑	*	End 15-MAR-2016	initialis	e Term		
Year	Month		Days	Consent Days	Minimum Oil (scm/month)	Maximum Oil (scm/month)()	Minimum Gas (kscm/month)	Maximum Gas (kscm/month)	
2016	January		31	31	1000	1502.34	100.00	200.45	
2016	February		29	29	987	1500.00	96.00	177.23	
2016	March		31	15	456	733.56	45.01	88.88	
	Total				2443	3735.9	241.01	466.56	
	Daily Ave	rage			32.573	49.812	3.213	6.221	
	Daily Ave	rage Oil (kscm pe	r day)		0.033	0.05			
Calculate Totals Please refer to the Implementation of the Public Participation Directive (PPD) Guidance notes regarding PON15D/ES requirements for production consent increases (PPD Production Guidance).									
Top of	Page 🛦							Top of Page 🔺	
Usei	User: Mrs Industry User (iconsent) Page Ref: FC030X_PROD_MAIN								

Clicking the 'Calculate Totals button will also populate the requested Oil and Gas Production figures on the Cover Info screen

*Production Consent Length? S	Short Term 🔻	
Consent Start Date	1-JAN-2016 📋	
Consent End Date 1	5-MAR-2016	
Oil Production - Short Term Consent Requested Minimum (kscm/day) 0.	.033	0
Oil Production - Short Term Consent Requested Maximum (kscm/day)	.05	0
Gas Production - Short Term Consent Requested Minimum (kscm/day) 3	.213	0
Gas Production - Short Term Consent Requested Maximum (kscm/day) 6	.221	0
*Is this application for an increase in production?	'es ▼(
*If so, please state the associated PON15D or PETS Production Operation	AT/1234	
*Will gas be injected for the purpose of creating or increasing the pressure support?	les ▼	

Click on 'Next Page' on the navigation bar to move to the next screen, 'Additional Info'.



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Starting Y Ler	Ref Not Yet Assigr Year 2016 Ingth Short Term	ned	Folder Re Field Name(s Licence(s	f Not Yet Assigned) BRENT) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable	
Notes						
Please add add	ition information to	support the appli	cation in the bo	x provided below:		
					•	
			Updated I	For Not Yet Assigned		
				Ву		
			Da	ate		
Supportin	g Documents	1				
Please upload o	documents which a	are appropriate to a	support your ap	oplication.		
				Upload to DECC		
File Typ	be	Status		Uploaded By	Actions	
Add Su	pporting Documen	t				
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User: Mrs Indu	ıstry User (iconsen	t) Page Ref. FC03	0X_PROD_MA	AIN	Powered by	Kopen

Additional notes can be added in the notes box using free text. These notes are automatically saved when the Operator navigates away from the page.

Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page



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Starting Y Len	Ref Not Yet Assigr ear 2016 gth Short Term	ned	Folder Ref Field Name(s) Licence(s)	Not Yet Assigr BRENT P119, P257	ed	Status In Progress Primary Operator TEST COMPAN Field Operator(s) Not Applicable	IY LTD
Notes							
Please add addi	tion information to	support the appl	ication in the box	provided belo	N.		
added note b applications	y Mrs Industry	User. Freeha	and text or pa	asted from c	ther	A	
			Updated F	OF Not Yet Ass	ianed		
				BV Mrs Industr	FCUser		
Date 28-ALIG-2015							
Supporting	g Documents						
Please unload d	ocuments which a	ure annronriate to	support your ap	nlication			
lease upload u	ocuments which a	ire appropriate to	Support your app	prication.			
				Upload to DE	CC		
File Typ	e Stat	us U	ploaded By				Actions
				Filename	Dummy word docu	ment.docx	
		i in Ir	ndustry User	File Size	12.38 KB		
Docum	Supporting Received By 28 AUC Document DECC 12:02	Received By 28 AUG 2015 DECC 12:02	Description	dummy word docur support of Consent	nent in Application	Delete	
				View	Save as Repl	ace file	
Add Sup	porting Documen	<u>t</u>					
							Tan ADaras
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Click on 'Next Page' on the navigation bar to move to the next screen.

The Print Selection Screen allows the Operator to generate and print .pdf versions of the Production Consent application. Check the boxes for the areas of the application you wish to create or click the 'Select all' link to choose all parts of the application. Click on the 'Generate Document' button to produce the .pdf version of the Consent application. A copy will open in .pdf format in a new tab in the browser.



◄ Workbasket Resume Later Previous F	Page Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Short Term	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable
Select all Entry Screen Current Contacts Cover Info Short Term Production Additional Info	Last pdf document generated or updated information on your app regenerate icon next to the PDF Wiew PDF Application Document Generated 28 AUG 20	n 28 AUG 2015 at 12:21. To refresh this document with olication choose the required pages on the left and click the below.
Top of Page 🔺		Top of Page 🔺
User. Mrs Industry User (iconsent) Page Ref.	FC030X_PROD_MAIN	Powered by FOXopen

If the Consent application is ready to submit click on the submit button on the left hand menu to proceed to the next stage.

Entry Screen
Current Contacts
Cover Info
ST Production
Annual Production
LT Production
Additional Info
Print
Submit
View Review Notes
Payment

Once the 'Submit' button is pressed the Field Consents System will check all the entries made on the consent application. If any on the entries are invalid or missing they will be displayed in an error summary. Any error must be rectified before the application can be submitted.



◄ Workbasket Resume Later Bottom of Pa	age 🔻	Bottom of Page 🔻	
Ref Not Yet Assigned Starting Year 2016 Length Short Term	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable	
Error Summary			
Your Field Consent Application is not ready to be	submitted to the Department. Click on the I	inks below to rectify the errors.	
- ···			
Effor List			
Item		Error Message	
Maximum Gas (kscm/month)		Invalid decimal value none	
Top of Page ▲ Top of Page ▲			
User: Mrs Industry User (iconsent) Page Ref: FC030X_PROD_MAIN			

Click on the item on the errors list and you will be taken to the screen where the error is contained.

The error will be indicated by a red cross. =

Hovering over the cross will give an indication of what has caused the entry to be invalid. Correct the error and click on the 'Error Summary' link on the left hand menu.

Validation
Hide Errors
Error Summary

If there are still errors on the application they will still appear in the errors list. Repeat the process to view and correct all errors until all corrections have been made. The error summary will be empty.

◄ Workbasket Resume Later Bottom of	of Page 🔻	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Short Term	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable
Error Summary		
	There are no errors to be displayed	d.
	The application is valid and ready for submition to	the Department.
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Re	ef: FC030X_PROD_MAIN	Powered by FOXopen

Click on the Submit link on the left hand menu to go to the submission screen



◄ Workbasket Resume Late	r Bottom of Page	•			Bottom of Page 🔻
Ref Not Yet Ass Starting Year 2016 Length Short Term	Ref Not Yet Assigned Folder Ref Not Yet Assigned Starting Year 2016 Field Name(s) BRENT Length Short Term Licence(s) P119, P257		Yet Assigned Status In Progress NT Primary Operator TEST COMPANY LTD 9, P257 Field Operator(s) Not Applicable		
Submit					
			Submit		
This Field Consent application h submitting using the Submit but this work later by clicking on Res	as now passed valid ton above. If the deta sume Later above.	lation checks ils are incorr	and is about to be sent to the ect or you wish to return to prev	Department. Please check th ious pages, use the links op	ne details below carefully before posite. You may also return to
If this submission is a new Field any communication with the Dep	l Consent, a unique r partment.	eference will	be assigned after payment ha	s been made. Please note th	nis is for future reference and
		Refe Op	erence Not Yet Assigned Derator TEST COMPANY LTD		
		Field Na	ame(s) BRENT		
Hide All Details	Team	Data Entry	Authorised Field Consent	Authorised Consents	Consents Interested Party
Central Contact Details	Coordinators	1	Submitter	Recipient	Recipient
Industry User industry.user@test.com TEST +44 (0)111 0000		V	V		
Industry User industry.fc.user@industry.com FIELD CONSENT MANAGER INDUSTRY +44 (0)800 000 0000	V	V	V	V	V
Top of Page 🔺	Top of Page ▲ Top of Page ▲				
User: Mrs Industry User (icons	ent) Page Ref. FC03	0X_PROD_N	IAIN	F	Powered by FOXopen

YOU MUST CLICK ON THE 'SUBMIT' BUTTON ON THIS PAGE TO PAY FOR THIS APPLICATION AND FINALISE THE SUBMISSION PROCESS

Clicking the 'Submit' button will send the application to the OGA Consents team and take the Operator to the payment screen. Details on how to make payments are contained in the in "<u>Processing Payments</u>" section later in this guide document.



New Annual Production Consent

The Cover Info page is where the Operator is able to define the Field(s) and duration for the consent being applied for.

Workbasket Resume Later Previous P	age Next Page Bottom of Page ▼	Bottom of Page ▼
Ref Not Yet Assigned Starting Year 2016 Length	Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s) Not Applicable
Cover Info		
Application	for year starting 1st January 2016 🔻	
	Operator 🗸 🗸	
	Select Operator	-
	Field this search have	-
	Fleid *Licence Nun	
	Select Field	
	*Production Consent Length? Select One 🔻	
*Is this application f	or an increase in production? Select One 🔻	
If so, please state the associated PON15D of	PETS Production Operation ES reference number	
*Will gas be injected for the purpose	of creating or increasing the pressure support? Select One 💌	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref. I	EC030X_PROD_MAIN	Powered by FOXopen

The Operator is chosen by searching for the operators name from the approved list of Operators registered with the UK Energy Portal. To use the search facility click on the select Operator link on the screen:

Application for year starting 1st January	2016 🔻
Operator	•1
Select C	<mark>perator</mark>

This will open the Organisation Directory Search Screen



Bottom of Page 🔻		Bottom of Page 🔻
Organisation Sea	rch arch for organisations by Name or Compa	ny Registered Number (as recorded at Companies House).
Organisation Name		0
Registered Number	1	
	Include Former Names 🔲 📋	Include Closed Organisations 🔲 👔
1	Show Duplicate Records 🔲 🃋	
Search Reset All	Cancel	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User	(iconsent) Page Ref: DEC010X	Powered by FOXopen

Enter the name (or the beginning letters) of the name of the Operator Responsible for the Field for which the consent is being prepared. E.G. Entering 'tes' as the organisation and clicking on 'Search' will return search results of TESSENDERLO UK LIMITED and TEST COMPANY LTD. Click on the 'Select' link to inset the Organisation into the application.

Bottom of Pa	age 🔻		Bottom of Page 🔻
Organis	sation Search		
This page a	llows you to search for organisations by Name or Co	ompany Registered Number (as recorded at Corr	npanies House).
Organ	isation Name tes		6
Negioi	Include Former Names () Show Duplicate Records ()	Include Close	ed Organisations 🔲 🎁
Search	Reset All Cancel		
Search	Results		
Select	Organisation Name	Registered No. & Address	Branch No. & Address
<u>Select</u>	TESSENDERLO UK LIMITED	Reg No:04244527 BRIDGE END WORKS MACCLESFIELD ROAD LEEK STAFFORDSHIRE ST13 8LD	
Select	TEST COMPANY LTD	3 WHITEHALL PLACE LONDON SW1A 2AW	
Number of r	natches found:2		
Top of Page	A		Top of Page 🔺
User: Mrs	Industry User (iconsent) Page Ref. DEC010X		Powered by FOXopen

Add the field for which the production consent is being prepared. To add the field click on the 'Select Field' link on the screen.



Field	:	*Licence Num	bers
	Add Licence		7
	Select Field		

This will open the DEVUK Field Search Screen

 Workbasket 	Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Searc	ch Criteria					
Enter values and	d press search					
	Field Name			0		
	Sub Type	Any Sub Type	• •			
	Parent Field Name	None		•		
	*On or offshore?	Any 🔻				
Search	eset Cancel					
 Workbasket 	 Production Consent Application 	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

Enter the name (or the beginning letters) of the name of the Field name for which the consent is being prepared. E.G. Entering 'bren' as the Field Name and clicking on 'Search' will return search results of BRENDA and BRENT. Click on the 'Select' link to the right of the correct Field Name to inset the Field into the application

 Workbasket 	 Production Conse 	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Sear	ch Criteria						
Enter values ar	nd press search						
Search	Paren *On Reset Cancel	Field Name Dr. Sub Type An t Field Name No or offshore? An	en y Sub Type ne y ▼	•	•		
Field Resu	ult List						
Select F	ïeld Name †↓	Shore ↑↓	Sub Type	s S	tatus		Parent Field Name
Select E	BREN <mark>DA</mark>	Offshore	DETERM	INED 7	00 - PRODUCIN	IG	
Select E	BRENT	Offshore	DETERM	INED 7	00 - PRODUCIN	IG	
Number of mat	ching rows: 2						
 Workbasket 	 Production Conse 	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

The Licence Number(s) associated with the Field are automatically entered into the application.





To add further Fields into the application click the 'Select Field link and repeat the process. Any additional fields added to the application will also add any further associated Licences to the application.

Select the Production consent Length as 'Annual' from the drop down menu and this will display information that will be generated when production data is entered later in the application process.



The operator must indicate if the Production Consent application is due to an increase in production. If the answer to this question is 'Yes' the P.E.T.S. reference for the environmental permit for this field should be entered

*Is this application for an increase in production?	Yes	•
If so, please state the associated PON15D or PETS Production Operation ES reference number	MAT/1234	

The last item to enter on this screen is the indication as to whether the Gas is being injected to help maintain reservoir pressure. Select 'Yes' or 'No' from the drop down menu.

*Will gas be injected for the purpose of creating or increasing the pressure support?

The screen should now be completely populated. Click on 'Next Page' on the navigation bar to continue the application process.



◄ Workbasket Resume Later Previous Page Next	Page Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2015 Length	Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s) Not Applicable
Cover Info		
Application	for year starting 1st January 2015 👻	
	Operator INDUSTRY -	
	Select Operator	
	Field *Licence Numbers	
	FORTIES T Add Licence P246	
	P57	
	Select Field	
*	Production Consent Length? Annual	
Oil Production - Annual Consent Req	uested Minimum (kscm/day)	
Oil Production - Annual Consent Requ	lested Maximum (kscm/day)	
Gas Production - Annual Consent Req	uested Minimum (kscm/day)	
Gas Production - Annual Consent Requ	lested Maximum (kscm/day)	
*Is this application fo	r an increase in production? Select One 🔻 🌖	
If so, please state the associated PON15D or PE	reference number	
*Will gas be injected for the purpose of creating or increa	asing the pressure support? Select One 🔻	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref: FC030X_PR	OD_MAIN	Powered by

The next screen is the Annual Production Request screen where the Operator must sup the figures that they are requesting for the Annual Production Consent application



k Gas Authority **Production Consent** energyportal **Annual Production Request** Workbasket Resume Later Previous Page Bottom of Page V Bottom of Page V Next Page Folder Ref Not Yet Assigned Ref Not Yet Assigned Status In Progress Starting Year 2015 Field Name(s) FORTIES Primary Operator INDUSTRY Length Annual Licence(s) P57, P84, P246 Field Operator(s) Not Applicable Annual Oil and Gas Production Request (2015) Minimum Oil Maximum Oil Minimum Gas Maximum Gas Month Days (scm/month) (scm/month) (kscm/month) (kscm/month) January 31 0 0 0 0 February 28 100 700 100 700 March 31 100 800 100 800 April 30 97.75 799.77 88.88 1000.23 May 31 111.29 1033.33 90.23 1123.55 30 100 June 700 100 700 July 31 100 700 100 700 August 31 100 700 100 700 September 30 150 800 150 800 October 31 200 1500 250 1500 November 30 200 1500 250 1500 December 31 200 1500 225 1450 Total 1459.04 1554.11 10973.78 3,997 29,406 4.258 Daily Average 30.065 0.004 Daily Average Oil (kscm per day) Calculate Totals Please refer to the Implementation of the Public Participation Directive (PPD) Guidance notes regarding PON15D/ES requirements for production consent increases (PPD) Production Guidance) Top of Page 🛦 Top of Page 🔺 User: Mrs Industry User (iconsent) Page Ref. FC030X_PROD_MAIN Powered by FOXopen

Clicking the 'Calculate Totals button will also populate the requested Oil and Gas Production figures on the Cover Info screen



Click on 'Next Page' on the navigation bar to move to the next screen, 'Additional Info'.



 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page 🔻	Bottom of Page 🔻
Start	Ref Not Yet As ing Year 2015 Length Annual	ssigned		Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status In Progress Primary Operator INDUSTRY Field Operator(s) Not Applicable
Notes					
Please add add	ition information to	support the applic	ation in the bo	x provided below:	
					×
				Updated For Not Yet Assigned	
				Ву	
				Date	
Supportin	a Documents				
Please upload (locuments which a	are appropriate to s	support your a	pplication.	
				Upload to DECC	
File T	/pe	Statu	IS	Uploaded By	Actions
Add S	upporting Docume	nt			
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User: Mrs Indi	ıstry User (iconsen	t) Page Ref. FC03	0X_PROD_MA	AIN	Powered by FOXopen

Additional notes can be added in the notes box using free text. These notes are automatically saved when the Operator navigates away from the page.

Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page



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Ref N Starting Year 2 Length ℓ	Not Yet Assigned 2015 Annual		Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status in Progress Primary Operator INDUSTRY Field Operator(s) Not Applicable
otes				
ise add addition inforr	mation to support the a	application in the bo	x provided below:	
ehand text note t	co give further in	nformation on th	acis application	
		I	Updated For Not Yet Assigned	
			-	
			By Mrs Industry FC User	
			By Mrs Industry FC User Date 28-AUG-2015	
Ipporting Docu	ments s which are appropriat	te to support your ap	By Mrs Industry FC User Date 28-AUG-2015	
upporting Docu	ments s which are appropriat	le to support your ap	BY Mrs Industry FC User Date 28-AUG-2015 oplication.	
upporting Docu use upload documents File Type	ments s which are appropriat Status	te to support your ap	BY Mrs Industry FC User Date 28-AUG-2015 oplication.	Actions
upporting Docu ase upload document: File Type Supporting Document	ments s which are appropriat Status Received By DECC	te to support your ap	By Mrs Industry FC User Date 28-AUG-2015 oplication. Upload to DECC Filename Dummy word document doct File Size 12.38 KB Description Sample word document uplo support the production conset View Save as Replace file	x Delete
upporting Docu ase upload document: File Type Supporting Document Add Supporting	ments s which are appropriat Status Received By DECC Document	te to support your ap Uploaded By Industry User 28 AUG 2015 13:50	By Mrs Industry FC User Date 28-AUG-2015	x Delete

Click on 'Next Page' on the navigation bar to move to the next screen.

The Print Selection Screen allows the Operator to generate and print .pdf versions of the Production Consent application. Check the boxes for the areas of the application you wish to create or click the 'Select all' link to choose all parts of the application. Click on the 'Generate PDF' button to produce the .pdf version of the Consent application. A copy will open in .pdf format in a new tab in the browser.

◄ Workbasket Resume Later Previous Page	e Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2015 Length Annual Select all Entry Screen V Current Contacts V Cover Info V Annual Production V Additional Info V	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246 Last pdf document generated on 28 AUG 2015 information on your application choose the register of the PDF below. View PDF Application Document Generated 28 AUG 2015 at 13:52	Status In Progress Primary Operator INDUSTRY Field Operator(s) Not Applicable 5 at 13:52. To refresh this document with updated quired pages on the left and click the regenerate icon next to
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref. FC	D30X_PROD_MAIN	Powered by FOXopen



If the Consent application is ready to submit click on the submit button on the left hand menu to proceed to the next stage.

Entry Screen
Current Contacts
Cover Info
ST Production
Annual Production
LT Production
Additional Info
Print
Submit
View Review Notes
Payment

Once the 'Submit' button is pressed the Field Consents System will check all the entries made on the consent application. If any on the entries are invalid or missing they will be displayed in an error summary. Any error must be rectified before the application can be submitted.

◄ Workbasket Resume Later Bottom of Page	•	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2015 Length Annual	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status In Progress Primary Operator INDUSTRY Field Operator(s) Not Applicable
Error Summary		
Your Field Consent Application is not ready to be sub	omitted to the Department. Click on the links below to r	rectify the errors.
	Error List	
Item		Error Message
<u>Maximum Gas</u> (kscm/month)		Invalid decimal value N/A
Top of Page 🔺		Top of Page 🛦
User: Mrs Industry User (iconsent) Page Ref. FC03	BOX_PROD_MAIN	Powered by FOXopen

Click on the item on the errors list and you will be taken to the screen where the error is contained.

The error will be indicated by a red cross. $\stackrel{|\times|}{=}$

Hovering over the cross will give an indication of what has caused the entry to be invalid. Correct the error and click on the 'Error Summary' link on the left hand menu.



Validation Show/Update Errors	
Hide Errors	
Error Summary	

If there are still errors on the application they will still appear in the errors list. Repeat the process to view and correct all errors until all corrections have been made. The error summary will be empty.

✓ Workbasket Resume Later Bottom of Page ▼ Bottom of									
Ref Not Yet Assigned Starting Year 2015 Length Annual		Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status In Progress Primary Operator INDUSTRY Field Operator(s) Not Applicable						
Error Summary									
Your Field Consent Application is not ready to be submitted to the Department. Click on the links below to rectify the errors.									
Error List									
Item			Error Message						
Maximum Gas (kscm/month)			Invalid decimal value N/A						
Top of Page 🔺			Top of Page 🔺						
User: Mrs Industry U	User (iconsent) Page Ref. FC030X	_PROD_MAIN	Powered by FOXopen						

Click on the Submit link on the left hand menu to go to the submission screen

◄ Workbasket Resume Later Bottom of Page ▼ Bottom of Page ▼								
Ref Not Yet Assigned Starting Year 2015 Length Annual			Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status In Progress Primary Operator INDUSTRY Field Operator(s) Not Applicable				
Submit								
Submit								
This Field Consent application has now passed validation checks and is about to be sent to the Department. Please check the details below carefully before submitting using the Submit button above. If the details are incorrect or you wish to return to previous pages, use the links opposite. You may also return to this work later by clicking on Resume Later above.								
If this submission is a new Field Consent, a unique reference will be assigned after payment has been made. Please note this is for future reference and any communication with the Department.								
Reference Not Yet Assigned Operator INDUSTRY Field Name(s) FORTIES								
Hide All Details								
Central Contact Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient			
Industry User industry.fc.user@industry.com FIELD CONSENT MANAGER INDUSTRY +44 (0)800 000 0000	V	V		V	V			
Top of Page ▲ Top of Page ▲								
User: Mrs Industry User (iconsent) Page Ref: FC030X_PROD_MAIN								

YOU MUST CLICK ON THE 'SUBMIT' BUTTON ON THIS PAGE TO PAY FOR THIS APPLICATION AND FINALISE THE SUBMISSION PROCESS



Clicking the 'Submit button will send the application to the OGA Consents team and take the Operator to the payment screen. Details on how to make payments are contained in the in "<u>Processing Payments</u>" section later in this guide document.


New Long Term Production Consent

The Cover Info page is where the Operator is able to define the Field(s) and duration for the consent being applied for.

◄ Workbasket Resume Later Previous P	age Next Page Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length	Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s) Not Applicable
Cover Info		
Application	for year starting 1st January 2016 👻	
	Operator 🔷 🗧	
	Select Operator	, ,
	Field *Licence Numl	ers 🕧
	Select Field	0
	occurrence	
	Production Consent Length? Select One 🔻	
*Is this application f	or an increase in production? Select One 🔻 🌖	
If so, please state the associated PON15D of	F PETS Production Operation	
*Will gas be injected for the purpose	of creating or increasing the Select One	
	pressure support?	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref.	C030X_PROD_MAIN	Powered by FOXopen

The Operator is chosen by searching for the operators name from the approved list of Operators registered with the UK Energy Portal. To use the search facility click on the select Operator link on the screen:

Application for year starting 1st January	2016 🔻
Operator	•1
Select C	<mark>perator</mark>

This will open the Organisation Directory Search Screen



Bottom of Page 🔻		Bottom of Page 🔻
Organisation Sea	rch arch for organisations by Name or Compar	ny Registered Number (as recorded at Companies House).
Organisation Name		0
Registered Number	0	
	Include Former Names 🔲 📋	Include Closed Organisations 🔲 📋
	Show Duplicate Records 🔲 🎁	
Search Reset All	Cancel	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User	(iconsent) Page Ref: DEC010X	Powered by FOXopen

Enter the name (or the beginning letters) of the name of the Operator Responsible for the Field for which the consent is being prepared. E.G. Entering 'tes' as the organisation and clicking on 'Search' will return search results of TESSENDERLO UK LIMITED and TEST COMPANY LTD. Click on the 'Select' link to inset the Organisation into the application.

Bottom of Pa	age 🔻		Bottom of Page 🔻
Organis	sation Search		
This page a	llows you to search for organisations by Name or Co	ompany Registered Number (as recorded at Corr	npanies House).
Organ	isation Name tes		6
Negioi	Include Former Names () Show Duplicate Records ()	Include Close	ed Organisations 🔲 🎁
Search	Reset All Cancel		
Search	Results		
Select	Organisation Name	Registered No. & Address	Branch No. & Address
<u>Select</u>	TESSENDERLO UK LIMITED	Reg No:04244527 BRIDGE END WORKS MACCLESFIELD ROAD LEEK STAFFORDSHIRE ST13 8LD	
Select	TEST COMPANY LTD	3 WHITEHALL PLACE LONDON SW1A 2AW	
Number of r	natches found:2		
Top of Page	A		Top of Page 🔺
User: Mrs	Industry User (iconsent) Page Ref. DEC010X		Powered by FOXopen

Add the field for which the production consent is being prepared. To add the field click on the 'Select Field' link on the screen.



Field	1	*Licence Num	bers
	Add Licence		7
	Select Field		

This will open the DEVUK Field Search Screen

◄ Workbasket	 Production Consent Application 	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Search	ı Criteria					
Enter values and p	oress search					
	Field Name			0		
	Sub Type	Any Sub Type	• •			
	Parent Field Name	None		•		
	*On or offshore?	Any 🔻				
Search	Cancel					
◄ Workbasket	 Production Consent Application 	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

Enter the name (or the beginning letters) of the name of the Field name for which the consent is being prepared. E.G. Entering 'bren' as the Field Name and clicking on 'Search' will return search results of BRENDA and BRENT. Click on the 'Select' link to the right of the correct Field Name to inset the Field into the application

 Workbasket 	 Production Conse 	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Sear	ch Criteria						
Enter values ar	nd press search						
Search	Paren *On Reset Cancel	Field Name Dr. Sub Type An t Field Name No or offshore? An	en y Sub Type ne y ▼	•	•		
Field Resu	ult List						
Select F	ïeld Name †↓	Shore ↑↓	Sub Type	s S	tatus		Parent Field Name
Select E	BREN <mark>DA</mark>	Offshore	DETERM	INED 7	00 - PRODUCIN	IG	
Select E	BRENT	Offshore	DETERM	INED 7	00 - PRODUCIN	IG	
Number of mat	ching rows: 2						
 Workbasket 	 Production Conse 	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

The Licence Number(s) associated with the Field are automatically entered into the application.





To add further Fields into the application click the 'Select Field link and repeat the process. Any additional fields added to the application will also add any further associated Licences to the application.

Select the Production consent Length as 'Long Term' from the drop down menu.

The operator must indicate if the Production Consent application is due to an increase in production. If the answer to this question is 'Yes' the P.E.T.S. reference for the environmental permit for this field should be entered



The last item to enter on this screen is the indication as to whether the Gas is being injected to help maintain reservoir pressure. Select 'Yes' or 'No' from the drop down menu.

*Will gas be injected for the purpose of creating or increasing the		
pressure support?	Yes	•
produit dupperti		

The screen should now be completely populated. Click on 'Next Page' on the navigation bar to continue the application process.

◄ Workbasket Resume Later Previous Page N	lext Page Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2015 Length Long Term	Folder Ref Not Yet Assigned Field Name(s) LEMAN BANK Licence(s) P100	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable
Cover Info		
Application *Is this application *If so, please state the associated PON15D or	on for year starting 1st January 2015 Operator TEST COMPANY LTD Select Operator Field *Licence Numbers LEMAN BANK Add Licence P100 Select Field *Production Consent Length? Long Term n for an increase in production? Yes reference number MAT/456 MAT/456	D
*Will gas be injected for the purpose of creating or inc	creasing the pressure support? \vee	
Top of Page 🔺		Top of Page 🔺
User. Mrs Industry User (iconsent) Page Ref. FC030X_	PROD_MAIN	Powered by FOXopen



The Long Term Production page is where the operator defines the length of the consent and provides the expected minimum and maximum production figures for Oil and Gas for the selected years.

The long term Production Consent is to cover period longer than one year. By default the Long Term Production screen will begin with the year indicated on the Cover Info screen and the following year.

 Work 	kbasket Resum	e Later Previous Pa	age Next Page	Bottom of Page 🔻
	Ref No Starting Year 20 Length Lo	ot Yet Assigned 15 ng Term	Field Li	older Ref Not Yet Ass Name(s) LEMAN BAI icence(s) P100
Lon	g Term Oil an	d Gas Producti	on Request	
Year	*Minimum Oil (kscm/day)	*Maximum Oil (kscm/day)	*Minimum Gas (kscm/day)	*Maximum Gas (kscm/day)
2015				
2016				
Remo	ve Year <u>Add Year</u>			
Please <u>Produc</u>	refer to the Implem tion Guidance).	nentation of the Public	Participation Directive	e (PPD) Guidance no
Top of F	°age ▲			
User	: Mrs Industry User	(iconsent) Page Ref. I	FC030X_PROD_MAII	N

Further years may be added to the application by clicking on the 'Add Year' link on this page. Each time the link is clicked one year will be added to the length of the consent application. Once extra years have been added to the consent they can be removed by using the 'Remove Year' link. Clicking the 'Remove Year' link the last year which had been added to the consent application is removed. Any number of years may be removed providing there is a minimum of two years remaining.

Wor	(basket Resum	e Later Previous P	age Next Page	Bottom of Page ▼	
	Ref No	t Yet Assigned	F	older Ref Not Yet Assigned	Status In Progress
	Starting Year 20	15	Field	Name(s) LEMAN BANK	Primary Operator TEST COMPANY LT
	Length Lo	ng rerm	LI	cence(s) P100	Field Operator(s) Not Applicable
Lon	g Term Oil an	d Gas Product	ion Request		
′ear	*Minimum Oil (kscm/day)	*Maximum Oil (kscm/day)	*Minimum Gas (kscm/day)	*Maximum Gas (kscm/day)	
015					
:016					
017					
2018					
:019					
2020					
021					
Remo	ve Year Add Year				
ease	refer to the Implem	entation of the Public	Participation Directiv	e (PPD) Guidance notes regarding F	PON15D/ES requirements for production consent increa
odut	uon Guidallee).				



The expected minimum and maximum expected production for Oil and Gas must be entered for each year selected for this Consent application.

Ref Not Yet Assigned Folder Ref Not Yet Assigned Status In Prog Starting Year 2015 Field Name(s) LEMAN BANK Primary Operator TEST Length Long Term Licence(s) P100 Field Operator(s) Not Ap	gress COMPANY LTD plicable
Year *Minimum Oil *Maximum Oil *Minimum Gas *Maximum Gas (kscm/day)() (kscm/day)() (kscm/day)() (kscm/day)()	
2015 100 350 1000 5000	
2016 80.99 300 955 4789	
2017 50 200 500 3456	

Click on the 'Next Page' link in the navigation bar to save the figures and move on to the next screen, 'Additional Info'.

 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page 🔻		E	ottom of Page 🔻
Startin	Ref Not Yet Ass g Year 2015 Length Long Term	signed	Field	Folder Ref Not Yet Assigned d Name(s) LEMAN BANK .icence(s) P100		Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable	
Notes							
Please add add	ition information to	support the applic	ation in the bo	provided below:			
	Updated For Not Yet Assigned						
				By Mrs Industry FC User			
				Date 28-AUG-2015			
Supporting	g Documents						
Please upload o	locuments which a	are appropriate to s	upport your ap	plication.			
				Upload to DECC			
File Ty	pe	Statu	S	Uploaded By		Actions	
Add Si	upporting Docume	nt					
Top of Page 🔺							Top of Page 🔺
User: Mrs Indu	istry User (iconsen	t) Page Ref: FC03	X_PROD_MA	IN		Powered by	FOX ^{open}

Additional notes can be added in the notes box using free text. These notes are automatically saved when the Operator navigates away from the page.

Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page

Field Consents Guidance V1.1



Ref Not Yet Assi, Starting Year 2015 Length Long Term otes ase add addition information to s	gned	Folder Ref Not Yet A Field Name(s) LEMAN E	ssigned	Status In Bras			
otes ase add addition information to s		Licence(s) P100	IANK	Primary Operator TEST (Field Operator(s) Not Ap	gress COMPANY LTD plicable		
ase add addition information to s							
	support the application in t	he box provided below:					
dditional notes can be added in the notes box using free text. These notes are automatically saved when the Operator navigates away from the page. Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page							
		Updated For Not Ye	*				
		By Mrs Inc	dustry FC User				
		Date 28-AU	-2015				
upporting Documents	e appropriate to support y	our application.					
upporting Documents	e appropriate to support y	our application. Upload	I to DECC				
upporting Documents ase upload documents which ar File Type	re appropriate to support y	our application. Upload Uploaded By	I to DECC		Actions		
upporting Documents ase upload documents which ar File Type	e appropriate to support y Status	our application. Uploaded By	t to DECC Filename Dummy v	word document.docx	Actions		
ase upload documents which ar File Type	re appropriate to support y	our application. Upload Uploaded By	filename Dummy File Size 12.38 KB	word document.docx	Actions		
upporting Documents ase upload documents which ar File Type Supporting Document	e appropriate to support y Status Received By DECC	Upload Uploaded By Industry User 28 AUG 2015 15:10	t to DECC Filename Dummy File Size 12.38 KB Description uploadec application	word document.docx	Actions		
upporting Documents ase upload documents which ar File Type Supporting Document	re appropriate to support y Status Received By DECC	our application. Upload Uploaded By Industry User 28 AUG 2015 15:10	to DECC Filename Dummy File Size 12.38 KB Description uploaded applicatio View Save as	word document.docx d file to support the on Replace file	Actions Delete		
ase upload documents which ar File Type Supporting Document	re appropriate to support y Status Received By DECC	our application. Uploaded By Industry User 28 AUG 2015 15:10	Filename Dummy File Size 12.38 KB Description uploader application View Save as	word document.docx d file to support the on Replace file	Actions Delete		

Click on 'Next Page' on the navigation bar to move to the next screen.

The Print Selection Screen allows the Operator to generate and print .pdf versions of the Production Consent application. Check the boxes for the areas of the application you wish to create or click the 'Select all' link to choose all parts of the application. Click on the 'Generate PDF' button to produce the .pdf version of the Consent application. A copy will open in .pdf format in a new tab in the browser.

◄ Workbasket Resume Later Previous Page	Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2015 Length Long Term Select all Entry Screen @ Current Contacts @ Cover Info @ Long Term Production @ Additional Info @	Folder Ref Not Yet Assigned Field Name(s) LEMAN BANK Licence(s) P100 Last pdf document generated on 28 A information on your application choos the PDF below. <u>View PDF Application</u> Document Generated 28 AUG 2015 a	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable AUG 2015 at 15:11. To refresh this document with updated see the required pages on the left and click the regenerate icon next to at 15:11
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref: FC03	0X_PROD_MAIN	Powered by FOXopen



If the Consent application is ready to submit click on the submit button on the left hand menu to proceed to the next stage.

Entry Screen
Current Contacts
Cover Info
ST Production
Annual Production
LT Production
Additional Info
Print
Submit
View Review Notes
Payment

Once the 'Submit' button is pressed the Field Consents System will check all the entries made on the consent application. If any on the entries are invalid or missing they will be displayed in an error summary. Any error must be rectified before the application can be submitted.

◄ Workbasket Resume Later Bottom of Page ▼	,	Bottom of Page 🔻		
Ref Not Yet Assigned Starting Year 2015 Length Long Term	Folder Ref Not Yet Assigned Field Name(s) LEMAN BANK Licence(s) P100	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable		
Error Summary				
Your Field Consent Application is not ready to be subn	nitted to the Department. Click on the links below to	rectify the errors.		
	Error List			
Item		Error Message		
Maximum Gas (kscm/day)		Invalid decimal value N/A		
Licence Number		This licence has expired		
Top of Page 🔺		Top of Page 🛦		
User. Mrs Industry User (iconsent) Page Ref. FC030	X_PROD_MAIN	Powered by FOXopen		

Click on the item on the errors list and you will be taken to the screen where the error is contained.

The error will be indicated by a red cross. $\stackrel{\times}{=}$

Hovering over the cross will give an indication of what has caused the entry to be invalid. Correct the error and click on the 'Error Summary' link on the left hand menu.



Validation					
Show/Update Errors					
Hide Errors					
Error Summary					

If there are still errors on the application they will still appear in the errors list. Repeat the process to view and correct all errors until all corrections have been made. The error summary will be empty.

◄ Workbasket Resume Later Bottom of Page	e v	Bottom of Page 🔻					
Ref Not Yet Assigned Starting Year 2015 Length Long Term	Folder Ref Not Yet Assigned Field Name(s) LEMAN BANK Licence(s) P752	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) Not Applicable					
Error Summary							
	There are no errors to be displayed.						
	The application is valid and ready for submition to the	e Department.					
Top of Page 🔺		Top of Page 🔺					
User: Mrs Industry User (iconsent) Page Ref. FC	D30X_PROD_MAIN	Powered by FOXopen					

Click on the Submit link on the left hand menu to go to the submission screen

◄ Workbasket Resume Late	r Bottom of Page 🔻				Bottom of Page 🔻			
Ref Not Yet / Starting Year 2015 Length Long Te Submit	Assigned rm	Field Li	older Ref Not Yet Assigned Name(s) LEMAN BANK cence(s) P752	Status Primary Operator Field Operator(s)	In Progress TEST COMPANY LTD Not Applicable			
Cubinit								
Submit This Field Consent application has now passed validation checks and is about to be sent to the Department. Please check the details below carefully before submitting using the Submit button above. If the details are incorrect or you wish to return to previous pages, use the links opposite. You may also return to this work later by clicking on Resume Later above.								
the Department.	a Consent, a unique rei	erence will be	assigned aller payment has been ma	ade. Flease note this is for future i	elerence and any communication with			
			Reference Not Yet Assigned Operator TEST COMPANY LTD Field Name(s) LEMAN BANK	0				
Hide All Details					Refresh			
Central Contact Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient			
Industry User industry.fc.user@industry.com FIELD CONSENT MANAGER INDUSTRY +44 (0)800 000 0000	V	V	V	V	V			
Top of Page ▲ Top of Page ▲								
User: Mrs Industry User (iconsent) Page Ref. FC030X_PROD_MAIN								

YOU MUST CLICK ON THE 'SUBMIT' BUTTON ON THIS PAGE TO PAY FOR THIS APPLICATION ANS FINALISE THE SUBMISSION PROCESS



Clicking the 'Submit button will send the application to the OGA Consents team and take the Operator to the payment screen. Details on how to make payments are contained in the in "<u>Processing Payments</u>" section later in this guide document.



Submitting a new Flaring Consent application

New Flaring Consents applications can be submitted for UK Fields on a short term, Annual or long term basis

The Operator must log in to the UK Energy Portal at this URL:

https://itportal.decc.gov.uk/eng/fox/live/PORTAL_LOGIN/login

After logging in the Operator will be taken to their Portal Workbasket. The workbasket will contain all notifications and actions for transactions made using the UK Energy Portal.

From the workbasket click on 'Field Consents' from the left hand menu



This takes the operator into the Field Consents System search screen.

From the search screen you are able to search for all field consents which have been submitted on behalf of the operators company. The Operator is able to set various search option parameters before requesting the results.

To begin a new consent application click on 'New Field Consent from the left hand menu from the Field Consents System search screen

🐞 Oil & Gas Authority

File Edit View Favorites Tools Help							
Oil & Gas Authority Field Consents System energyporta							
New Field Consent Copy Existing Field Consent	 ✓ Workbasket Bottom of Page ▼ Field Consents This screen allows users to search existing F 	field Consent applications for which th	iev have access, such that they may be	Bottom of Page ▼			
Help	currently being processed by DECC cannot b resubmit then you need to contact the approp	e revised until the consent has been g riate Aberdeen or London office using	ranted. If you have submitted an application end of the contacts given on the application end of the submitted and applica	ation in error and you wish to update it and ntry screen.			
Contact Us	Search						
Security Policy		Ref Number	0				
Phishing Information		Type of Consent	A11 -				
Conditions		Length Specified on Application	All 🔻				
Privacy Policy		Starting Year on Application	All 🔻				
Cookies		Field Name					
eedback		Licence Number					
		Operator]			
		Field Operator					
		Application Status	Any 👻				
		Latest Application					
	Search						
	Top of Page 🔺			Top of Page 🔺			
	User: Mrs Industry User (iconsent) Page Re	f: FC001X_LAUNCH		Powered by FOXopen			

From the New Field Consent screen select the year for the start of the consent period from the drop down list. Select the type of consent, Production, from the drop down list. Click on 'Create' to generate a new blank Flaring Consent

File Edit View F	avorites Tools Help		
🏠 🕶 🔝 👻 🖃	🚋 💌 Page 💌 Safety 💌 Tools 💌 💽 🖛		
🐞 Oil	& Gas Authority	Field Consents System New Field Consent	energyportal
	✓ Workbasket Bottom of Page ▼		Bottom of Page 🔻
Help	New Field Consent		
Contact Us	You have chosen to start a new Field Concent applies	tion places called from the following and dick create:	
Security Policy	Fou have chosen to start a new Field Consent applica	tion, please select from the following and click create.	
Phishing Information	*1	Year the Consent is required from 2016	
Terms And Conditions		*Type of Consent	
Privacy Policy	Back		
Cookies			
Feedback	Top of Page 🔺		Top of Page 🔺
	User: Mrs Industry User (iconsent) Page Ref: FC001.	X_LAUNCH	Powered by FOXopen

This will have created a new Flare Consent application which needs to be populated with the required data. The new application will open on the Entry Screen which gives the Operator a list of OGA contacts and links to guidance on completing flaring, venting and production consent applications.

🐞 Oil & Gas Authority

ی Oil ک	& Gas Authority	Field Consent Application Entry Screen	energyporta		
	◄ Workbasket Resume Later Next Page Bottom	n of Page 🔻	Bottom of Page		
Entry Screen	Ref Not Yet Assigned	Folder Ref Not Yet Assigned	Status In Progress		
Current Contacts	Starting Year 2016	Field Name(s)	Primary Operator		
Cover Info	Length	Licence(s)	Field Operator(s)		
lare Report	Field Consent Application				
ST Flare Consent	Please read this page then click on Next Page	above to go to the next page, or you can select the links on the le	ft hand side to go to the appropriate section.		
Tare Consent		PETROLEUM ACT 1998 ENERGY ACT 1976			
T Flare Consent	These application pages allow compani	es to apply for Production, Flaring and Venting Consents from 200	3 onwards under the above legislation.		
dditional Info	Production Consent applications should be completed	for each separate field as appropriate requesting minimum and m	aximum levels. Flaring and Venting Consents may be		
Print	requesting for either a single field or a grouping of joint fields. For guidance on how to complete the pages, please click on the following links: Flare/vent Guidance PPD Production Guidance				
Submit					
new Review Notes	Any queries relating to the	Field Consent forms, or a specific application, should be addresse	ed to the Aberdeen office:		
alidation Show/Update Errors	DE 3rc 86 86 Ab AB	ECC Licensing, Exploration & Development d Floor noll House -88 Guild Street erdeen 11 6AR			
lide Errors	Cla	aire Grant			
Error Summary	E-I	mail: <u>claire.grant@decc.gsi.gov.uk</u> Tel: +44 (0)1224 254052🧐			
lelp	Lo E-r	raine Osborne mail: <u>loraine.osborne@decc.qsi.qov.uk</u> Tel: +44 (0)1224 254055 @	2		
Contact Us	For	support on any IT related issues please use the "Help" link opposi	te.		
ecurity Policy		An asterisk (*) denotes a mandatory field.			
hishing Information	Note - the Consent documents will be sent electronically	via the Portal to the Authorised and Copy recipients. If you wish to	also receive a paper copy please apply in writing to th		
erms And Conditions		appropriate office (see above).			
rivoou Doliou	T (D)				

Use the navigation bar at the top of the form to navigate to the next page to display the Operators team of people who will be involved in the preparation and submission of this application. By default the person creating the application is enrolled in the team with all available roles

IT IS STRONGLY RECOMMENDED THAT MORE THAN ONE PERSON IS ENROLLED IN THE CONSENTS TEAMS TO AVOID DELAYS IN THE SUBMISSION AND APPROVAL PROCESS.

Please see the section "Controlling Access using Field Consents Teams and Contacts"



 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page ▼		Bottom of Page 🔻		
Ref Not Yet Assigned Folder Ref Not Yet Assigned Status In Progress Starting Year 2016 Field Name(s) Primary Operator Length Licence(s) Field Operator(s)						Status In Progress ary Operator I Operator(s)		
Current C	Current Contacts							
Hide All Details		To an Coordinatory	Data Fatar	Authorized Field Concert	Authorized Concerts	Refresh		
Central Contac	t Details	i coordinators		Submitter	Recipient	Recipient		
Industry User industry.fc.user FIELD CONSEI INDUSTRY +44 (0)800 000	@industry.com NT MANAGER 0000@	V		Ø	V	V		
Add Person	Add Person							
Top of Page 🔺	Top of Page ▲ Top of Page ▲							
User: Mrs Indi	User: Mrs Industry User (iconsent) Page Ref: FC010X_FLARE_MAIN							

Click the 'Next page' link to proceed with the application.

On the next screen, Cover Info, the operator will define the length of time for which the Flare Consent is being applied. There are three terms for which a Flare Consent may be requested: Short Term, Annual, and Long term.

The process differs slightly in the data required for each type of consent length.



New Short Term Flare Consent

The Cover Info page is where the Operator is able to define the Field(s) and duration for the consent being applied for.

◄ Workbasket Result	me Later Previous Page	Next Page Bottom of Page ▼	Bottom of Page 🔻							
Re Starting Yea Lengti	əf Not Yet Assigned ar 2016 th	Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s)							
Cover Info										
	Application for year starting 1st January 2016 - Primary Operator - 1 Select Operator									
	*Field *Field Operator *Licence Numbers									
		*Flare Consent Length? Select One ▼ Year 2015 History *Flare Consent (tonnes/day)	0							
Top of Page 🔺			Top of Page 🔺							
User: Mrs Industry Use	er (iconsent) Page Ref. FC010	X_FLARE_MAIN	Powered by							

The Operator is chosen by searching for the operators name from the approved list of Operators registered with the UK Energy Portal. To use the search facility click on the select Operator link on the screen:

Application for year starting 1st January	2016 🔻
Operator	•
Select C	<mark>Operator</mark>

Bottom of Page 🔻			Bottom of Page 🔻
Organisation Sea	rch		
This page allows you to se	arch for organisations by	Name or Co	mpany Registered Number (as recorded at Companies House).
Organisation Name			0
Registered Number	•		
	Include Former Names		Include Closed Organisations 🔳 👔
	Show Duplicate Records		
Search Reset All	Cancel		
Top of Page 🔺			Top of Page 🔺
User: Mrs Industry User	(iconsent) Page Ref: DEC	010X	Powered by FOXopen

This will open the Organisation Directory Search Screen



Enter the name (or the beginning letters) of the name of the Operator Responsible for the Field for which the consent is being prepared. E.G. Entering 'tes' as the organisation and clicking on 'Search' will return search results of TESSENDERLO UK LIMITED and TEST COMPANY LTD. Click on the 'Select' link to inset the Organisation into the application.

Bottom of Pa	age 🔻		Bottom of Page ▼							
Organis	ation Search									
This page al	This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).									
Organ	isation Name		0							
Regist	Include Former Names () Show Duplicate Records ()	Include C	Include Closed Organisations 🔲 🃋							
Search	Reset All Cancel									
Search	Results									
Select	Organisation Name	Registered No. & Address	Branch No. & Address							
<u>Select</u>	TESSENDERLO UK LIMITED	Reg No:04244527 BRIDGE END WORKS MACCLESFIELD ROAD LEEK STAFFORDSHIRE ST13 8LD								
Select	TEST COMPANY LTD	3 WHITEHALL PLACE LONDON SW1A 2AW								
Number of n	natches found:2	•								
Top of Page	*		Top of Page 🔺							
User: Mrs	Industry User (iconsent) Page Ref. DEC010X		Powered by FOXopen							

Add the field for which the production consent is being prepared. To add the field click on the 'Add Field' link on the screen.

*Field	*Field Operator	*Licence Numbers
🔹 👻 Select Operato	r 🔹 🔻	Add Licence 觉
	Add Field(s)	

This will open the DEVUK Field Search Screen



Workbasket Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Search Criteria					
Field Name Sub Type	Any Sub Typ	e 🔻	0		
Parent Field Name *On or offshore?	None Any 🔻		•		
Search Reset Cancel					
◄ Workbasket ◄ Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

Enter the name (or the beginning letters) of the name of the Field name for which the consent is being prepared. E.G. Entering 'bren' as the Field Name and clicking on 'Search' will return search results of BRENDA and BRENT. Click on the 'Select' link to the right of the correct Field Name to inset the Field into the application

 Workbasket 	Production Conser	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Searc	ch Criteria						
Enter values and	d press search						
		Field Name bre	n		6		
		Sub Type Any	y Sub Type	-			
	Parent	Field Name Nor	ie		•		
	*On o	or offshore? Any	•				
Search	Cancel						
Field Resu	lt List						
Select Fie	eld Name_†↓	Shore ↑↓	Sub Type	S	tatus		Parent Field Name
<u>Select</u> B	REN <mark>DA</mark>	Offshore	DETERM	NED 7	00 - PRODUCIN	IG	
Select Bl	RENT	Offshore	DETERM	NED 7	00 - PRODUCIN	IG	
Number of mate	ching rows: 2						
 Workbasket 	Production Conser	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

The Licence Number(s) associated with the Field are automatically entered into the application.

*Field	*Field Operator	*Licence Num	bers
		P119	T
BRENI	Select Operator INDUSTRE	P257	T
	Add Field(s)		

To add further Fields into the application click the 'Select Field link and repeat the process. Any additional fields added to the application will also add any further associated Licences to the application.



Select the field at which the flaring is going to take place by clicking the drop down menu next to the question "Which field are the flaring facilities located?" and selecting the correct Field name.

Set the Flare Consent Length to 'Short Term' by selecting this option from the drop down menu.

Finally, enter the figure which was granted for the previous Consent Period

 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page 🔻				Bottom of Page 🔻
Star	Ref Not Yet A ting Year 2016 Length	Assigned		Folder Ref Not Ye Field Name(s) Licence(s)	Assigned		Status In F Primary Operator Field Operator(s)	Progress
Cover Info)							
		Applic	ation for yea	r starting 1st January 20	16 🔻			
				Primary Operator IN	DUSTRY -			
				Select Open	ator			
		*Field		*Field Operato	n	*Licence Numbers		
		DDENT	- 🛥 Solo		Add Liconco	P119		
		BRENI		INDUSIRI ·	Add Licence	P257 👕		
				Add Field	<u>(s)</u>			
		*Which fie	ld are the flar	ring facilities located?	ENT -			
				Select Fie	ld			
			*F	lare Consent Length? St	ort Term 🔻			
				Consent Start Date	0			
				Consent End Date	0			
		Flar	e Consent Re	equested (tonnes/day)		0		
			-	Year 2015 History				
			^Flare	Consent (tonnes/day)	56	0		
Top of Page 🔺								Top of Page 🔺
								h.4
User: Mrs Ind	ustry User (iconser	nt) Page Ref: FC01	0X_FLARE_M	1AIN			Powered by	FOX open

The screen should now be completely populated. Click on 'Next Page' on the navigation bar to continue the application process.

Enter the dates for which the consent is due to start and end by using the calendar widget or manually entering the dates, then clicking on the 'Initialise Term' button



 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page 🔻		Bottom of Page ▼				
Start	Ref Not Yet A ing Year 2016 Length Short Te	Assigned		Folder Ref Not Ye Field Name(s) BREN Licence(s) P119,	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY					
Short Tern	n Flare Cons	ent (2016)								
The 'Initia period.	The "Initialise Term' button must be clicked if the dates are changed, information already filled in will not be lost as long as the month remains within the consent period.									
	*Start 01.01.16		*E	nd 13.03.2016	Initialise Term					
Top of Page 🔺						Top of Page 🔺				
User: Mrs Indu	stry User (iconser	nt) Page Ref. FC01	0X_FLARE_N	IAIN		Powered by FOXopen				

Once the Initialise term button has been pushed the screen will display the areas where the Operators requested flare allowances are recorded. For each period on the screen the Operator must enter the requested figure for Categories 1, 2 and 3. If the Operator wishes to add a comment to the figures for a requested month it can be entered in the comments box on the right hand side of the monthly figures

 Workbasket 	Resume	e Later Previo	us Page Next Pag	e Bottom of Page 🔻			Bottom of P	age 🔻				
Ref Not Yet Assigned Folder Ref Not Yet Assigned Status In Progress Starting Year 2016 Field Name(s) BRENT Primary Operator INDUSTRY Length Short Term Licence(s) P119, P257 Field Operator(s) INDUSTRY												
Short Terr	Short Term Flare Consent (2016)											
The 'Initialise Term' button must be clicked if the dates are changed, information already filled in will not be lost as long as the month remains within the consent period.												
	*Start 01	-JAN-2016 📷	0	*End 13-MAR-2016	1 Initialise Term	1						
Year Month	Days	Consent Days	Base Load Flare Category 1 (tonnes/month)	Operational/Mode Change Category 2 (tonnes/month)	ESD/Trips Category 3 (tonnes/month)	Total Flare Gas (tonnes/month)	Comments					
2016 January	31	31	15	0	0		Operators comments here	* *				
2016 February	29	29	5	5	4			*				
2016 March	31	13	4	5	5		New consent to be applied for after 13th March	*				
Total Daily Average												
Calculate T	otals											
Top of Page 🔺							Top of P	age 🛦				
User: Mrs Indu	stry User ((iconsent) Page	Ref. FC010X_FLARE	MAIN			Powered by FOX®	pen				

Once figures have been entered click on the 'Calculate Totals' button to populate the total and Average figures on the screen.



 Workbasket 	Resum	e Later Pr	evious Page Next Page	age Bottom of Page	e V		Bottom of P	age 🔻
Star	Ref ting Year Length	Not Yet Assi 2016 Short Term	gned	Folder R Field Name(Licence(ef Not Yet Assigned s) BRENT s) P119, P257		Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY	
Short Term	n Flare	Consent	(2016)					
The 'Initia period.	alise Terr	n' button mu	st be clicked if the dat	tes are changed, info	rmation already filled in w	ill not be lost as long a	as the month remains within the con	isent
	*Start 0	1-JAN-2016		*End 13-MAR-201	6 Initialise Terr	n		
Year Month	Days	Consent Days	Base Load Flare Category 1 (tonnes/month)	Operational/Mode Change Category 2 (tonnes/month)	ESD/Trips Category 3 (tonnes/month)	Total Flare Gas (tonnes/month)	Comments	
2016 January	31	31	15	0	0	15	Operators comments here	* *
2016 February	29	29	5	5	4	14		* *
2016 March	31	13	4	5	5	14	New consent to be applied for after 13th March	*
Total Daily Average			24	10	9	43		
Calculate T	otals							
Top of Page 🔺							Top of P	age 🔺
User: Mrs Indu	ıstry User	(iconsent) P	age Ref. FC010X_FLAF	RE_MAIN			Powered by FOX	pen

Clicking the 'Calculate Totals' button will also populate the Consent start and end dates and the requested flare consent information on the Cover Info page.

*Which field are the flaring facilities located?	BRENT 🔻
Select	Field
*Flare Consent Length?	Short Term 🔻
Consent Start Date	01-JAN-2016
Consent End Date	13-MAR-2016
Flare Consent Requested (tonnes/day)	0.59

Click on 'Next Page' on the navigation bar to move to the next screen, 'Additional Info'



 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page v		Bottom of Page 1
	Re Starting Yea Lengtł	f Not Yet Assigne r 2016 a Short Term	đ		Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Status In Progress Primary Operator (INDUSTRY Field Operator(s) INDUSTRY
Notes						
Please add addit	tion information to	support the appli	cation in the bo	x provided below:		
					*	
					Updated For Not Yet Assigned	
					By	
					Date	
Improveme	nt Studies/Pi	rojects				
Please provide d	details in the box	below:				
					w Hedded Ferry and a start of the	
					By	
					Date	
Supporting	Documents					
supporting	Bocumenta					
Please upload d	ocuments which a	are appropriate to s	support your ap	plication.		
					Upload to DECC	
Fil	е Туре			Status	Uploaded By	Actions
Add	d Supporting Docu	iment				
op of Page 🛦						Top of Page
User: Mrs Ind	ustry User (icons	ent) Page Ref: FO	10X FLARE N	IAIN		Powered by FOXopen

Additional notes can be added in the notes box using free text or copied and pasted from other applications. These notes are automatically saved when the Operator navigates away from the page.

Details can also be recorded relating to improvement studies and projects on this page. These details can be types as free text or pasted from other applications. Any added details are automatically save when the Operator navigates away from the page.

Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page.



◄ Workbasket Resume Later Previous Page	Next Page Bottom of Page	•			Bottom of Page 🔻
Ref Not Yet Assign Starting Year 2018 Length Short Term	ed	Folder Ref Not Field Name(s) BR Licence(s) P11	Yet Assigned ENT 9, P257	Status in Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY	
Notes					
Please add addition information to support the app	lication in the box provided below:				
Additional information can be enetered he	re 15 free text	Updated For Not Yet As By Mrs Industr Date 29-AUG-201	signed y FC User 5		
Improvement Studies/Projects					
Please provide details in the box below:					
details about improvement studies can be	envered nere 19 free text	Ţ			
		Updated For Not Yet As	signed		
		By Mrs Industr	y FC User		
Supporting Documents Please upload documents which are appropriate to	support your application.	Date 29-AUG-20	5		
File Type	Status	Uploaded By	o DECC	Actions	
Supporting Document	Received By DECC	Industry User 29 AUG 2015 20:38	Filename Dummy word document.docx File Size 12.33 KB Description Uploaded file to support his application View Save as Replace file	Delete	
Add Supporting Document					Top of Page 🛦

Click on 'Next Page' on the navigation bar to move to the next screen.

The Print Selection Screen allows the Operator to generate and print .pdf versions of the Flare Consent application. Check the boxes for the areas of the application you wish to create or click the 'Select all' link to choose all parts of the application. Click on the 'Generate Document' button to produce the .pdf version of the Consent application. A copy will open in .pdf format in a new tab in the browser.

◄ Workbasket Resume Later Previous Page Bottom of Page	age 🔻	Bottom of Page ▼
Ref Not Yet Assigned Starting Year 2016 Length Short Term Select all Entry Screen v Current Contacts v Cover Info v Short Term Flare Consent v Additional Info v	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257 Last pdf document generated on 29 AUG 2015 at 20 information on your application choose the required the PDF below. Wiew PDF Application Course the required Document Generated 29 AUG 2015 at 20:44	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY 0:44. To refresh this document with updated d pages on the left and click the regenerate icon next to
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref: FC010X_FLARE_M	IAIN	Powered by FOXopen



If the Consent application is ready to submit click on the submit button on the left hand menu to proceed to the next stage.

Entry Screen
Current Contacts
Cover Info
Flare Report
ST Flare Consent
Flare Consent
LT Flare Consent
Additional Info
Print
Submit
View Review Notes
Payment

Once the 'Submit' button is pressed the Field Consents System will check all the entries made on the consent application. If any on the entries are invalid or missing they will be displayed in an error summary. Any error must be rectified before the application can be submitted.

◄ Workbasket Resume Later Bottom of Page ▼		Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Short Term	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Error Summary		
Your Field Consent Application is not ready to be submit	ted to the Department. Click on the links below to rec	tify the errors.
	Error List	
Item	E	rror Message
Flare Consent (tonnes/day)	h	nvalid decimal value N/A
Top of Page 🔺		Top of Page 🔺
Liser Mrs Industry Liser (iconsent) Page Ref. FC010X	FLARE MAIN	

Click on the item on the errors list and you will be taken to the screen where the error is contained.

The error will be indicated by a red cross. $\stackrel{|\times|}{=}$

Hovering over the cross will give an indication of what has caused the entry to be invalid. Correct the error and click on the 'Error Summary' link on the left hand menu.



Validation
Show/Update Errors
Hide Errors
Error Summary

If there are still errors on the application they will still appear in the errors list. Repeat the process to view and correct all errors until all corrections have been made. The error summary will be empty.

◄ Workbasket Resume Later Bottom of Page ▼		Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 L ength Short Term	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Error Summary		
	There are no errors to be displayed.	
	The application is valid and ready for submition to the Department.	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref. FC010>	<_FLARE_MAIN	Powered by FOXopen

Click on the Submit link on the left hand menu to go to the submission screen

◄ Workbasket Resume Late	r Bottom of Page 🔻				Bottom of Page 🔻	
Ref Not Ye Starting Year 2016 Length Short	et Assigned Term		Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Assigned Status In Pro Primary Operator INDU: 257 Field Operator(s) INDU:		
Submit						
			Submit			
This Field Consent application f Submit button above. If the detai above.	has now passed valida ils are incorrect or you	tion checks an wish to return t	d is about to be sent to the Departme o previous pages, use the links oppo	ent. Please check the details belov isite. You may also return to this w	v carefully before submitting using the ork later by clicking on Resume Later	
If this submission is a new Field the Department.	d Consent, a unique re	erence will be	assigned after payment has been ma	ade. Please note this is for future i	reference and any communication with	
			Reference Not Yet Assigned			
			Operator INDUSTRY			
			Field Name(s) BRENT			
Hide All Details					Refresh	
Central Contact Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient	
Industry User industry.fc.user@industry.com FIELD CONSENT MANAGER INDUSTRY +44 (0)800 000 0000@	7	V	v	V	7	
Top of Page 🔺					rop of Page 🔺	
User: Mrs Industry User (icons	sent) Page Ref: FC010)	(_FLARE_MAI	N		Powered by FOXopen	

YOU MUST CLICK ON THE 'SUBMIT' BUTTON ON THIS PAGE TO FINALISE THE SUBMISSION PROCESS



Clicking the 'Submit button will send the application to the OGA Consents team and take the Operator to the payment screen. Details on how to make payments are contained in the in "<u>Processing Payments</u>" section later in this guide document.



New Annual Flare Consent

The Cover Info page is where the Operator is able to define the Field(s) and duration for the consent being applied for.

◄ Workbasket Re	esume Later	Previous Page	Next Page	Bottom of Page 🔻				Bottom of Page 🔻
Starting Y Lei	Ref Not Yet As Year 2016 Ingth	ssigned		Folder Ref Not Field Name(s) Licence(s)	Yet Assigned	P	Status In F rimary Operator ïeld Operator(s)	rogress
Cover Info								
Application for year starting 1st January 2016 Primary Operator								
		*Field		*Eiold O	norator	*Liconco Numbors		
		rieu	🔻 👸 s	elect Operator	Add Licen	ce 🛛 👻		
				Add Fi	eld(s)			
	*Flare Consent Length? Select One Year 2015 History *Flare Consent (tonnes/day)							
Top of Page 🔺								Top of Page 🔺
User: Mrs Industry	User (iconsent,) Page Ref: FC010	X_FLARE_M	AIN			Powered by	FOXopen

The Operator is chosen by searching for the operators name from the approved list of Operators registered with the UK Energy Portal. To use the search facility click on the select Operator link on the screen:

Application for year starting 1st January	2016 🔻
Operator	•
Select C	<mark>Operator</mark>

Bottom of Page ▼			Botte	om of Page 🔻
Organisation Sea	rch			
This page allows you to se	arch for organisations by N	Name or Company Registe	ered Number (as recorded at Companies House).	
Organisation Name				
Registered Number	6			
	Include Former Names		Include Closed Organisations 🔲 👔	
:	Show Duplicate Records		_	
Search Reset All	Cancel			
Top of Page 🔺			т	op of Page 🔺
User: Mrs Industry User ((iconsent) Page Ref: DEC0	010X	Powered by	OX ^{open}

This will open the Organisation Directory Search Screen



Enter the name (or the beginning letters) of the name of the Operator Responsible for the Field for which the consent is being prepared. E.G. Entering 'tes' as the organisation and clicking on 'Search' will return search results of TESSENDERLO UK LIMITED and TEST COMPANY LTD. Click on the 'Select' link to inset the Organisation into the application.

Bottom of Pa	age 🔻		Bottom of Page ▼
Organis	ation Search		
This page al	llows you to search for organisations by Name or Co	mpany Registered Number (as recorded at	Companies House).
Organ	isation Name		0
Regist	Include Former Names () Show Duplicate Records ()	Include C	closed Organisations 🔲 🌖
Search	Reset All Cancel		
Search	Results		
Select	Organisation Name	Registered No. & Address	Branch No. & Address
<u>Select</u>	TESSENDERLO UK LIMITED	Reg No:04244527 BRIDGE END WORKS MACCLESFIELD ROAD LEEK STAFFORDSHIRE ST13 8LD	
Select	TEST COMPANY LTD	3 WHITEHALL PLACE LONDON SW1A 2AW	
Number of n	natches found:2	•	
Top of Page	*		Top of Page 🔺
User: Mrs	Industry User (iconsent) Page Ref. DEC010X		Powered by FOXopen

Add the field for which the production consent is being prepared. To add the field click on the 'Add Field' link on the screen.

*Field	*Field Operator	*Licence Numbers
🔹 👻 Select Operato	r 🔹 🔻	Add Licence 觉
	Add Field(s)	

This will open the DEVUK Field Search Screen



Workbasket Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Search Criteria					
Enter values and press search					
Field Name			0		
Sub Type	Any Sub Type	≘ ▼			
Parent Field Name	None		•		
*On or offshore?	Any 🔻				
Search Reset Cancel					
Workbasket Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

Enter the name (or the beginning letters) of the name of the Field name for which the consent is being prepared. E.G. Entering 'bren' as the Field Name and clicking on 'Search' will return search results of BRENDA and BRENT. Click on the 'Select' link to the right of the correct Field Name to inset the Field into the application

 Workbasket 	 Production Consen 	t Application S	ave Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Searc	ch Criteria						
Enter values and	d press search						
		Field Name bren	1		6		
		Sub Type Any	Sub Type	•			
	Parent	Field Name None	2		•		
	*On o	r offshore? Any	•				
Search	Cancel						
Field Resu	lt List						
Select Fie	eld Name ↑↓	Shore ↑↓	Sub Type		Status		Parent Field Name
Select BI	REN <mark>DA</mark>	Offshore	DETERMI	NED	700 - PRODUCIN	IG	
Select Bl	RENT	Offshore	DETERMI	NED	700 - PRODUCIN	IG	
Number of mate	ching rows: 2						
 Workbasket 	Production Consen	t Application S	ave Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

The Licence Number(s) associated with the Field are automatically entered into the application.

*Field	*Field Operator	*Licence Num	bers
		P119	T
BRENI V		P257	T
	Add Field(s)		

To add further Fields into the application click the 'Select Field link and repeat the process. Any additional fields added to the application will also add any further associated Licences to the application.



Select the field at which the flaring is going to take place by clicking the drop down menu next to the question "Which field are the flaring facilities located?" and selecting the correct Field name.

Set the Flare Consent Length to 'Short Term' by selecting this option from the drop down menu.

Finally, enter the figure which was granted for the previous Consent Period.

The Figure for the requested Flare quantity for this new application and Flare rate for the previous (or current) period are not enterable. These figures are automatically generated from the Flare Report and the Flare Request date supplied later in the process.

◄ Workbasket Resume Later Previo	ous Page Next Page Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigner Starting Year 2016 Length	d Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s)
Cover Info		
	Application for year starting 1st January 2016 👻	
	Primary Operator INDUSTRY	
	Select Operator	
	*Field *Field Operator) *I	Licence Numbers ()
	[I	P84 👻
	FORTIES V 🐨 Select Operator INDUSTRY V Add Licence	P246
	I Add Exclusion	P57 😈
	Add Field(s)	
	*Which field are the flaring facilities located? FORTIES T	
	Select Field	
	*Flare Consent Length? 🔒	
	Flare Consent Requested (tonnes/day)	
	Year 2015 History *Flare Consent (tonnes/day)	
	Flare Rate Actual (tonnes/day)	
		•
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page	Ref. FC010X_FLARE_MAIN	Powered by FOXopen

The screen should now be completely populated. Click on 'Next Page' on the navigation bar to continue the application process.

The next stage in the process to supply details of the amount of flaring reported for the previous (or current) consent period along with details of the measuring method used for recording the reported figures



Workbasket Resume Later	r Previous Page N	ext Page Bott	om of Page 🔻								Bottom of Page 🔻
R Starting Ye Leng	Ref Not Yet Assigned ar 2016 (th Annual			Fold Field N Lice	ler Re ame(: ence(:	ef Not Yet Assigned s) FORTIES s) P57, P84, P248			1	Status In Progress Primary Operator INDUSTR1 Field Operator(s) INDUSTR1	5 ((
Flare Report (2015)											
Flares											
Type D	escription	*Metered?		Comments		7					
HP Flare 🔻	<u>~</u>	Select One N	-		÷ t	7					
MP Flare 🔻	6	Select One 🖲	-		<u>^</u>	7					
LD Flave		Select One N	7		· •						
	Ψ	Select one 4			-	, 					
LLP Flare V	Ŧ	Select One N			÷.	7					
Add Flare											
Month		Base Days Cat (tonn	Load Flare egory 1 es/month)	Operational/Mode Change Category 2 (tonnes/month)	(t	ESD/Trips Total Flare C Category 3 (tonnes/month)	Gas th)	Days of total shutdown		Comments	
January		31								*	
February		28								×	
							_			*	
March		31								T	
April		30								÷	
Мау		31								*	
June		30								~	
										*	
July		31			_					T	
August		31								*	
September		30								*	
Total											
Daily Average											
Stream Mol Wt											
Inert Gas Content (mol %) (or s	pecify full composition)										
Hydrocarbon content (mol %) (composition)	or specify full										
Add Month To End	Remove Month Fro	m End	Calculate To	otals							
Top of Page											Top of Page

Enter the details of the recorded flare figures

escription *Metered?	Comments
Select One ▼	÷ 😇
Select One 🔻	¢ 🖯
Select One 🔻	¢ 🖯
Ç Select One 🔻	÷ 🔁
•	escription *Metered? Select One Select On

Items on this list may be removed by click the remove icon to the right hand side of the

entry 😇

Extra entries may be added if needed by clicking on the 'Add Flare button



Each item in the list should contain an optiona description and a mandatory indication of if this flare was metered or not. An optional comments box is available to allow freehand text comments.

Flare Repo	rt (2015)			
Flares				
Туре	Description	*Metered?	Comments	
HP Flare 🔻	Reported HP Flare	Yes 🔻	added comment relating to this item	‡ 🖱
Add Flare		-		

Details of the monthly flaring activity is recorded in the next section along with details of days a Field may have been shut in and a comments box to add notes relating to the entry.

Month	Days	Base Load Flare Category 1 (tonnes/month)	Operational/Mode Change Category 2 (tonnes/month)	ESD/Trips Category 3 (tonnes/month)	Total Flare Gas (tonnes/month)	Days of total shutdown	Comments
January	31 [* *
February	28						* *
March	31 [*
April	30						* *
Мау	31 [*
June	30						۵ ۲
July	31 [۵ ۲
August	31 [۵. ۲
September	30						A
Total	ſ						
Daily Average							
Stream Mol Wt	[]		
Inert Gas Content (mol %) (or specify full composition) Hydrocarbon content (mol %) (or specify full composition)	[]		

By default the screen request details for January to September. If figures are not available for the whole period moths can be removed from this list by clicking the 'Remove Month From End' button.

The reported figures should be populated in the appropriate sections on the screen

il & Gas Authority

Month	Days	Base Load Flare Category 1 (tonnes/month)	Operational/Mode Change Category 2 (tonnes/month)	ESD/Trips Category 3 (tonnes/month)	Total Flare Gas (tonnes/month)	Days of total shutdown	Comments	
January	31	10	0	0				* *
February	28	10	1	1				* *
March	31	10	2	3.5			large trip 10/3/15	* *
April	30	10	3	2				* *
Мау	31	0	0	0		31	Field shut in for the month fo annual maintenance	*
June	30	5	5	3			ramp up	*
July	31	10	1	1				* *
August	31	11	2	0				*
September	30	10	3	1				*
Total								
Daily Average								
Stream Mol Wt]			
Inert Gas Content (mol %) (or specify full composition) Hydrocarbon content (mol %) (or specify full composition)]			

Once the data has been populated click on the 'Calculate Totals' and the Field Consents system will calculate the monthly totals and the totals for the whole of the period being reported.

Month	Days	Base Load Flare Category 1 (tonnes/month)	Operational/Mode Change Category 2 (tonnes/month)	ESD/Trips Category 3 (tonnes/month)	Total Flare Gas (tonnes/month)	Days of total shutdown	Comments	
January	31	10	0	0	10	0		* *
February	28	10	1	1	12	0		*
March	31	10	2	3.5	15.5	0	large trip 10/3/15	× T
April	30	10	3	2	15	0		*
Мау	31	0	0	0	0	31	Field shut in for the month fo annual maintenance	* *
June	30	5	5	3	13	0	ramp up	* *
July	31	10	1	1	12	0		*
August	31	11	2	0	13	0		*
September	30	10	3	1	14	0		*
Total		76	17	11.5	104.5	31		
Daily Average					0.43			
Stream Mol Wt								
Inert Gas Content (mol %) (or specify full composition) Hydrocarbon content (mol %) (or specify full composition)]			



The system will also populate the actual Flare rate item contained on the Cover Info page which was previously greyed out and could not be entered manually

Year 2015 History		
*Flare Consent (tonnes/day)	0	0
Flare Rate Actual (tonnes/day)	0.43	0

Click on 'Next Page' on the navigation bar to continue the application process. This will take the Operator Flare Consent request page. The Operator must supply a realistic estimate of the quantity which will be needed to be flared during the period of new consent

 Workbaske 	t R	esume Later Pre	vious Page Next Page	Bottom of Page 🔻			Bottom of Page
Ref Not Yet Assigned Starting Year 2016 Length Annual			Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246		Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY		
Flare Co	nsen	rt (2016)					
Add Mon	ith To :	Start Re	emove Month From Start				
Month	Days	Base Load Flare Category 1 (tonnes/month)	Operational/Mode Change Category 2 (tonnes/month)	e ESD/Trips Category 3 (tonnes/month)	Total Flare Gas (tonnes/month)	Comments	
January	31	15	0	0		* *	
February	29	13	0	0		A 7	
March	31	15	0	0		· · · · · · · · · · · · · · · · · · ·	
Anril	30	12		0			
φm.	50	12		0		7 A	
May	31	10	0	0]	Ψ.	
June	30	10	0	0		÷	
luly	31	11	0	0		* *	
lugust	31	11	0	0		<u>^</u>	
September	30	10	0	0			
						▼ ▲	
October	31	11	0	0]	Ŧ	
lovember	30	10	0	0		÷	
December	31	10	0	0		۵ ۲	
Fotal							
Daily Average							
Add Month To End Calculate Totals							
op of Page 🔺							Top of Page

Click on the 'Calculate Totals' button to populate the totals on this screen



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Ref Not Yet Assigned Starting Year 2016 Length Annual			Folder Ref No Field Name(s) FC Licence(s) P5	ot Yet Assigned DRTIES 57, P84, P246	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY		
Flare Co	nsen	t (2016)					
Add Mon	th To	Start Re	emove Month From Start				
Month	Days	Base Load Flare Category 1 (tonnes/month)	Operational/Mode Chang Category 2 (tonnes/month)	e ESD/Trips Category 3 (tonnes/month)	Total Flare Gas (tonnes/month)	Comments	
January	31	15	0	0	15	*	
February	29	13	0	0	13	۸ ۳	
March	31	15	0	0	15	Â. V	
April	30	12	0	0	12	A	
May	31	10	0	0	10	A. 	
June	30	10	0	0	10	A T	
July	31	11	0	0	11	×. 	
August	31	11	0	0	11	A 	
September	30	10	0	0	10	A T	
October	31	11	0	0	11	A	
November	30	10	0	0	10	×	
December	31	10	0	0	10	A T	
Total		138	0	0	138		
Daily Average					0.38		
Add Mon	Add Month To End Calculate Totals						
Top of Page ▲ Top of Page ▲					Top of Page 🔺		

Clicking the 'Calculate Totals' button will also populate the Requested Flare Consent figure on the Cover Info page which were greyed out and could not be entered manually



Click on 'Next Page' on the navigation bar to continue the application process and move to the Additional info screen



 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page 🔻		Bottom of Page 1
	Re Starting You	f Not Yet Assigned	i .		Folder Ref Not Yet Assigned	Status In Progress
	Length	Annual			Licence(s) P57, P84, P246	Field Operator(s) INDUSTRY
Notes	-					
Please add addit	ion information to	current the applic	action in the br	w provided below:		
r lease and addit	ion information to	support the appli	cation in the oc	x provided below.		
					^	
					T Undefind For the second second	
					By	
					Date	
Improveme	nt Studies/Pr	niects				
Disconsidered						
Please provide d	etails in the box	DEIOW:				
					<u>^</u>	
					w.	
					Updated For Not Yet Assigned	
					By	
					Date	
Supporting	Documents					
Please upload do	ocuments which a	are appropriate to s	support your ap	oplication.		
	Tune			Chature	Upload to DECC	Antiona
FIR	e type			status	uploaded By	ACTIONS
<u>Add</u>	Supporting Doci	ament				
Top of Page 🛦						Top of Page 4
User: Mrs Indu	strv User (icons	ent) Page Ref: FO	10X FLARE	IAIN		Powered by FOYopen

Additional notes can be added in the notes box using free text or copied and pasted from other applications. These notes are automatically saved when the Operator navigates away from the page.

Details can also be recorded relating to improvement studies and projects on this page. These details can be types as free text or pasted from other applications. Any added details are automatically save when the Operator navigates away from the page.

Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page.



◄ Workbasket Resume Later Previous Page Next Page Bottom of Page ▼		Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Annual	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Notes		
Please add addition information to support the application in the box provided below:		
Additional information can be pasted here or entered as free text		
	v	
U	pdated For Not Yet Assigned	
	Date 29-AUG-2015	
Improvement Studies/Drajecte		
Blass assuid datails in the bay below		
Prease provide details in the box below.	-	
as ince text	*	
U	pdated For Not Yet Assigned	
	By Mrs Industry FC User	
	Date 29-AUG-2015	
Supporting Documents		
Please upload documents which are appropriate to support your application.		
	Upload to DECC	
File Type Status Uploaded By		Actions
	Filename Dummy word document.docx	
Supporting Document Repaired By DECC Industry User	File Size 12.38 KB	Delete
29 AUG 2015 22:51	Description application.	Deele
	View Save as Replace file	
Add Supporting Document		
Top of Page 🛦		Top of Page ▲

Click on 'Next Page' on the navigation bar to move to the next screen.

The Print Selection Screen allows the Operator to generate and print .pdf versions of the Flare Consent application. Check the boxes for the areas of the application you wish to create or click the 'Select all' link to choose all parts of the application. Click on the 'Generate PDF' button to produce the .pdf version of the Consent application. A copy will open in .pdf format in a new tab in the browser.

◄ Workbasket Resume Later Previous Page Bottom of Page	▼ Bottom of Page ▼
Ref Not Yet Assigned Starting Year 2016 Length Annual Select all Entry Screen Current Contacts Cover Info Flare Report Flare Consent Additional Info	Folder Ref Not Yet Assigned Status In Progress Field Name(s) FORTIES Primary Operator INDUSTRY Licence(s) P57, P84, P246 Field Operator(s) INDUSTRY Tick the sections required and then click on the Generate PDF button to generate a PDF version of your application to save to your computer. This may take some time, please be patient. Generate PDF Document Not Yet Generated
Top of Page 🔺	Top of Page 🛦
User: Mrs Industry User (iconsent) Page Ref: FC010X_FLARE_MAI	Powered by FOXopen


Entry Screen	
Current Contacts	
Cover Info	
Flare Report	
ST Flare Consent	
Flare Consent	
LT Flare Consent	
Additional Info	
Print	
Submit	
View Review Notes	
Payment	

Once the 'Submit' button is pressed the Field Consents System will check all the entries made on the consent application. If any on the entries are invalid or missing they will be displayed in an error summary. Any error must be rectified before the application can be submitted.

◄ Workbasket Resume Later Bottom of Page ▼		Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Annual	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Error Summary		
Your Field Consent Application is not ready to be submit	tted to the Department. Click on the links below to rec	tify the errors.
	Error List	
Item	E	Fror Message
Flare Consent (tonnes/day)	Ir	nvalid decimal value Zero
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref. FC010X_	_FLARE_MAIN	Powered by

Click on the item on the errors list and you will be taken to the screen where the error is contained.

The error will be indicated by a red cross. $\stackrel{|\times|}{=}$

Hovering over the cross will give an indication of what has caused the entry to be invalid. Correct the error and click on the 'Error Summary' link on the left hand menu.

Validation Show/Update Errors
Hide Errors
Error Summary



If there are still errors on the application they will still appear in the errors list. Repeat the process to view and correct all errors until all corrections have been made. The error summary will be empty.

◄ Workbasket Resume Later Bottom of Page	,	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Annual	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Error Summary		
	There are no errors to be displayed.	
	The application is valid and ready for submition to the Department.	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref. FC010	X_FLARE_MAIN	Powered by FOXopen

Click on the Submit link on the left hand menu to go to the submission screen

« Workbasket Resume Later Bottom of Page ▼ Bottom of Page								
Ref Not Yet / Starting Year 2016 Length Annual	Assigned	Folder Ref Not Yet Assigned Field Name(s) FORTIES Pri Licence(s) P57, P84, P246 Fi		Prim Field	Status in Progress ary Operator INDUSTRY d Operator(s) INDUSTRY			
Submit	Submit							
			Submit					
This Field Consent application ha Submit button above. If the details above.	as now passed validatio s are incorrect or you wi	on checks and sh to return to	d is about to be sent to the Departme o previous pages, use the links oppo	nt. Please check the details below site. You may also return to this w	v carefully before submitting using the ork later by clicking on Resume Later			
If this submission is a new Field (the Department.	Consent, a unique refei	rence will be a	assigned after payment has been ma	ade. Please note this is for future	reference and any communication with			
			Reference Not Yet Assigned Operator INDUSTRY					
Hide All Details					Refresh			
Central Contact Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient			
Industry User industry.fc.user@industry.com FIELD CONSENT MANAGER INDUSTRY +44 (0)800 000 0000@	V	V		V	V			
Top of Page 🔺					Top of Page 🔺			

YOU MUST CLICK ON THE 'SUBMIT' BUTTON ON THIS PAGE TO MAKE THE PAYMENT AND FINALISE THE SUBMISSION PROCESS

Clicking the 'Submit' button will send the application to the OGA Consents team and take the Operator to the payment screen. Details on how to make payments are contained in the in "<u>Processing Payments</u>" section later in this guide document.



New Long Term Flare Consent

Long term flare consents are currently only granted for onshore Fields and Terminals.

The Cover Info page is where the Operator is able to define the Field(s) and duration for the consent being applied for.

◄ Workbasket Resu	me Later Previous Page	Next Page Bottom of Page ▼	Bottom of Page ▼
Re Starting Yea Lengt	ef Not Yet Assigned nr 2016 h	Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s)
Cover Info	Applic	ation for year starting 1st January 2016 - Primary Operator	
	*Field	Select Operator *Field Operator ▼ Select Operator ▲ Add Field(s)	*Licence Numbers
		*Flare Consent Length? Select One Year 2015 History *Flare Consent (tonnes/day)	•
Top of Page 🔺			Top of Page 🔺
User: Mrs Industry Us	er (iconsent) Page Ref. FC010	DX_FLARE_MAIN	Powered by FOXopen

The Operator is chosen by searching for the operators name from the approved list of Operators registered with the UK Energy Portal. To use the search facility click on the select Operator link on the screen:

Application for year starting 1st January	2016 🔻
Operator	•••
Select C	perator

This will open the Organisation Directory Search Screen



Bottom of Page 🔻		Bottom of Page 🔻			
Organisation Search This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).					
Organisation Name		0			
Registered Number	0				
	Include Former Names 🔲 📋	Include Closed Organisations 🔲 📋			
	Show Duplicate Records 🔲 🎁				
Search Reset All	Cancel				
Top of Page 🔺		Top of Page 🔺			
User: Mrs Industry User	(iconsent) Page Ref: DEC010X	Powered by FOXopen			

Enter the name (or the beginning letters) of the name of the Operator Responsible for the Field for which the consent is being prepared. E.G. Entering 'tes' as the organisation and clicking on 'Search' will return search results of TESSENDERLO UK LIMITED and TEST COMPANY LTD. Click on the 'Select' link to inset the Organisation into the application.

Bottom of Pa	age 🔻		Bottom of Page ▼
Organis	sation Search		
This page a	llows you to search for organisations by Name or Co	ompany Registered Number (as recorded at C	ompanies House).
Organ	isation Name tes		0
Registered Number Include Former Names 1 Include Closed Organisations 1 1 Show Duplicate Records 1 1			
Search	Reset All Cancel		
Search	Results		
Select	Organisation Name	Registered No. & Address	Branch No. & Address
<u>Select</u>	TESSENDERLO UK LIMITED	Reg No:04244527 BRIDGE END WORKS MACCLESFIELD ROAD LEEK STAFFORDSHIRE ST13 8LD	
<u>Select</u>	TEST COMPANY LTD	3 WHITEHALL PLACE LONDON SW1A 2AW	
Number of r	natches found:2		
Top of Page	*		Top of Page 🔺
User: Mrs	Industry User (iconsent) Page Ref: DEC010X		Powered by FOXopen

Add the field for which the production consent is being prepared. To add the field click on the 'Add Field' link on the screen.



*Field	*Field Operator	*Licence Numbers
🔻 觉 Select Operator	· 🚽	• Add Licence 👕
	Add Field(s)	

This will open the DEVUK Field Search Screen

◄ Workbasket	 Production Consent Application 	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Search	Criteria					
Enter values and p	ress search					
	Field Name			0		
	Sub Type	Any Sub Type	•	-		
	Parent Field Name	None		•		
	*On or offshore?	Any 🔻				
Search Res	et Cancel					
◄ Workbasket	 Production Consent Application 	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

Enter the name (or the beginning letters) of the name of the Field name for which the consent is being prepared. E.G. Entering 'bren' as the Field Name and clicking on 'Search' will return search results of BRENDA and BRENT. Click on the 'Select' link to the right of the correct Field Name to inset the Field into the application

 Workbasket 	Production Conse	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Sear	ch Criteria						
Enter values an	d press search						
Search	Paren *On a Reset Cancel	Field Name break Sub Type An: t Field Name Nor or offshore? Any	n y Sub Type ne y ▼	•	•		
Field Resu	ılt List						
Select Fi	ield Name †↓	Shore †↓	Sub Type	S	tatus		Parent Field Name
<u>Select</u> B	RENDA	Offshore	DETERMI	NED 7	00 - PRODUCIN	1G	
Select B	RENT	Offshore	DETERMI	NED 7	00 - PRODUCIN	1G	
Number of mate	ching rows: 2						
 Workbasket 	 Production Conse 	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

The Licence Number(s) associated with the Field are automatically entered into the application.



*Field	*Field Operator		*Licence Num	bers
		dd Licensee	P119	T
BRENI V			P257	T
	Add Field(s)			

To add further Fields into the application click the 'Select Field link and repeat the process. Any additional fields added to the application will also add any further associated Licences to the application.

Select the field at which the flaring is going to take place by clicking the drop down menu next to the question "Which field are the flaring facilities located?" and selecting the correct Field name.

Set the Flare Consent Length to 'Long Term' by selecting this option from the drop down menu.

Enter the figure for which the Operator was granted in the previous (or current) flaring consent.

This last item on the Cover Info screen is the actual quantity reported by the operator for the previous (or current) consent period in tonnes per day

 Workbasket Resume Later Prev 	ous Page Next Page Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assign Starting Year 2016 Length	rd Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s)
Cover Info		
	Application for year starting 1st January 2016 💌	
	Primary Operator INDUSTRY -	
	Select Operator	
	*Field Operator *Licence Num	bers
	GLENELG V 🗑 Select Operator INDUSTRY V Add Licence P752	8
	Add Field(s)	
	*Which field are the flaring facilities located?	
	Select Field	
	*Flare Consent Length? Tong Term	
	Year 2015 History	
	*Flare Consent (tonnes/day) 0.52	
	*Flare Rate Actual (tonnes/day)	
Top of Bogo A	_	Top of Page 4
Top on age A		Top of Page 🔺
User: Mrs Industry User (iconsent) Pag	e Ref. FC010X_FLARE_MAIN	Powered by FOXopen

The screen should now be completely populated. Click on 'Next Page' on the navigation bar to continue the application process.



 Workba 	asket Re	sume Later	Previous Page	Next Page	Bottom of Page ▼	Bottom of Page ▼
Ref Not Yet Assigned Starting Year 2016 Length Long Term					Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Long ^{Year} (1	Term Fla *Gas tonnes/day)	re Cons	ent Request			
2016 2017						
2018 2019						
2020 Add Year	r <u>Remove</u>	'ear				
Top of Pa	ge 🔺					Top of Page 🛦
User: M	frs Industry	lser (iconse	nt) Page Ref: FC01	0X_FLARE_M	AIN	Powered by FOXopen

By default the Long Term Flare request screen allocates a maximum of a five year period for which the Operator may submit a long term Flare Consent. This period may be reduced to a minimum of two tears by clicking on the 'Remove Year' link on this page.

The operator must provide an average figure that they reasonably expect to need to Flare per day for each year for the consent period.

 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page 🔻	Bottom of Page 🔻
Star	Ref Not Yet / ting Year 2016 Length Long Te	Assigned rm		Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Long Tern	n Flare Conse	ent Request			
Year (tonnes) 2016 0.48 2017 0.44 Add Year Ren	ias (iday)				
Top of Page 🔺					Top of Page 🔺
User: Mrs Ind	ustry User (iconsei	nt) Page Ref: FC01	0X_FLARE_N	IAIN	Powered by FOXopen

Click on 'Next Page' on the navigation bar to continue with the application.

This will take the operator to the Additional Information screen where the operator can provide further information to support their Flare Consent application.



◀ Workbasket	Resume Later	Previous Page	Next Page	Bottom of Page V			Bottom of Page V
	Re Starting Yea Lengtl	f Not Yet Assigne r 2016 h Long Term	ł		Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY	
Notes							
Please add addit	ion information to	support the appli	cation in the bo	x provided below:			
					Updated For Not Yet Assigned		
					By		
					Date		
Improveme Please provide d	nt Studies/P	rojects ^{below:}					
					*		
					Turdated For Net Vet Assigned		
					By		
					Date		
Supporting	Documents						
Please upload do	ocuments which a	are appropriate to s	support your a	oplication.			
					Upload to DECC		
File	е Туре			Status	Uploaded By	Actions	
Add	Supporting Doct	ument					
Top of Page 🛦							Top of Page 🛦
User: Mrs Indu	stry User (icons	ent) Page Ref: FO	10X FLARE	IAIN		Powered by	EOYopen

Additional notes can be added in the notes box using free text or copied and pasted from other applications. These notes are automatically saved when the Operator navigates away from the page.

Details can also be recorded relating to improvement studies and projects on this page. These details can be types as free text or pasted from other applications. Any added details are automatically save when the Operator navigates away from the page.

Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page.



Workbasket Resume Later Pre	evious Page Next Page B	ottom of Page 🔻			Bottom of Page V
Ref Not Starting Year 2016 Length Long	Yet Assigned 8 g Term		Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY	
Notes					
Please add addition information to supp	port the application in the box p	rovided below:			
Additional information can be pa	stered here or entered as	free text A			
		Ψ.			
		Updat	ed For Not Yet Assigned		
			By Mrs Industry FC User Date 29-&UG-2015		
	-1-				
Improvement Studies/Projec	cts				
Please provide details in the box below					
		Updat	ed For Not Yet Assigned		
			By Mrs Industry FC User		
			Date 29-AUG-2015		
Supporting Documents					
Please upload documents which are ap	propriate to support your applic	sation.			
			United to DECC		
File Type	Status	Uploaded By	opioad to becc	Actio	ns
			Filename Dummy word document.docx		
			File Size 12.38 KB		
Supporting Document	Received By DECC	29 AUG 2015 23:54	Description aplication	Delet	e
			View Save as Replace file		
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Add Supporting Document					
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Click on 'Next Page' on the navigation bar to move to the next screen.

The Print Selection Screen allows the Operator to generate and print .pdf versions of the Flare Consent application. Check the boxes for the areas of the application you wish to create or click the 'Select all' link to choose all parts of the application. Click on the 'Generate PDF' button to produce the .pdf version of the Consent application. A copy will open in .pdf format in a new tab in the browser.



◄ Workbasket Resume Later Previous Page Be	ottom of Page 🔻	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Long Term Select all Entry Screen @ Current Contacts @ Cover Info @ Long Term Flare Consent @ Additional Info @	Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752 Last pdf document generated on 29 AUG 2015 at information on your application choose the requir the PDF below. Image: View PDF Application Document Generated 29 AUG 2015 at 23:56	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY 23:56. To refresh this document with updated red pages on the left and click the regenerate icon next to
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref: FC010X_	FLARE_MAIN	Powered by FOXopen

If the Consent application is ready to submit click on the submit button on the left hand menu to proceed to the next stage.

Entry Screen	
Current Contacts	
Cover Info	
Flare Report	
ST Flare Consent	
Flare Consent	
LT Flare Consent	
Additional Info	
Print	
Submit	
View Review Notes	
Payment	

Once the 'Submit' button is pressed the Field Consents System will check all the entries made on the consent application. If any on the entries are invalid or missing they will be displayed in an error summary. Any errors must be rectified before the application can be submitted.



◄ Workbasket Resume Later Bottom of Page ▼		Bottom of Page 🔻							
Ref Not Yet Assigned Starting Year 2016 Length Long Term	Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY							
Error Summary									
Your Field Consent Application is not ready to be submitte	ed to the Department. Click on the links below to re	ectify the errors.							
	Error List								
Item		Error Message							
Flare Rate Actual (tonnes/day)		You can not enter more than 2 digits after the decimal point							
Top of Page ▲ Top of Page ▲									
User: Mrs Industry User (iconsent) Page Ref: FC010X_F	FLARE_MAIN	Powered by FOXopen							

Click on the item on the errors list and you will be taken to the screen where the error is contained.

The error will be indicated by a red cross. \downarrow^{\times}

Hovering over the cross will give an indication of what has caused the entry to be invalid. Correct the error and click on the 'Error Summary' link on the left hand menu.

Validation
Show/Update Errors
Hide Errors
Error Summary

If there are still errors on the application they will still appear in the errors list. Repeat the process to view and correct all errors until all corrections have been made. The error summary will be empty.

◄ Workbasket Resume Later Bottom of Page ▼		Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Long Term Error Summary	Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY
	There are no errors to be displayed. The application is valid and ready for submition to the Department.	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref. FC010X_	_FLARE_MAIN	Powered by FOXopen

Click on the 'Submit' link on the left hand menu to go to the submission screen.



◄ Workbasket Resume Late	« Workbasket Resume Later Bottom of Page ▼ Bottom of Page ▼							
Ref Not Ye Starting Year 2016 Length Long	et Assigned Term		Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Prim Field	Status in Progress ary Operator INDUSTRY d Operator(s) INDUSTRY			
Submit								
			Submit					
This Field Consent application I Submit button above. If the deta above.	nas now passed valida ils are incorrect or you v	tion checks an vish to return t	d is about to be sent to the Departme o previous pages, use the links oppo	nt. Please check the details below site. You may also return to this w	v carefully before submitting using the ork later by clicking on Resume Later			
If this submission is a new Field the Department.	d Consent, a unique ref	erence will be	assigned after payment has been ma	ade. Please note this is for future	reference and any communication with			
	Reference Not Yet Assigned Operator INDUSTRY							
Hide All Details					Refresh			
Central Contact Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient			
Industry User industry.fc.user@industry.com FIELD CONSENT MANAGER INDUSTRY +44 (0)800 000 000000	V	7		V	V			
Top of Page 🔺					Top of Page 🔺			
User: Mrs Industry User (icons	sent) Page Ref. FC010>	_FLARE_MAI	N		Powered by FOXopen			
					-			

YOU MUST CLICK ON THE 'SUBMIT' BUTTON ON THIS PAGE TO MAKE THE PAYMENT AND FINALISE THE SUBMISSION PROCESS

Clicking the 'Submit' button will send the application to the OGA Consents team and take the Operator to the payment screen. Details on how to make payments are contained in the in "<u>Processing Payments</u>" section later in this guide document.



Submitting a new Venting Consent application

New Venting Consent applications can be submitted for UK Fields on a short term, Annual or long term basis

The Operator must log in to the UK Energy Portal at this URL:

https://itportal.decc.gov.uk/eng/fox/live/PORTAL_LOGIN/login

After logging in the Operator will be taken to their Portal Workbasket. The workbasket will contain all notifications and actions for transactions made using the UK Energy Portal.

From the workbasket click on 'Field Consents' from the left hand menu



This takes the operator into the Field Consents System search screen.

From the search screen you are able to search for all field consents which have been submitted on behalf of the operators company. The Operator is able to set various search option parameters before requesting the results.

To begin a new consent application click on 'New Field Consent from the left hand menu from the Field Consents System search screen

il & Gas Authority

File Edit View Fa	avorites Tools Help 🖶 🕶 Page 🕶 Safety 🕶 Tools 🕶 🌘) - N 🔄 N		
😻 Oil 8	& Gas Authority	Field Con	sents System	energyporta
New Field Consent Copy Existing Field Consent				Bottom of Page ▼
lelp	This screen allows users to search existing Fi currently being processed by DECC cannot be resubmit then you need to contact the appropr	eld Consent applications for which th revised until the consent has been <u>c</u> iate Aberdeen or London office using	ey have access, such that they may be rranted. If you have submitted an appli the contacts given on the application	e viewed or revised. Applications which are cation in error and you wish to update it and entry screen.
Contact Us	Search			
Security Policy		Ref Number	8	
hishing Information		Type of Consent	A11 -	
erms And Conditions		Length Specified on Application	A11 -	
rivacy Policy		Starting Year on Application	A11 🔻	
ookies		Field Name		
eedback		Licence Number		
		Operator		
		Field Operator		
		Application Status	Any 🔻	
		Latest Application		
	Search			
	Top of Page 🔺			Top of Page 🔺
	User: Mrs Industry User (iconsent) Page Ref	FC001X_LAUNCH		Powered by FOXopen

From the New Field Consent screen select the year for the start of the consent period from the drop down list. Select the type of consent, 'Vent Consent', from the drop down list. Click on 'Create' to generate a new blank Venting Consent.

😻 Oil	& Gas Authority	Field Consents System New Field Consent	energyportal
	✓ Workbasket Bottom of Page ▼		Bottom of Page 🔻
Help	New Field Consent		
Contact Us			
Security Policy	You have chosen to start a new Field Consent applic	ation, please select from the following and click create:	
Phishing Information		Year the Consent is required from 2016	
Terms And Conditions		*Type of Consent Vent Consent 🗸	
Privacy Policy	Back		
Cookies			
Feedback	Top of Page 🔺		Top of Page 🔺
	User: Mrs Industry User (iconsent) Page Ref: FC00	IX_LAUNCH	Powered by FOXopen

This will have created a new Vent Consent application which needs to be populated with the required data. The new application will open on the Entry Screen which gives the Operator a list of OGA contacts and links to guidance on completing flaring, venting and production consent application



뷇 Oil	& Gas Authority	Field Consent Application Entry Screen	energyportal					
	◄ Workbasket Resume Later Next Page Botton	n of Page 🔻	Bottom of Page 🔻					
Entry Screen	Ref Not Yet Assigned	Folder Ref Not Yet Assigned	Status In Progress					
Current Contacts	Starting Year 2016	Field Name(s)	Primary Operator					
Cover Info	Length	Licence(s)	Field Operator(s)					
Vent Report	Field Consent Application							
ST Vent Consent	Please read this page then click on Next Page	above to go to the next page, or you can select the links on the l	eft hand side to go to the appropriate section.					
Vent Consent		PETROLEUM ACT 1998 ENERGY ACT 1976						
LT Vent Consent	These application pages allow companies to apply for Production, Flaring and Venting Consents from 2008 onwards under the above legislation.							
Additional Info	Production Consent applications should be completed	Production Consent applications should be completed for each separate field as appropriate requesting minimum and maximum levels. Flaring and Venting Consents may be						
Print		requesting for either a single field or a grouping of joint fields.						
Submit	For gu	For guidance on how to complete the pages, please click on the following links: Flare/vent Guidance						
View Review Notes		PPD Production Guidance						
Payment	Any queries relating to the	Field Consent forms, or a specific application, should be address	ed to the Aberdeen office:					
Validation	D 31 At 81	ECC Licensing, Exploration & Development d Floor holl House 3-88 Guild Street						
Show/Update Errors	AI	berdeen						
	At	511 GAR						
Hide Errors	C	laire Grant mail: claire grant@decc.gsi.gov.uk Tel: +44.(0)1224.25405202						
Error Summary	Ľ							
Help	Lí E-	oraine Osborne -mail: loraine.osborne@decc.gsi.gov.uk Tel: +44 (0)1224 254055	2					
Contact Us	For	support on any IT related issues please use the "Help" link oppos	- ite.					
Security Policy		An asterisk (*) denotes a mandatory field.						
Phishing Information	Note - the Consent documents will be sent electronical	y via the Portal to the Authorised and Copy recipients. If you wish to	also receive a paper copy please apply in writing to the					
Terms And Conditions		appropriate office (see above).						
Privacy Policy	Top of Page 🔺		Top of Page 🔺					
Cookies								
Feedback	User: Mrs Industry User (iconsent) Page Ref: FC020X_	_VENT_MAIN	Powered by FOXopen					

Use the navigation bar at the top of the form to navigate to the next page to display the Operators team of people who will be involved in the preparation and submission of this application. By default the person creating the application is enrolled in the team with all available roles

IT IS STRONGLY RECOMMENDED THAT MORE THAN ONE PERSON IS ENROLLED IN THE CONSENTS TEAMS TO AVOID DELAYS IN THE SUBMISSION AND APPROVAL PROCESS.

Please see the section "Controlling Access using Field Consents Teams and Contacts"



 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page ▼		Bottom of Page 🔻	
Star	Ref Not Yei ting Year 2016 Length	t Assigned		Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Prim Field	Status In Progress ary Operator I Operator(s)	
Current Co	ontacts						
Hide All Details	L					Refresh	
Central Contac	t Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient	
Industry User industry.fc.user FIELD CONSEI INDUSTRY +44 (0)800 000	@industry.com NT MANAGER 00000	V		V	V	V	
Add Person	Add Person						
Top of Page 🔺						Top of Page 🔺	
User: Mrs Indu	User: Mrs Industry User (iconsent) Page Ref: FC020X_VENT_MAIN						

Click the 'Next page' link to proceed with the application.

On the next screen, Cover Info, the operator will define the length of time for which the Vent Consent is being applied. There are three terms for which a Flare Consent may be requested: Short Term, Annual, and Long term.

The process differs slightly in the data required for each type of consent length.



New Short Term Vent Consent

Short term venting can be issued for occasions when, for operational or safety reasons the Operator needs to vent hydrocarbons in excess of their normal consent allowance or for periods where a new field is beginning to prepare for first production.

The Cover Info page is where the Operator is able to define the Field(s) and duration for the consent being applied for.

 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page 🔻	Bottom of Page 1
Star	Ref Not Yet A ting Year 2016 Length	ssigned		Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Status In Progress Primary Operator Field Operator(s)
Cover Info					
		Applie *Field	cation for yea	r starting 1st January 2016 Primary Operator Select Operator *Field Operator Select Operator Add Field(s) Vent Consent Length? Select One	*Licence Numbers
Top of Page 🔺					Top of Page
User: Mrs Indu	ıstry User (iconser	t) Page Ref. FC02	0X_VENT_MA	AIN	Powered by FOXopen

The Operator is chosen by searching for the operators name from the approved list of Operators registered with the UK Energy Portal. To use the search facility click on the select Operator link on the screen:

Application for year starting 1st January	2015 🔻
Primary Operator	-0
Select C	operator

This will open the Organisation Directory Search Screen



Bottom of Page 🔻		Bottom of Page 🔻				
Organisation Search This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House). Organisation Name						
Organisation Name		0				
Registered Number	0					
	Include Former Names 🔲 📋	Include Closed Organisations 🔲 📋				
	Show Duplicate Records 🔲 🎁					
Search Reset All	Cancel					
Top of Page 🔺		Top of Page 🔺				
User: Mrs Industry User	(iconsent) Page Ref: DEC010X	Powered by FOXopen				

Enter the name (or the beginning letters) of the name of the Operator Responsible for the Field for which the consent is being prepared. E.G. Entering 'tes' as the organisation and clicking on 'Search' will return search results of TESSENDERLO UK LIMITED and TEST COMPANY LTD. Click on the 'Select' link to inset the Organisation into the application.

Bottom of Pa	age 🔻		Bottom of Page 🔻
Organis	sation Search		
This page a	llows you to search for organisations by Name or Co	ompany Registered Number (as recorded at Corr	npanies House).
Organ	isation Name tes		6
Negioi	Include Former Names () Show Duplicate Records ()	Include Close	ed Organisations 🔲 🎁
Search	Reset All Cancel		
Search	Results		
Select	Organisation Name	Registered No. & Address	Branch No. & Address
<u>Select</u>	TESSENDERLO UK LIMITED	Reg No:04244527 BRIDGE END WORKS MACCLESFIELD ROAD LEEK STAFFORDSHIRE ST13 8LD	
Select	TEST COMPANY LTD	3 WHITEHALL PLACE LONDON SW1A 2AW	
Number of r	natches found:2		
Top of Page	A		Top of Page 🔺
User: Mrs	Industry User (iconsent) Page Ref. DEC010X		Powered by FOXopen

Add the field for which the production consent is being prepared. To add the field click on the 'Add Field' link on the screen.



*Field	I		*Field Operator	0	*Licen	ice Numbers()
	- 👕	Select Operator	•	•	Add Licence	7
			Add Field(s)			

This will open the DEVUK Field Search Screen

◄ Workbasket ◄ Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Search Criteria					
Enter values and press search					
Field Name			0		
Sub Type	Any Sub Type	• •			
Parent Field Name	None		•		
*On or offshore?	Any 🔻				
Search Reset Cancel					
◄ Workbasket ◄ Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

Enter the name (or the beginning letters) of the name of the Field name for which the consent is being prepared. E.G. Entering 'bren' as the Field Name and clicking on 'Search' will return search results of BRENDA and BRENT. Click on the 'Select' link to the right of the correct Field Name to inset the Field into the application.

 Workbasket 	 Production Conser 	t Application Sa	ave Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Sea	rch Criteria						
Enter values a	nd press search						
Search	Parent *On o Reset Cancel	Field Name Dizen Sub Type Any Field Name None r offshore? Any	Sub Type	•	•		
Field Res	ult List						
Select I	Field Name ↑↓	Shore ↑↓	Sub Type	S	tatus		Parent Field Name
Select	BREN <mark>DA</mark>	Offshore	DETERMIN	IED 7	700 - PRODUCIN	G	
Select	BRENT	Offshore	DETERMIN	IED 7	700 - PRODUCIN	G	
Number of ma	tching rows: 2						
 Workbasket 	Production Conser	t Application Sa	ave Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

The Licence Number(s) associated with the Field are automatically entered into the application.



*Field	*Field Operator)	*Licence N	umbers
		Add License	P119	
BRENI V	Select Operator INDUSTRI +	Add Licence	P257	
	Add Field(s)			

To add further Fields into the application click the 'Select Field link and repeat the process. Any additional fields added to the application will also add any further associated Licences to the application.

Select the field at which the venting is going to take place by clicking the drop down menu next to the question "Which field are the venting facilities located?" and selecting the correct Field name.

Set the Vent Consent Length to 'Short Term' by selecting this option from the drop down menu.

The Consent Start Date and End date are not entered at this point. These items will be populated from information provided later in the application process.

Select the UKCS location of the Field for which the consent is being applied for. This is selected from the drop down menu.

Select the Field at which the venting will be recorded from the drop down menu.



The Vent Consent Requested item is not entered at this point. This item will be populated from information provided later in the application process.

Enter the figure allocated to the Operator for venting at this facility from the consent issues for the previous period.

Vent Consent Requested (tonnes/day)		0
Year 2014 History		
*Vent Consent (tonnes/day)	0.12	8

The screen should now be completely populated. Click on 'Next Page' on the navigation bar to move to the Short Term Vent Consent request page and continue the application process.

Enter the dates for which the consent is due to start and end by using the calendar widget or manually entering the dates, then clicking on the 'Initialise Term' button.



◄ Workbasket Resume Later Previous Page	Next Page Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2015 Length Short Term	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD
Vent Consent (2015)		
The 'Initialise Term' button must be clicked in period.	the dates are changed, information already filled in	will not be lost as long as the month remains within the consent
*Start 13-Sep-2015	*End 26-Sep-2015	erm
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref: FC020	X_VENT_MAIN	Powered by FOXopen

Once the Initialise term button has been pushed the screen will display the areas where the Operators' requested vent allowances are recorded. For each period on the screen the Operator must enter the requested figure. If the Operator wishes to add a comment to the figures for a requested month it can be entered in the comments box on the right hand side of the monthly figures.

◄ Workbasket Resume Later P	revious Page Next Page Bot	tom of Page 🔻	Bottom of Page ▼
Ref Not Yet Assigr Starting Year 2015 Length Short Term	ned Folde Field Nat Licer	er Ref Not Yet Assigned me(s) BRENT Ice(s) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD
Vent Consent (2015)			
The 'Initialise Term' button mu period.	ust be clicked if the dates are ch	anged, information already filled in	n will not be lost as long as the month remains within the consent
*Start 13-SEP-201	5 1 *End 20	S-SEP-2015 initialise 1	-erm
Year Month Days Consent 2015 September 30 14 Total Daily Average	Days Unignited Vent(s) (tonnes/month)	nments osure of export route for intenance	* *
Calculate Totals			Top of Page 🔺
User: Mrs Industry User (iconsent) F	Page Ref: FC020X_VENT_MAIN		Powered by FOXopen

Once figures have been entered click on the 'Calculate Totals' button to populate the total and Daily Average figures on the screen.



 Workbasket 	Resume Later Pre	vious Page Next Page	Bottom of Page 🔻	Bottom of Page 🔻
Starting L	Ref Not Yet Assigne 9 Year 2015 ength Short Term	d Fiel I	Folder Ref Not Yet Assigned d Name(s) BRENT .icence(s) P119, P257	d Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD
Vent Conse	ent (2015)			
The 'Initian period.	ise Term' button mus	t be clicked if the dates ar	e changed, information alre	ready filled in will not be lost as long as the month remains within the consent
:	Start 13-SEP-2015	*En	d 26-SEP-2015	Initialise Term
Year Month	Days Consent Da	ays() Unignited Vent(s) (tonnes/month)()	Comments	
2015 Septembe	er 30 14	2.78	closure of export ro maintenance	pute for 🔹
Total		2.78		
Daily Aver	age	0.199		
Calculate To	tals			
Top of Page 🔺				Top of Page 🔺
User: Mrs Indu	stry User (iconsent) Pa	ge Ref: FC020X_VENT_MAI	N	Powered by EOVopen

Clicking the 'Calculate Totals' button will also populate the Consent start and end dates and the requested vent consent information on the Cover Info page.

*Vent Consent Length?	Short Term 🔻
Consent Start Date	13-SEP-2015 👔
Consent End Date	26-SEP-2015 🚹
*Where are the field(s) located?	Northern North Sea/West of Shetlands $ullet$
*Which field are the venting facilities located?	BRENT 🔻
Select	Field
Vent Consent Requested (tonnes/day)	0.199
Year 2014 History	
*Vent Consent (tonnes/day)	0.12

Click on 'Next Page' on the navigation bar to move to the next screen, 'Additional Info'



 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page v			Bottom of Page v
	Ref N Starting Year 2 Length S	ot Yet Assigned D15 hort Term			Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119. P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD	
Notes							
Please add addit	ion information t	o support the applic	cation in the bo	ox provided below:			
					Updated For Not Yet Assigned By		
					Date		
Improveme	nt Studies/P	rojects					
Please provide o	letails in the box	below:					
					Updated For Not Yet Assigned		
					Ву		
					Date		
Supporting	Documents						
Please upload d	ocuments which	are appropriate to s	support your a	pplication.			
					Upload to DECC		
Fil	е Туре			Status	Uploaded By	Actions	
Add	Supporting Doc	ument					
Top of Page 🔺							Top of Page 🛦
User: Mrs Ind	ustry User (icons	ent) Page Ref: FO	20X VENT M	AIN		Powered	by FOYopen

Additional notes can be added in the notes box using free text or copied and pasted from other applications. These notes are automatically saved when the Operator navigates away from the page.

Details can also be recorded relating to improvement studies and projects on this page. These details can be types as free text or pasted from other applications. Any added details are automatically save when the Operator navigates away from the page.

Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page.



◄ Workbasket Resume Later Pre	vious Page Next Page	Bottom of Page v				Bottom of Page v	
Ref Not Yei Starting Year 2015 Length Short Te	t Assigned erm	Folde Field Na Licer	er Ref Not Yet Assigned me(s) BRENT noe(s) P119, P257	Pri	Status in Progress mary Operator TEST COMPANY LTD eld Operator(s) TEST COMPANY LTD		
Notes							
Please add addition information to supp	ort the application in the bo	x provided below:					
notes can be added here by copying freehand text	ng and pasting from oth	er applications or by 🔺					
		Upda	ted For Not Vet Assigned	id.			
			By Mrs Industry FC	: User			
			Date 30-AUG-2015				
Improvement Studies/Project	ts						
Please provide details in the box below							
from other applications or by ty	from other applications or by typing freehand text						
	Tindated For Net Vet Assisted						
			By Mrs Industry FC	: User			
			Date 30-AUG-2015				
Supporting Documents							
Please upload documents which are ap	propriate to support your ap	plication.					
			Upload to Di	ECC			
File Type	Status	Uploaded By				Actions	
			Filename Dummy	word document.docx			
Supporting Document	Received By DECC	Industry User	File Size 12.38 KE	a word document uploaded to support the Vent		Delete	
		30 AUG 2015 11:28	Description application	on			
			View Save as	Replace file			
Add Supporting Document							
Top of Page 🛦						Top of Page 🛦	

Click on 'Next Page' on the navigation bar to move to the next screen.

The Print Selection Screen allows the Operator to generate and print .pdf versions of the Flare Consent application. Check the boxes for the areas of the application you wish to create or click the 'Select all' link to choose all parts of the application. Click on the 'Generate pdf' button to produce the .pdf version of the Consent application. A copy will open in .pdf format in a new tab in the browser.

 Workbasket 	Resume Later	Previous Page	Bottom of Page 🔻	Bottom of Page ▼
Starting L Short Te	Ref Not Yet Assa y Year 2015 ength Short Term Self Entry Screer Current Contacts Cover Info erm Vent Consen Additional Info	ectall a a a a a a a a a a a a a a a a a a	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257 Last pdf document generated o information on your application the PDF below. View PDF Application Document Generated 30 AUG 2	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD
Top of Page 🔺				Top of Page 🔺
User: Mrs Indus	stry User (iconser	nt) Page Ref: FC02	DX_VENT_MAIN	Powered by FOXopen



If the Consent application is ready to submit click on the submit button on the left hand menu to proceed to the next stage.

Entry Screen	
Current Contacts	
Cover Info	
Vent Report	
ST Vent Consent	
Vent Consent	
LT Vent Consent	
Additional Info	
Print	
Submit	
View Review Notes	
Payment	

Once the 'Submit' button is pressed the Field Consents System will check all the entries made on the consent application. If any on the entries are invalid or missing they will be displayed in an error summary. Any error must be rectified before the application can be submitted.

◄ Workbasket Resume Later Bottom of Page	•	Bottom of Page 🔻			
Ref Not Yet Assigned Starting Year 2015 Length Short Term	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD			
Error Summary					
Your Field Consent Application is not ready to be sub	mitted to the Department. Click on the links below t	to rectify the errors.			
Error List					
Item		Error Message			
Vent Consent (tonnes/day)		Invalid decimal value n/a			
Top of Page 🔺		Top of Page 🔺			
User: Mrs Industry User (iconsent) Page Ref. FC02	0X_VENT_MAIN	Powered by FOXopen			

Click on the item on the errors list and you will be taken to the screen containing the error.

The error will be indicated by a red cross. $\stackrel{ imes}{=}$

Hovering over the cross will give an indication of what has caused the entry to be invalid. Correct the error and click on the 'Error Summary' link on the left hand menu.

Validation
Show/Update Errors
Hide Errors
Error Summary



If there are still errors on the application they will still appear in the errors list. Repeat the process to view and correct all errors until all corrections have been made. The error summary will be empty.

◄ Workbasket Resume Later Bottom of Pag	e 🔻	Bottom of Page 🔻			
Ref Not Yet Assigned Starting Year 2015 Length Short Term Error Summary	Folder Ref Not Yet Assigned Field Name(s) BRENT Licence(s) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD			
There are no errors to be displayed. The application is valid and ready for submition to the Department.					
Top of Page 🔺		Top of Page 🔺			
User: Mrs Industry User (iconsent) Page Ref. FC020X_VENT_MAIN					

Click on the Submit link on the left hand menu to go to the submission screen.

◄ Workbasket Resume Late	r Bottom of Page 🔻				Bottom of Page 🔻						
Ref Not Yet Assigned F Starting Year 2015 Field Length Short Term Li			older Ref Not Yet Assigned Name(s) BRENT cence(s) P119, P257	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD							
Cabint	Submit										
This Field Consent application I Submit button above. If the deta above. If this submission is a new Field the Department.	This Field Consent application has now passed validation checks and is about to be sent to the Department. Please check the details below carefully before submitting using the Submit button above. If the details are incorrect or you wish to return to previous pages, use the links opposite. You may also return to this work later by clicking on Resume Later above. If this submission is a new Field Consent, a unique reference will be assigned after payment has been made. Please note this is for future reference and any communication with the Department.										
			Reference Not Yet Assigned Operator TEST COMPANY LTD Field Name(s) BRENT	D							
Hide All Details					Refresh						
Central Contact Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient						
Industry User industry.fc.user@industry.com FIELD CONSENT MANAGER INDUSTRY +44 (0)800 000 0000@	1		V	V	V						
Top of Page ▲					Top of Page 🔺						
User: Mrs Industry User (icons	User: Mrs Industry User (iconsent) Page Ref. FC020X_VENT_MAIN										

YOU MUST CLICK ON THE 'SUBMIT' BUTTON ON THIS PAGE TO PAY FOR THIS APPLICATION AND FINALISE THE SUBMISSION PROCESS

Clicking the 'Submit button will send the application to the OGA Consents team and take the Operator to the payment screen. Details on how to make payments are contained in the in "<u>Processing Payments</u>" section later in this guide document.



New Annual Vent Consent

Follow the process for creating a blank Venting Consent application <u>described above</u> and proceed to the Cover Info screen

The Cover Info page is where the Operator is able to define the Field(s) and duration for the consent being applied for.

 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page ▼				Bottom of Page 🔻
Star	Ref Not Yet A ting Year 2016 Length	ssigned		Folder Ref Not Yet Assign Field Name(s) Licence(s)	ıed	Pr	Status In F rimary Operator ield Operator(s)	Progress
Cover Info		Applic *Field	ation for year	r starting 1st January 2016 Primary Operator Select Operator Field Operator Add Field(s) Vent Consent Length? Select	Add Licence	*Licence Numbers ()		
Top of Page 🔺								Top of Page 🔺
User: Mrs Indu	ıstry User (iconser	t) Page Ref: FC02	DX_VENT_MA	IN			Powered by	

The Operator is chosen by searching for the operators name from the approved list of Operators registered with the UK Energy Portal. To use the search facility click on the select Operator link on the screen:

Application for year starting 1st January	2016 🔻
Operator	
Select C	<mark>Operator</mark>

Bottom of Page 🔻			Bottom of Page 🔻
Organisation Sea	irch		
This page allows you to se	earch for organisations by	Name or Company Registered Number (as recorded at Companies	House).
Organisation Name			
Registered Number	•		
	Include Former Names	🗆 🚺 Include Closed Orga	inisations 🔲 j
	Show Duplicate Records		
Search Reset All	Cancel		
Top of Page 🔺			Top of Page 🔺
User: Mrs Industry User	(iconsent) Page Ref: DEC	010X	Powered by FOXopen

This will open the Organisation Directory Search Screen



Enter the name (or the beginning letters) of the name of the Operator Responsible for the Field for which the consent is being prepared. E.G. Entering 'tes' as the organisation and clicking on 'Search' will return search results of TESSENDERLO UK LIMITED and TEST COMPANY LTD. Click on the 'Select' link to inset the Organisation into the application.

Bottom of P	age 🔻		Bottom of Page V
Organis	sation Search		
This page a	llows you to search for organisations by Name or (Company Registered Number (as recorded	d at Companies House).
Orgar	nisation Name		•
Regis	Include Former Names () Show Duplicate Records ()	Includ	de Closed Organisations 🔲 🚺
Search	Reset All Cancel		
Search	Results		
Select	Organisation Name	Registered No. & Address	Branch No. & Address
<u>Select</u>	TESSENDERLO UK LIMITED	Reg No:04244527 BRIDGE END WORKS MACCLESFIELD ROAD LEEK STAFFORDSHIRE ST13 8LD	
<u>Select</u>	TEST COMPANY LTD	3 WHITEHALL PLACE LONDON SW1A 2AW	
Number of I	matches found:2		
Top of Page	▲		Top of Page 🔺
User: Mrs	Industry User (iconsent) Page Ref. DEC010X		Powered by FOXopen

Add the field for which the venting consent is being prepared. To add the field click on the 'Add Field' link on the screen.

*	Field		*Field Operator	0		*Licence Numl	bers
	- 👻	Select Operator		Ŧ	Add Licence		7
			Add Field(s)				

This will open the DEVUK Field Search Screen



Workbasket Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Search Criteria					
Enter values and press search					
Field Name			8		
Sub Type	Any Sub Type	≘ ▼			
Parent Field Name	None		•		
*On or offshore?	Any 🔻				
Search Reset Cancel					
◄ Workbasket ◄ Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

Enter the name (or the beginning letters) of the name of the Field name for which the consent is being prepared. E.G. Entering 'bren' as the Field Name and clicking on 'Search' will return search results of BRENDA and BRENT. Click on the 'Select' link to the right of the correct Field Name to inset the Field into the application

 Workbasket 	Production Conser	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Searc	ch Criteria						
Enter values and	d press search						
		Field Name bre	n		6		
		Sub Type Any	y Sub Type	•			
	Parent	Field Name Nor	ie		•		
	*On o	or offshore? Any	•				
Search	Cancel						
Field Resu	lt List						
Select Fie	eld Name_†↓	Shore ↑↓	Sub Type	S	tatus		Parent Field Name
<u>Select</u> B	REN <mark>DA</mark>	Offshore	DETERM	NED 7	00 - PRODUCIN	IG	
Select Bl	RENT	Offshore	DETERM	NED 7	00 - PRODUCIN	IG	
Number of mate	ching rows: 2						
 Workbasket 	Production Conser	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

The Licence Number(s) associated with the Field are automatically entered into the application.

*Field	*Field Operator	*Licence Num	bers
		P119	T
BRENI V		P257	T
	Add Field(s)		

To add further Fields into the application click the 'Select Field link and repeat the process. Any additional fields added to the application will also add any further associated Licences to the application.



Select the field at which the venting is going to take place by clicking the drop down menu next to the question "Which field are the venting facilities located?" and selecting the correct Field name.

Set the Vent Consent Length to 'Annual' by selecting this option from the drop down menu.

Adding the consent length will open further areas for which information is required.

Set the Field Location by selecting the area from the drop down box.

*Where are the field(s) located? Northern North Sea/West of Shetlands 🔻

Select the field at which the venting will be taking place from the drop down list.

*Which field are the venting facilities located? FORTIES -

Finally, enter the figure which was granted for the previous Consent Period.

Year 2015 History	
*Vent Consent (tonnes/day)	0.12

A

The Figure for the requested Vent quantity for this new application and Vent rate for the previous (or current) period are not enterable. These figures are automatically generated from the Vent Report and the Vent Request data supplied later in the process.

 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page ▼			Bottom of Page 🔻
Star	Ref Not Yet / ting Year 2016 Length	Assigned		Folder Ref No Field Name(s) Licence(s)	t Yet Assigned	Pri Fie	Status in Progress mary Operator Id Operator(s)
Cover Info)	A					
		Applio	cation for yea	r starting 1st January	2016 🔻		
				Primary Operator	TEST COMPANY LTD	- ()	
				Select (<u>Operator</u>		
		*Field		*Field Opera	tor	*Licence Numbers	
						P84 觉	
		FORTIES	▼ 觉 <u>Selec</u>	Operator TEST COMP	ANY LTD - Add Licer	1Ce P246 👕	
						P57 觉	
				Add F	ield(s)		
			*	Vent Consent Length?	Annual 🔻		
			*Where a	e the field(s) located?	Northern North S	ea/West of Shetlands	•
		*Which fiel	d are the ven	ting facilities located?	FORTIES		
				Selec	tField		
		Ve	nt Consent R	equested (tonnes/day)		Ð	
				Year 2015 History			
			*Vent	Consent (tonnes/day)	0.12	Ð	
			`	/ent Rate (tonnes/day)		Ð	
Top of Page 🔺							Top of Page 🔺
							Mana
User: Mrs Ind	ustry User (iconsei	nt) Page Ref: FC02	0X_VENT_M	AIN			Powered by FOXopen



The screen should now be completely populated. Click on 'Next Page' on the navigation bar to move to the vent report screen and continue the application process.

The next stage in the process to supply details of the amount of flaring reported for the previous (or current) consent period along with details of the measuring method used for recording the reported figures.

 Workbasket 	Resume Later Previou	s Page Next Page	Bottom of Page	¥			Bottom of Page
Startin	Ref Not Yet Assigned g Year 2016 Length Annual	F	Folder Ref Not Y ield Name(s) FORT Licence(s) P57, I	et Assigned TES P84, P246	Prin Fiel	Status In Progress nary Operator TEST COMP d Operator(s) TEST COMP	ANY LTD ANY LTD
Vent Repo	rt (2015)						
Vents							
Туре	Description	*Meter	ed?	Comments			
Vent 🔻		<pre>\$ Select 0</pre>)ne 🔻		ê 🐨		
Add Vent							
Month		Days	Unignited Vent(s) (tonnes/month)	Days of total shutdown	(Comments	
January		31				*	
February		28					
		24				*	
March		31				Ψ	
April		30				÷	
Мау		31				*	
June		30				*	
hade.		24				· ·	
July		31				·	
August		31				÷	
September		30				* +	
Total		[
Daily Average		[
Stream Mol Wt							
Inert Gas Conte	nt (mol %) (or specify full co	mposition)					
Hydrocarbon co	ntent (mol %) (or specify full	composition)]			
Add Month	To End Remove	Month From End	Calculate	Totals			
op of Page 🔺							Top of Page

Enter the details of the recorded vent figures.

Vent Repor	t (2015)					
Vents						
Туре	Description		*Metered?		Comments	
Vent 🔻 Platf	form Vent	*	No 🔻	unmetered	vent	÷ 🖱
Add Vent			-			

Extra entries may be added if needed by clicking on the 'Add Vent' button



Each item in the list of vents should contain an optional description and a mandatory indication of if this vent was metered or not. An optional comments box is available to allow freehand text comments.

Details of the monthly venting activity is recorded in the next section along with details of days a Field may have been shut in and a comments box to add notes relating to the entry.

Month	Days	Unignited Vent(s) (tonnes/month)	Days of total shutdown	Comments
January	31			A 7
February	28			۵ ۳
March	31			۵. ۳
April	30			A 7
Мау	31			۵ ۳
June	30			A 7
July	31			A 7
August	31			A 7
September	30			A 7
Total				
Daily Average				
Stream Mol Wt]	
Inert Gas Content (mol %) (or specify full composition)]	
Hydrocarbon content (mol %) (or specify full composition))]	

By default the screen request details for January to September. If figures are not available for the whole period moths can be removed from this list by clicking the 'Remove Month From End' button.

The reported figures should be populated in the appropriate sections on the screen



Month	Days	Unignited Vent(s) (tonnes/month)	Days of total shutdown	Comments
January	31	0		۸ ٣
February	28	0		۵. ۳
March	31	4.5		emergency trip
April	30	0		۵ ۳
Мау	31	1		۵ ۳
June	30	1		A 7
July	31	1		۵. ۲
August	31	2		۸ ٣
September	30	2		field shut in from 23/9/15
Total				
Daily Average				
Stream Mol Wt]	
Inert Gas Content (mol %) (or specify full composition)]	
Hydrocarbon content (mol %) (or specify full composition))]	

Once the data has been populated click on 'Calculate Totals' and the Field Consents system will calculate the total and Daily Average for the whole of the period being reported.

Month	Days	Unignited Vent(s) (tonnes/month)	Days of total shutdown	Comments
January	31	0	0	A 7
February	28	0	0	۸ ۳
March	31	4.5	0	emergency trip
April	30	0	0	۸ ۳
Мау	31	1	0	۸ ۳
June	30	1	0	۸ ۳
July	31	1	0	۸ ۳
August	31	2	0	۸ ۳
September	30	2	0	field shut in from 23/9/15
Total		11.5	0	
Daily Average		0.042		
Stream Mol Wt]	
Inert Gas Content (mol %) (or specify full composition)]	
Hydrocarbon content (mol %) (or specify full composition))]	

The system will also populate the Vent Rate item contained on the Cover Info page which was previously greyed out and could not be entered manually.



*Vent Consent Length?	Annual 🔻
*Where are the field(s) located?	Northern North Sea/West of Shetlands 🔻
*Which field are the venting facilities located?	FORTIES V
Select	Field
Vent Consent Requested (tonnes/day)	()
Year 2015 History	
*Vent Consent (tonnes/day)	0.12
Vent Rate (tonnes/day)	0.042

Click on 'Next Page' on the navigation bar to continue the application process and move to the Vent Request screen.

The Operator must supply reasonable estimates of the amount of hydrocarbon the will required for venting purposes during the consent period.

 Workbas 	ket R	lesume Later Prev	ious Page Ne	ext Page	Bottom of Page 🔻			Bottom of Page ▼
St	arting Y Len	Ref Not Yet Assigned ear 2016 gth Annual		F Field L	older Ref Not Yet Ass Name(s) FORTIES icence(s) P57, P84, F	signed P246	Status In Progress Primary Operator TEST COMPANY Field Operator(s) TEST COMPANY	LTD LTD
Vent Co	onsen	it (2016)						
Add M	onth To	Start Re	move Month From	n Start				
Month	Days	Unignited Vent(s) (tonnes/month)	С	Comments	_			
January	31	3.23			* *			
February	29	3.1			*			
March	31	3.23			* *			
April	30	3.19			*			
Мау	31	1	Shut in for p maintenance 2	planned 2/5 - 29/	5			
June	30	3			*			
July	31	3			^ +			
August	31	3			Å			
September	30	2.9			A			
October	31	3			^ *			
November	30	2.9			A			
December	31	3			A +			
Total								
Daily Avera	ge							
Add M	onth To	End Ren	nove Month From	End	Calculate Total	S		
Top of Page								Top of Page 🔺

Click on the 'Calculate Totals' button to populate the total and Daily Average on this screen.



 Workbask 	et R	esume Later Prev	ious Page Next Page	Bottom of Page 🔻		B	ottom of Page 🔻
Sta	rting Y Len	Ref Not Yet Assigned ear 2016 gth Annual	Fie	Folder Ref Not Yet Assign Id Name(s) FORTIES Licence(s) P57, P84, P24	ed P S I	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD	
Vent Co	nsen	it (2016)					
Add Mo	onth To	Start Re	move Month From Start				
Month	Days	Unignited Vent(s) (tonnes/month)	Comment	S			
January	31	3.23		*			
February	29	3.1		*			
March	31	3.23		<u>~</u>			
April	30	3.19		*			
May	31	1	Shut in for planned maintenance 2/5 - 2	9/5			
June	30	3		*			
July	31	3		* *			
August	31	3		*			
September	30	2.9		*			
October	31	3		* *			
November	30	2.9		* *			
December	31	3		*			
Total Daily Averag	e	34.55 0.094					
Add Mo	nth To	End Ren	nove Month From End	Calculate Totals]		
Top of Page							Top of Page 🔺

Clicking the 'Calculate Totals' button will also populate the Requested Vent Consent figure on the Cover Info page which were greyed out and could not be entered manually.

*Vent Consent Length?	Annual 🔻
*Where are the field(s) located?	Northern North Sea/West of Shetlands 🔻
*Which field are the venting facilities located?	FORTIES V
Select	Field
Vent Consent Requested (tonnes/day)	0.094
Year 2015 History	
*Vent Consent (tonnes/day)	0.12
Vent Rate (tonnes/day)	0.042

Click on 'Next Page' on the navigation bar to continue the application process and move to the Additional info screen.

Additional notes can be added in the notes box using free text or copied and pasted from other applications. These notes are automatically saved when the Operator navigates away from the page.



Details can also be recorded relating to improvement studies and projects on this page. These details can be types as free text or pasted from other applications. Any added details are automatically save when the Operator navigates away from the page.

Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page.

d Westbacket Desume Later Day	ince Dana Mart Dana Batt	an of Data W			Baitan of Dana W
Ref Not Y Starting Year 2016 Length Annua	fet Assigned	un ul rage v	Folder Ref Not Vet Assigned Field Name(s) FORTIES Licence(s) FD7, FD4, F246	Status in Progress Primary Operator INDUSTRY Field Operator(s) INDUSTRY	Column of Page 4
Notes					
Please add addition information to surrow	vt the application in the box pro-	ided below:			
Addining to be and the second second second					
		Update	d For Net Vet Assigned		
			By Mrs Industry FC User		
			Date 25-AUG-2010		
Improvement Studies/Project	ts				
Please provide details in the box below:					
as free text					
		w.	d East standard and standard		
		opass	Br Ma Industry 50 Liter		
			Date 29-ALIG-2015		
			Date 20100-0010		
Supporting Documents					
Please upload documents which are app	ropriate to support your applicat	ion.			
			Upload to DECC		
File Type	Status	Uploaded By		Action	15
Supporting Document	Received By DECC	Industry User 29 AUG 2015 22:51	Filename Dummy word document dock File Size 12.38 KB Description word document containing information to support the application. View. Save as. Replace file	Celeb	
Add Supporting Decomposit					
the englishing cocument					
Top of Page 🛦					Top of Page A

Click on 'Next Page' on the navigation bar to move to the next screen.

The Print Selection Screen allows the Operator to generate and print .pdf versions of the Flare Consent application. Check the boxes for the areas of the application you wish to create or click the 'Select all' link to choose all parts of the application. Click on the 'Generate PDF' button to produce the .pdf version of the Consent application. A copy will open in .pdf format in a new tab in the browser.


 Workbasket 	Resume Later	Previous Page	Bottom of Page ▼	Bottom of Page 🔻
Startir	Ref Not Yet As: Ig Year 2016 Length Annual Sel Entry Scree: Current Contact Cover Infr Vent Report Vent Consent Additional Infr	ectall n V s V o V t V t V o V	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246 Last pdf document generated on 30 information on your application cho the PDF below. Wiew PDF Application Document Generated 30 AUG 2015	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD 0 AUG 2015 at 13:59. To refresh this document with updated ose the required pages on the left and click the regenerate icon next to 5 at 13:59
Top of Page 🔺				Top of Page 🔺
User: Mrs Indi	ustry User (iconser	nt) Page Ref. FC02	0X_VENT_MAIN	Powered by FOXopen

If the Consent application is ready to submit click on the submit button on the left hand menu to proceed to the next stage.

Entry Screen
Current Contacts
Cover Info
Vent Report
ST Vent Consent
Vent Consent
LT Vent Consent
Additional Info
Print
Submit
View Review Notes
Payment

Once the 'Submit' button is pressed the Field Consents System will check all the entries made on the consent application. If any on the entries are invalid or missing they will be displayed in an error summary. Any error must be rectified before the application can be submitted.

◄ Workbasket Resum	Later Bottom of Page 🔻		Bottom of Page 🔻
Ref No Starting Year 20 Length Ar	(Yet Assigned 16 nual	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD
Error Summary			
Your Field Consent Applic	ition is not ready to be submitt	ed to the Department. Click on the links below to r	rectify the errors.
		Error List	
Item			Error Message
Vent Consent (tonnes/da)		Invalid decimal value N/A
Top of Page 🔺			Top of Page 🔺
User: Mrs Industry User	ïconsent) Page Ref. FC020X_	VENT_MAIN	Powered by FOXopen



Click on the item on the errors list and you will be taken to the screen where the error is contained.

The error will be indicated by a red cross. $\stackrel{\scriptstyle imes}{=}$

Hovering over the cross will give an indication of what has caused the entry to be invalid. Correct the error and click on the 'Error Summary' link on the left hand menu.



If there are still errors on the application they will still appear in the errors list. Repeat the process to view and correct all errors until all corrections have been made. The error summary will be empty.

◄ Workbasket	Resume Later	Bottom of Page 🔻		Bottom of Page ▼
Starting	Ref Not Yet As: J Year 2016	signed	Folder Ref Not Yet Assigned Field Name(s) FORTIES	Status In Progress Primary Operator TEST COMPANY LTD
Error Sumr	ength Annual mary		Licence(s) P57, P84, P246	Field Operator(s) TEST COMPANY LTD
	inar y			
			There are no errors to be displayed.	Department
Top of Page 🔺			The application is valid and ready for submitten to a	Top of Page
User: Mrs Indus	stry User (iconser	nt) Page Ref. FC020X	_VENT_MAIN	Powered by FOXopen

Click on the Submit link on the left hand menu to go to the submission screen.



✓ Workbasket Resume Later Bottom of Page ▼ Bottom of Page								
Ref Not Yet Assigned F Starting Year 2016 Field Length Annual L Submit			older Ref Not Yet Assigned Name(s) FORTIES cence(s) P57, P84, P246	Status Primary Operator Field Operator(s)	IN Progress TEST COMPANY LTD TEST COMPANY LTD			
			Submit					
This Field Consent application f Submit button above. If the detai above.	nas now passed validat ils are incorrect or you v	tion checks an vish to return t	d is about to be sent to the Departme o previous pages, use the links oppo	nt. Please check the details below site. You may also return to this w	v carefully before submitting using the ork later by clicking on Resume Later			
If this submission is a new Field the Department.	d Consent, a unique ref	erence will be	assigned after payment has been ma	ade. Please note this is for future i	reference and any communication with			
			Reference Not Yet Assigned Operator TEST COMPANY LTD Field Name(s) FORTIES	Ð				
Hide All Details					Refresh			
Central Contact Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient			
Industry User industry.fc.user@industry.com FIELD CONSENT MANAGER INDUSTRY +44 (0)800 000 000000	V	V	V	V	V			
Top of Page ▲ Top of Page ▲								
User: Mrs Industry User (icons	ent) Page Ref. FC020>	VENT_MAIN	I		Powered by FOXopen			

YOU MUST CLICK ON THE 'SUBMIT' BUTTON ON THIS PAGE TO PAY FOR THIS APPLICATION AND FINALISE THE SUBMISSION PROCESS

Clicking the 'Submit' button will send the application to the OGA Consents team and take the Operator to the payment screen. Details on how to make payments are contained in the in "<u>Processing Payments</u>" section later in this guide document.



New Long Term Vent Consent

Long term vent consents are currently only granted for onshore Fields and Terminals.

Follow the process for creating a blank Venting Consent application <u>described above</u> and proceed to the Cover Info screen

The Cover Info page is where the Operator is able to define the Field(s) and duration for the consent being applied for.

 Workbasket 	Resume Later	Previous Page	Next Page	Bottom of Page 🔻		Bottom of Page 🔻
Star	Ref Not Yet A ting Year 2016 Length	ssigned		Folder Ref Not Yet Assigned Field Name(s) Licence(s)	Prim Field	Status In Progress nary Operator d Operator(s)
Cover Info		Applic *Field	ation for year	r starting 1st January 2016 Primary Operator Select Operator Select Operator Add Field(s)	*Licence Numbers () nce	
Tan of Dago 4			*\	Vent Consent Length? Select One 🔻		Tap of Dage A
Top of Page A						Top of Page 🔺
User: Mrs Indu	ıstry User (iconsen	t) Page Ref. FC02	DX_VENT_MA	AIN		Powered by FOXopen

The Operator is chosen by searching for the operators name from the approved list of Operators registered with the UK Energy Portal. To use the search facility click on the select Operator link on the screen:

Application for year starting 1st January	2016 🔻
Operator	•
Select C	perator

This will open the Organisation Directory Search Screen



Bottom of Page 🔻		Bottom of Page 🔻
Organisation Sear This page allows you to se Organisation Name	rch arch for organisations by Name or Compan	y Registered Number (as recorded at Companies House).
Registered Number	Include Former Names () Show Duplicate Records ()	Include Closed Organisations 🗐
Search Reset All	Cancel	
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User ((iconsent) Page Ref. DEC010X	Powered by FOXopen

Enter the name (or the beginning letters) of the name of the Operator Responsible for the Field for which the consent is being prepared. E.G. Entering 'tes' as the organisation and clicking on 'Search' will return search results of TESSENDERLO UK LIMITED and TEST COMPANY LTD. Click on the 'Select' link to inset the Organisation into the application.

Bottom of Pa	age 🔻		Bottom of Page 🔻				
Organis	sation Search						
This page a	This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).						
Organ	Organisation Name tes						
Negioi	Include Former Names () Show Duplicate Records ()	Include Close	ed Organisations 🔲 🎁				
Search	Reset All Cancel						
Search	Results						
Select	Organisation Name	Registered No. & Address	Branch No. & Address				
<u>Select</u>	TESSENDERLO UK LIMITED	Reg No:04244527 BRIDGE END WORKS MACCLESFIELD ROAD LEEK STAFFORDSHIRE ST13 8LD					
Select	TEST COMPANY LTD	3 WHITEHALL PLACE LONDON SW1A 2AW					
Number of r	natches found:2						
Top of Page	A		Top of Page 🔺				
User: Mrs	Industry User (iconsent) Page Ref. DEC010X		Powered by FOXopen				

Add the field for which the production consent is being prepared. To add the field click on the 'Add Field' link on the screen.



*Field	*Field Operator	*Licence Numbers
🔻 觉 Select Oper	ator 🗸 🔻	Add Licence 觉
	Add Field(s)	

This will open the DEVUK Field Search Screen

◄ Workbasket ◄ Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Search Criteria					
Enter values and press search					
Field Name			6		
Sub Type	Any Sub Type	e 🔻			
Parent Field Name	None		•		
*On or offshore?	Any 🔻				
Search Reset Cancel					
Workbasket Production Consent Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

Enter the name (or the beginning letters) of the name of the Field name for which the consent is being prepared. E.G. Entering 'bren' as the Field Name and clicking on 'Search' will return search results of BRENDA and BRENT. Click on the 'Select' link to the right of the correct Field Name to inset the Field into the application

 Workbasket 	Production Conse	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Bottom of Page 🔻
Field Sear	ch Criteria						
Enter values an	d press search						
Search	Paren *On a Reset Cancel	Field Name break Sub Type An: t Field Name Nor or offshore? Any	n y Sub Type ne y ▼	•	•		
Field Resu	ılt List						
Select Fi	ield Name †↓	Shore †↓	Sub Type	S	tatus		Parent Field Name
<u>Select</u> B	RENDA	Offshore	DETERMI	NED 7	00 - PRODUCIN	1G	
Select B	RENT	Offshore	DETERMI	NED 7	00 - PRODUCIN	1G	
Number of mate	ching rows: 2						
 Workbasket 	 Production Conse 	nt Application	Save Now	Revert Changes	Spell Check	Log Out	Top of Page 🔺

The Licence Number(s) associated with the Field are automatically entered into the application.



*Field	*Field Operator	*Lio	ence Numbers 🎁
DDENT -		Pl	19 觉
DRENI V		P2	57 觉
	Add Field(s)		

To add further Fields into the application click the 'Select Field link and repeat the process. Any additional fields added to the application will also add any further associated Licences to the application.

Set the vent Consent Length to 'Long Term' by selecting this option from the drop down menu.

When the duration had been set to 'Long Term' further items which need to be completed will be displayed on the screen.

Select the field at which the venting is going to take place by clicking the drop down menu next to the question "Which field are the venting facilities located?" and selecting the correct Field name.



The screen should now be completely populated. Click on 'Next Page' on the navigation bar to continue to the Long Term Vent Request Page and continue the application process.



😻 Oil	& Gas Authority	Vent Consent Long Term Vent Consent R	equest energyportal
	Workbasket Resume Later Previous Page	Next Page Bottom of Page ▼	Bottom of Page 🔻
Entry Screen	Ref Not Yet Assigned	Folder Ref Not Yet Assigned	Status In Progress
Current Contacts	Starting Year 2016	Field Name(s) GLENELG	Primary Operator TEST COMPANY LTD
Cover Info	Length Long Term	Licence(s) P752	Field Operator(s) TEST COMPANY LTD
Vent Report	Long Term Vent Consent Request		
ST Vent Consent	*Gas Year (tennos/dau)		
Vent Consent	2016		
LT Vent Consent	2017		
Additional Info	2018		
Print	2019		
Submit	2020		
View Review Notes	Add Year Remove Year		
Payment			
	Top of Page 🔺		Top of Page 🔺
Validation Show/Update Errors	User: Mrs Industry User (iconsent) Page Ref: FC0	20X_VENT_MAIN	Powered by FOXopen

By default the Long Term Vent request screen allocates a maximum of a five year period for which the Operator may submit a long term Vent Consent. This period may be reduced to a minimum of two tears by clicking on the 'Remove Year' link on this page.

The operator must provide an average figure that they reasonably expect to need to Vent per day for each year for the consent period.

◄ Workbasket Resume Later Previ	ious Page Next Page Bottom of Page ▼	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Long Term	Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD
Long Term Vent Consent Re	equest	
Year (tonnes/day)		
Add Year Remove Year		
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page	ə Ref. FC020X_VENT_MAIN	Powered by FOXopen

Click on 'Next Page' on the navigation bar to continue to the additional Information screen and proceed with the application.



◀ Workbasket	Resume Later	Previous Page	Next Page	Bottom of Page v			Bottom of Page 🔻
	Ref N Starting Year 2 Length L	ot Yet Assigned 016 ong Term			Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD	
Notes							
Please add addit	ion information t	support the appli	cation in the bo	x provided below:			
					Updated For Not Yet Assigned By Date		
Improveme Please provide d	nt Studies/P letails in the box	rojects below:			A		
					Updated For Not Yet Assigned		
0	D				By Date		
Supporting	Documents						
Please upload do	ocuments which a	are appropriate to s	support your a	oplication.			
					Upload to DECC		
File	е Туре			Status	Uploaded By	Actions	
Add	Supporting Doc	ument					
Fop of Page 🔺							Top of Page
User: Mrs Indu	ustry User (icons	ent) Page Ref: FO	020X VENT M	AIN		Powered	FOXopen

Additional notes can be added in the notes box using free text or copied and pasted from other applications. These notes are automatically saved when the Operator navigates away from the page.

Details can also be recorded relating to improvement studies and projects on this page. These details can be types as free text or pasted from other applications. Any added details are automatically save when the Operator navigates away from the page.

Supporting documentation can also be uploaded by clicking on the 'Add Supporting Document' Link on this page.



e add addition information to support the application in the box provided below: Liseral information to support the application in the box provided below: Liseral information can be partered here or entered at free tests Updated For Not Yet Assigned By Uts Industry FC User Date 28-AU0-2015 Provement Studies/Projects e provide details in the box below: Liseral Devide details or projects can be parted here or entered at If a Deprovement Studies or projects can be parted here or entered at Updated For Not Yet Assigned By Uts Industry FC User Date 28-AU0-2015 Updated For Not Yet Assigned By Uts Industry FC User Date 28-AU0-2015 Experiment Studies or projects can be parted here or entered at If a Deprovement Studies or projects can be parted here or entered at Updated For Not Yet Assigned By Uts Industry FC User Date 28-AU0-2015 Experiment Studies or projects can be parted here or entered at Updated For Not Yet Assigned By Uts Industry FC User Date 28-AU0-2015	
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Updated For Not Yet Assigned By Mis Industry FC User Date 29AU0-2015 rovement Studies/Projects reverse deals in the box below: Lis of Depreveneets Studies or projects can be passed here or entered as new Updated For Not Yet Assigned By Mis Industry FC User Date 29AU0-2015 Porting Documents e upload documents which are appropriate to support your application. File Type Status Uploaded By File Type Common Version Co	
Updated For Not Yex Assigned By this industry FC User Date 29-AUG-2015	
By this industry FC User Date 28-AUG-2015 rrovement Studies/Projects a provide details in the box below: i.e. of 2 paperveases 3 budies or projects can be passed here or ensered as test Updated For Not Yet Assigned By this industry FC User Date 28-AUG-2015 porting Documents s upload documents which are appropriate to support your application. File Type Status Uploaded By Filemann Dummy word document.docx	
Troverment Studies/Projects e provide details in the box below: Liz of Daparements Studies or projects can be passed here or entered as tess Updated For Not Yet Assigned By Ups Industry FC User Date 28-AUG-2015 porting Documents teupland documents which are appropriate to support your application. File Type Status Uploaded By Filename Dummy word document.docx	
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texts Updated For Not Yet Assigned By Use Industry FC User Date 29-AUG-2015 portling Documents By Use Industry FC User Date 29-AUG-2015 portling Documents Uploaded By File Type Status Uploaded By Filename File Type Status	
Updated For Not Yet Assigned By Mrs Industry FC User Date 25-AUG-2015	
Updated For Not Yet Assigned By Min Industry PC User Date 25-AUG-2015	
Updated For Not Yet Assigned By Ups Industry FC User Date 28-AUG-2015	
Updated For Not Yet Assigned By Mrs Industry FC User Date 25-AUG-2015 eupload documents which are appropriate to support your application.	
P Updated For Not Yet Assigned By Mis Industry FC User Date 25-AUG-2015 porting Documents to support your application. File Type Status Uploaded By Filename Dummy word document.docx	
Pporting Documents e upload documents which are appropriate to support your application. File Type Status Uploaded By Filename Dummy word document.docx	
By Ms Industry FC User Date 29-AUG-2015 pporting Documents is upload documents which are appropriate to support your application. File Type Status Uploaded By Filename Dummy word document.docx	
Date 25-AUG-2015 pporting Documents e upload documents which are appropriate to support your application. File Type Status Uploaded By Filename Dummy word document.docx	
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Ella Gina 12 20 VD	
Supporting Document Reneived By DECC Industry User Laboratoria Supporting Document to support this long term opposed	Delete
29 AUG 2015 23:54 Description aplication	
View Save as Replace file	
Add Suspection Decument	
Page &	

Click on 'Next Page' on the navigation bar to move to the next screen.

The Print Selection Screen allows the Operator to generate and print .pdf versions of the Flare Consent application. Check the boxes for the areas of the application you wish to create or click the 'Select all' link to choose all parts of the application. Click on the 'Generate PDF' button to produce the .pdf version of the Consent application. A copy will open in .pdf format in a new tab in the browser.

◄ Workbasket Resume Later Previous Page	Bottom of Page 🔻	Bottom of Page 🔻
Ref Not Yet Assigned Starting Year 2016 Length Long Term Select all Entry Screen Current Contacts Cover Info Long Term Vent Consent Additional Info	Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752 Last pdf document generated on 3 information on your application cho the PDF below. View PDF Application Document Generated 30 AUG 2011	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD 0 AUG 2015 at 15:00. To refresh this document with updated pose the required pages on the left and click the regenerate icon next to 5 at 15:00
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref. FC020	DX_VENT_MAIN	Powered by FOXopen

If the Consent application is ready to submit click on the submit button on the left hand menu to proceed to the next stage.



Entry Screen	
Current Contacts	
Cover Info	
Vent Report	
ST Vent Consent	
Vent Consent	
LT Vent Consent	
Additional Info	
Print	
Submit	
View Review Notes	
Payment	

Once the 'Submit' button is pressed the Field Consents System will check all the entries made on the consent application. If any on the entries are invalid or missing they will be displayed in an error summary. Any errors must be rectified before the application can be submitted.

Folder Def Net Vet Assigned		
Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD	
tted to the Department. Click on the links below to r	ectify the errors.	
Error List		
	Error Message	
	You can not enter more than 3 digits after the decimal point	
	You can not enter more than 3 digits after the decimal point	
	Top of Page A	
t	Field Name(s) GLENELG Licence(s) P752 ted to the Department. Click on the links below to r Error List	

Click on the item on the errors list and you will be taken to the screen where the error is contained.

The error will be indicated by a red cross. \downarrow^{\times}

Hovering over the cross will give an indication of what has caused the entry to be invalid. Correct the error and click on the 'Error Summary' link on the left hand menu.

Validation Show/Undate Errors
Hide Errors
Error Summary



If there are still errors on the application they will still appear in the errors list. Repeat the process to view and correct all errors until all corrections have been made. The error summary will be empty.

◄ Workbasket Resume Later Bottom of Page	• 🔻	Bottom of Page 🔻					
Ref Not Yet Assigned Starting Year 2016 Length Long Term Error Summary	Folder Ref Not Yet Assigned Field Name(s) GLENELG Licence(s) P752	Status In Progress Primary Operator TEST COMPANY LTD Field Operator(s) TEST COMPANY LTD					
There are no errors to be displayed.							
	The application is valid and ready for submition to the Department.						
Top of Page 🔺		Top of Page 🔺					
User: Mrs Industry User (iconsent) Page Ref. FC0	20X_VENT_MAIN	Powered by FOXopen					

Click on the 'Submit' link on the left hand menu to go to the submission screen.

Workbasket Resume Later Bottom of Page ▼ Bottom of Page ▼ Bottom of Page ▼								
Ref Not Yet Assigned Folder Ref Not Yet Assigned Status In Progress Starting Year 2016 Field Name(s) GLENELG Primary Operator TEST COMPANY LTD Length Long Term Licence(s) P752 Field Operator(s) TEST COMPANY LTD								
Submit								
This Field Consent application has now passed validation checks and is about to be sent to the Department. Please check the details below carefully before submitting using the Submit button above. If the details are incorrect or you wish to return to previous pages, use the links opposite. You may also return to this work later by clicking on Resume Later above. If this submission is a new Field Consent, a unique reference will be assigned after payment has been made. Please note this is for future reference and any communication with the Department.								
Reference Not Yet Assigned Operator TEST COMPANY LTD								
Field Name(s) GLENELG								
Central Contact Details	Team Coordinators	Data Entry	Authorised Field Consent Submitter	Authorised Consents Recipient	Consents Interested Party Recipient			
Industry User industry.fc.user@industry.com FIELD CONSENT MANAGER INDUSTRY +44 (0)800 000 0000000	V	V	J	V	V			
Top of Page 🔺					Top of Page 🔺			
User: Mrs Industry User (iconsent) Page Ref: FC020X_VENT_MAIN								

YOU MUST CLICK ON THE 'SUBMIT' BUTTON ON THIS PAGE TO MAKE THE PAYMENT AND FINALISE THE SUBMISSION PROCESS

Clicking the 'Submit' button will send the application to the OGA Consents team and take the Operator to the payment screen. Details on how to make payments are contained in the <u>Processing Payments</u> section contained later in this guide document.



Acknowledging receipt of Consents and viewing notifications

Acknowledging receipt of a consent

When the review process has been completed The OGA will issue all the parties involved with a field for which the consents has been approved a digitally signed copy of the Consent Document.

When the Consent is issued by The OGA, the interested parties will receive an email informing them that the consent has been issued and requesting that they acknowledge the receipt of the Consent.

It is the Operators responsibility to acknowledge the receipt of the consent document.

On receipt of the email the Operator should log into the UK Energy Portal.

In their Portal Workbasket they will see an entry for the completed and issued Consent.

If no entry is in the workbasket for the Consent listed in the notification email the Consent may have been acknowledged by another member of the Consent team. To check if a consent has been acknowledges by another team member please follow the <u>viewing</u> <u>notifications</u> guide below.

Start Bottom of Page ▼ Spell Check Log Out Bottom of Page ▼								
Workbasket <u>Filter Mode Off</u> Advanced Mode On								
Transaction / Ref Su	bject roduction Consent `	Topic	Company	Status Comple	tec	Information	*Filter Tag For Attention 🔻 🚹	Reset Filter Show All Refresh
Your workbasket is currently displayed in the standard Workbasket order 🌖 😰 🖸								
Transaction / 💿 Ref 💿	Subject / () Topic ()	c	ompany 🔘	Status / 🔘 Date 💿	Informatio	n	Actions	
PCON/3107/0 (Version 11.11.11.11/4U	n 1) Production Co FORTIES (And	nual/2015)	NDUSTRY	Completed 29/08/15	Acknowled Notification 29th Augus	lge Notification, 1 of st 2015 18:24	Acknowledge Notification	ew
Apply Filter Reset Filter Show All Refresh								
◄ Start Top of Page	Start Top of Page ▲ Spell Check Log Out Top of Page ▲ Top of Page ▲							
User: Mrs Industry Us	User: Mrs Industry User (iconsent) Page Ref: BPM001X							

Click on the Acknowledge Notification link on the right hand side of the workbasket entry.



◄ Workbasket Save Now Revert Changes Spell Check Log Out	Bottom of Page 🔻
Field Consents	
Reference 11.11.11.11/4U	
Application Reference PCON/3107/0 (Version 1)	
Type Production Consent	
Issued To INDUSTRY	
Additionated Conducts	
Information Contacts	
Notification List	
You have been issued with the following documents. Please view them and take any appropriate action.	
Title Document	
Production Consent View PDF	
	Show System docs
Acknowledgement of Receipt	
Please Note	
 Once you have acknowledged receipt you will be able to remove this entry from your workbasket. Once removed you will be able to view this notification using the Search Notifications option shown in the Workbasket left hand menu Only Authorised Contacts may acknowledge receipt of notifications. Information Contacts can only view the notifications. 	u.
Acknowledge Receipt	
◄ Workbasket Save Now Revert Changes Spell Check Log Out	Top of Page 🔺
User Mrs Industry User (iconsent) Page Ref. DEC027X	Powered by

Clicking on the View PDF link will open an electronic copy of the signed Consent Document in .pdf format in a new tab within the browser.

Once the document has been checked the Operator must click the 'Acknowledge Receilt' button at the bottom of the page.

Any discrepancies with the information contained in the document should be raised with the OGA Consents team before the Acknowledge Receipt button is pressed. The contact details for the Consents team are contained in the Consent Application.

Once the button is pressed the acknowledgement is recorded against the Consent.



 Workbasket 	Save Now	Revert Changes	Spell Check	Log Out			Bottom of Page 🔻
Field Com							
Field Cons	ents						
R	eference 11.1	1.11.11/4U					
Application Re	ference PCON Type Produ	1/3107/0 (Version 1) uction Consent					
l:	sued To IND	JSTRY					
Authorised Cor	tacts						
Mrs Industry FC	User						
Information Co	ntacts						
Notificatio	n List						
You have been i	ssued with the	following documen	ts. Please view	them and ta	ake any appropriate action.		
Title						Document	
Production Con	sent					View PDF	
							Show System docs
Acknowled	lgement o	f Receipt					
This notification	has been ack	nowledged. Details I	below.				
	Acknow	ledgement By Mrs Ir	dustry User				
	Acknowled	Igement Date 30-AU	JG-2015 15:29:	00			
 Workbasket 	Save Now	Revert Changes	Spell Check	Log Out			Top of Page 🔺
							Mana
User: Mrs Indu	istry User (icoi	nsent) Page Ref: DE	C027X				Powered by FOXopen

Click on Save now or Workbasket link in the navigation bar to return to the workbasket. The entry in the workbasket will now have a view notification link on the right hand side on the workbasket entry.

◄ Start Bottom of	f Page 🔻 🖇	Spell Check I	_og Out					Bottom of Page 🔻
Workbasket	Subject		Торіс	Company	Status	Information	Filter Mode Off *Filter Tag	Advanced Mode On Apply Filter <u>Reset Filter</u>
Your workbasket is o	Production	ayed in the star	idard Workbasł	ket order 🚺	Completed	Information	For Attention	Show All Refresh
PCON/3107/0 (Vers 11.11.11.11/4U	sion 1)	Production Con FORTIES (Ann	nsent ual/2015)	INDUSTRY	Completed 29/08/15	Acknowledged Notification Notification of 29th August 2015 18:24	^{I,} <u>View Notification</u> (New) <u>Clear</u> (New)	<u>∧</u> <u>∧</u>
Apply Filter Re	eset Filter Sh	iow All Refrest	1 🔺				Work	kbasket Item Count: 1
◄ Start Top of Pa	ige 🛦 🛛 Spe	ll Check Log	Out					Top of Page 🔺
User: Mrs Industry	User (iconse	nt) Page Ref: Bl	PM001X				Powered b	FOXopen

If the operator has no further actions to take on this Consent they should remove it from their workbasket by clicking the 'Clear' link on the right hand side of the workbasket entry.

Viewing Field Consent notifications

To view previous notification log in to the UK Energy Portal.

On the left hand menu click on 'Search Notifications'



Company Contacts
Field Consents
Payment Invoices / Receipts
Search Notifications
Update My Details
Update My Password
User Preferences

This will open the Notification search screen.

Workbasket Save Now Revert Changes Spell Check Log Out	Bottom of Page 🔻
Search Notifications	
Enter criteria and click on Search.	
Notification Type All	
Recipient Name	Reference
Торіс	
Organisation or Person Name	
Notifications Received Between and interview in the second	
Search Clear Selection	
◄ Workbasket Save Now Revert Changes Spell Check Log Out	Top of Page 🔺
	Mana
User: Mrs Industry User (iconsent) Page Ref: DEC040X	Powered by FOXopen

Select the notification type of 'FC' from the drop down menu. Enter any other search criteria in the appropriate section and click on 'Search'.



◄ Workbasket Save Now Revert Changes Spell Check Log Out Bottom of Page ▼									
Search Notifications									
Enter criteria and click on	Enter criteria and click on Search.								
Notification Type FC									
	Recipient Name		Reference	e					
Торіс									
Organisation or Person Name									
Notifications I	Received Between	iand iii)						
Search Clear	Selection								
Search Results									
Click on the View link to v	iew a particular notifi	cation and a list of documents issued							
	Net Centing Trees (Orregianting on Deserve (M = 416 = = 41 = =	Madifications langed				
Notification Ref	Topic	Recipients	Documents	Date	By	View			
11.11.11.11/4U (PCON/3107/0 (Version 1))	FC FORTIES (Annual/2015)	INDUSTRY Mrs Industry FC User	Production Consent	29-AUG-2015	Christopher Duguid	<u>View</u>			
11.11.11.11/4U (PCON/3107/0 (Version 1))	FC FORTIES (Annual/2015)	APACHE NORTH SEA LIMITED Dr Tina Massoura, Mr Simon Taylor	Licensee Cover Letter(s), Production Consent	29-AUG-2015	Christopher Duguid	<u>View</u>			
11.11.11.11/4U (PCON/3107/0 (Version 1))	FC FORTIES (Annual/2015)	ESSO EXPLORATION AND PRODUCTION UK LIMITED Mrs Anne Nash	Licensee Cover Letter(s), Production Consent	29-AUG-2015	Christopher Duguid	<u>View</u>			
11.11.11.11/4U (PCON/3107/0 (Version 1))	11.11.11.11/4U (PCON/3107/0 (Version FORTIES (Annual/2015) Noore SHELL U.K. LIMITED ()) Noore (Annual/2015) Noore (Annual/2015								
Number of notifications listed: 4									
◄ Workbasket Save Now Revert Changes Spell Check Log Out Top of Page ▲									
User: Mrs Industry User	User: Mrs Industry User (iconsent) Page Ref: DEC040X								

Click on 'view' to the right of entry in the search results list to go to the Field Consent Notification screen where the document can be viewed and details of who has acknowledged this notification.



Revising an existing Field Consent

The Operators have the ability to revise a Field Consent and re-submit it to The OGA for approval.

Only Field Consents which have been issued (Completed) and are current are able to be revised. The person who wishes to revise a consent must be a member of the team who manage the consent. <u>Please see Controlling access using Field Consent</u> <u>Teams and Contacts</u> in this document.

From the workbasket, Click on Field Consents on the Left Hand menu.

Select the Application Status of 'Completed' from the drop down list. Enter any further search criteria as required. Click on Search.

◄ Workbasket Bott	om of Page 🔻								Bottom of Page 🔻
Field Consents									
This screen allows us being processed by D need to contact the ap	ers to search existing ECC cannot be revise propriate Aberdeen of	Field Consent ap d until the consen London office usi	plications for whi t has been grant ing the contacts g	ich they hav ted. If you ha given on the	e access, suc ve submitted application e	th that they may be vi an application in err ntry screen.	ewed or revised. Ap or and you wish to u	plications which pdate it and resu	are currently bmit then you
Search									
			R	ef Number		0			
			Туре о	of Consent	A11	•			
		Leng	th Specified on A	Application	All	•			
Starting Year on Application All 👻									
Field Name									
Licence Number									
			Fi-1	Operator					
			Field	d Operator					
			Applicat		Completed	•			
Search			Luiooti						
Posulte									
Count: 1									
Ref Number	Type/ Length/ Starting Year	Operator/ Fields/ Licences	Field Operators	Created Date	By/	Consent Start Date/ Consent End Date	Submitted By/ Date	Status	Actions
PCON/3107/0 (Versic 1)	Production Consent Annual 2015	INDUSTRY FORTIES P57, P84, P246		Industry 28-AUG- 13:20:48	Jser 2015	01-JAN-2015 31-DEC-2015	Industry User 28-AUG-2015 14:10:08	Completed (Current)	View Application Edit Contacts View Notification Revise
Count: 1									
Top of Page 🔺									Top of Page 🔺
User: Mrs Industry U	lser (iconsent) Page R	Ref: FC001X_LAU	NCH					Powered by	FOXopen

Click on the 'Revise' link to the right of the entry in the results list to begin a revision. The operator will be given a message box as a warning that the Consent is about to be revised and an option to cancel the revision.





Click on OK to create the new revision.

At this point the original consent is still active. A revision has been created with a new reference number. The original version of the consent will have a reference number of PCON (or FCON or VCON for flaring and venting consents) a consent number, a revision number and a version number. An example is PCON/3107/ $\underline{0}$ (Version 1). The new revision will increase the revision number by 1. I.E PCON/3107/ $\underline{1}$ (Version 1)

The new revision may be edited and submitted to The OGA using the same process as a new Consent application.

Until the revised application is approved and issued the original Consent remains in force.



Applications returned for amendment or withdrawal

The OGA may request that changes are made to application submitted by Operators before they can approve them and issue consents.

In this case the Operator had the option to amend the application or to withdraw it. If the application is amended it may be re-submitted using the usual submission process. If the application is withdrawn a new consent application will need to be submitted for the Field(s) affected.

When an application is returned by The OGA the operator will receive an email informing them of OGA's request for an amendment. The email will ask the operator to take action on returned application(s) from their UK Energy Portal workbasket.

◄ Start Bottom of Page	ge 🔻 Spell Check	k Log Out				Bottom of Page ▼
Workbasket						Filter Mode Off Advanced Mode On
Transaction / Ref Su	ibject	Topic	Company	Status	Information	*Filter Tag Apply Filter For Attention ▼ Show All Refresh
Your workbasket is curre	ently displayed in the	standard Workbask	et order 🎁			
Transaction / (©) Ref (©)	Subject / 🔘 Topic 💿		Company 🔘	Status / Date	Information	Actions
FCON/3109/0 (Version	1) Flare Consen	t	INDUSTRY	Received by DECC	Withdraw/Update Application	<u>Manage Update</u> (New)
	FORTIES (Anr	iual/2016)		29/08/15 23:03:00	Submitted Applicati	on <u>View Application</u> New
VCON/3110/0 (Version	Vent Consent		TEST COMPANY I TO	Received by DECC	Withdraw/Update Application	Manage Update (New)
	BRENT (Short	t Term/2015)		30/08/15 12:54:58	Submitted Applicati	on <u>View Application</u> (New)

Applications returned for amendment will appear in the Operators workbasket

Clicking on the View application link will allow the Operator to view the application in the format that it was originally submitted to The OGA.

Clicking on the 'Manage Update' link will display any messages sent from the OGA Field Consents administration team to the Operator



✓ Workbasket Bottom of Page ▼		Bottom of Page 🔻
Ref FCON/3109/0 (Version 1) Starting Year 2016 Length Annual	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status Received by DECC Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Update Required		
Actions Panel Update Withdraw Notes		
Dear Mrs Industry User We have considered your application and would like you Regards Christopher Duguid OGA	I to revise your Flaring fidgure for November and December	Created By Display Mr Christopher Duguid (30-AUG-2015 16:31:32) Severity None Status Closed
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref. FC006X_	MANAGE_CONSENTS	Powered by FOXopen

The Operator has the option to either update the application and resubmit or withdraw this application and submit a fresh application.

Withdrawing applications

To withdraw the application click on the 'Withdraw' link on the actions panel

◄ Workbasket Bottom of Page ▼		Bottom of Page 🔻
Ref FCON/3109/0 (Version 1) Starting Year 2016 Length Annual	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status Received by DECC Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Update Required		
Actions Panel		
Update Withdraw		
Notes		
Dear Mrs Industry User We have considered your application and would like Regards	you to revise your Flaring fidgure for November and December	Created By Display Mr Christopher Duguid (30-AUG-2015 16:31:32) Severity None
Christopher Duguid		Status Closed
OGA		
Top of Page 🔺		Top of Page 🔺
User: Mrs Industry User (iconsent) Page Ref. FC006	X_MANAGE_CONSENTS	Powered by FOXopen

The operator will receive a warning message asking for confirmation of this action.



Message fi	rom webpage
?	Are you sure you want to withdraw this application? Note - you will not be able to update this application if it is withdrawn. You will either have to complete a new application, or if this variation of the application was part of a revision request to an existing consent then you will have to start the revision request again.
	OK Cancel

If the application is withdrawn the entry will be withdraw from the workbasket and archived.

Amending applications

To amend the application the operator should click on 'Update' from the View/Manage Case screen.

😻 Oil	& Gas Authority	View/Manage Case	energyportal
	◄ Workbasket Bottom of Page ▼		Bottom of Page ▼
Help	Ref FCON/3109/0 (Version 1) Starting Year 2016 Length Annual	Folder Ref Not Yet Assigned Field Name(s) FORTIES Licence(s) P57, P84, P246	Status Received by DECC Primary Operator INDUSTRY Field Operator(s) INDUSTRY
Security Policy	Update Required		
Phishing Information Terms And Conditions Privacy Policy Cookies Feedback	Actions Panel Update Withdraw Notes		
	We have considered your application and would like you Regards Christopher Duguid OGA	u to revise your Flaring fidgure for November and December	Created By Display Mr Christopher Duguid (30-AUG-2015 16:31:32) Severity None Status Closed
	Top of Page 🔺		Top of Page 🔺
	User: Mrs Industry User (iconsent) Page Ref: FC006X_1	MANAGE_CONSENTS	Powered by FOXopen

The Operator will be given a warning message asking for confirmation of the amendment of this application.





Once the amendment is confirmed a new version of this application will be created. The Version number will be increased by 1. E.G FCON/3109/0 (Version $\underline{1}$) will become FCON/3109/0 (Version $\underline{2}$)

The application process should then be followed as if this were a new application. It should be noted that neither the original or the new version will be in force until they have been processed by The OGA and a Consent Document issued.



Processing Payments

Once you submit your application to The OGA you will be taken to the Payment screen



If you need to view/print the Payment Request (Invoice), you can click on the 'Display Invoice' link.

Invoice Ref EDUCL2/DOPR/PEARS/2 Description PEARS Application Fee			
item Ref	Description	Quantity	Subtotal
1	Subarea Beneficiary Change	2	GBP 4000.00
2	Licensee Change	1	GEP 2000.00

This will display the Payment Request in a PDF format.



Request for Payment



Request for Payment Number Request for Payment Date EDUCL2/DCPR/PEARS/2 28th February 2013

For the attention of the Licensee:		From: (Charging	From: (Charging Point)	
Company Address	DEMO OIL LTD 3 WHITEHALL PLACE LONDON SW1A 2AW	Contact Address Telephone Fax Email	EDU 3 Whitehall Place London SW1A 2HD 0300 068 5738 ukop@decc.gsi.gov.uk	

Please provide payment for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Subarea Beneficiary Change	GBP 2000.00	GBP 0.00	GBP 4000.00
2	Licensee Change	GBP 2000.00	GBP 0.00	GBP 2000.00
			TOTAL CHARGE:	GBP 6000.00

Vat registration no. N/A - Out of Scope

When you are ready to pay for your application you will need to select a Payment Method

Card Payment

Alternative Payment Method

You can choose either 'Card Payment' which allows you to pay using a credit card through our 'WorldPay' system or you can select 'Alternative Payment Method' which allows you to arranging a 'BACS or CHAPS' payment

WorldPay Payments

If you are using WorldPay as your payment method you will need to enter your card billing details. If you click on 'Use my details' it will import the details that are held against your Portal Account. When searching for your company address click on the 'Search for address' link



Card Payment	Alternative Payment Method	
Please provide billing detail	is relating to your payment card.	
*Name	O Use my details	Cards accepted:
Address	Search for address	
*Postcode *Email Address	0	Contact us: EDU 3 Whitehall Place
Telephone No Remember 🗐 🎁 Details	•	London SW1A 2HD <u>ukop@decc.asl.aov.uk</u>

Once you have entered your post code click on the 'Search' button

Address Search	
UK Postcode Search	Overseas or Manual Address Entry
To search for a UK address enter the postcode and dick '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</u> If you cannot find the address, you may manually enter one by selecting a country from the	<u>Search</u> he above dropdown list

Once your search results have returned, you need to click on the relevant address link

Search Results
Addresses found (1):
Department Of Energy & Climate Change 3 Whitehall Place London City Of Westminste

Once all your details have been entered you need to click on the 'Pay Now' button

Submit for payment	
Clicking "Pay Now" will transfer you to an external server for payment processing. Pay Now Resume Payment Later Cancel This Payment	worldPay
Submit for payment	
Clicking "Pay Now" will transfer you to an external server for payment processing. Pay Now Resume Payment Later Cancel This Payment	WorldPay

You will now be directed to the WorldPay system

Please wait, redirecting...

You are currently being redirected to the WorldPay payment system.

Click here if you are not automatically redirected.

You will now need to select your Card Type by clicking on the relevant card icon





You are new required to enter your card details and then click on the 'Make Payment' tick icon



You will now receive a message stating that your payment has been submitted for processing





You will now receive a payment status informing you if your payment has been successful or not. You now need to click on the 'Return to the portal' button



You can now see the payment details as well as being able to view both the 'Payment Request (Invoice)' and 'Receipt' by clicking on the relevant button



An example of a receipt is show below



Payment Receipt



Request for Payment Number Request for Payment Date Paid/Received Date EDUCL2/DCPR/PEARS/2 28th February 2013 28th February 2013

For the attention of the Licensee:		From: (Charging	From: (Charging Point)	
Company Address	DEMO OIL LTD 3 WHITEHALL PLACE LONDON SW1A 2AW	Contact Address Telephone Fax Email	EDU 3 Whitehall Place London SW1A 2HD 0300 068 5738 ukop@decc.gsi.gov.uk	

Payment has been provided for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Subarea Beneficiary Change	GBP 2000.00	GBP 0.00	GBP 4000.00
2	Licensee Change	GBP 2000.00	GBP 0.00	GBP 2000.00
			TOTAL CHARGE:	GBP 6000.00

Vat registration no. N/A - Out of Scope Payment Details

Payment Method(s):	Electronic payment via WorldPay
Payment Reference:	141342029
Amount Received:	GBP 6000.00
Date Paid/Received:	28th February 2013

Payment received, with thanks

BACS/CHAPS Payments

If you are using an alternative payment method, you will need to enter 'Payment' and 'Bank' details. You will also be required to enter a 'Security Code' from the 'Security Image' provided.

I

Once you have entered this information you need to click on the 'Submit Alternative Payment' button



Card Payment Alternative Payment Method	
Payment Information	
Receiving credits in sterling in the UK	Receiving credits from Overseas
BACS & CHAPS (GBP 10,000+)	Suif
Bank Address: Citibank, 25 Canada Square, Canary Wharf, Londor Sort Code: 083300 Account No: 12480131 Account Name: GBS Re DECC Vote Account	Bank: Citibank London BIC: CITIGB2L IBANK: GB08CITI08330012480131 Beneficiary Reference: GBS Re DECC Vote Account
Alternative Payment Details	
Please note the following information about alternation	ve payments:
 To ensure these funds are received immediately, we recomm By declaring that you are using an alternative payment methormake an online card payment. Please note: Using this methe When making your payment, it possible, please use your invorreceived. 	iend that you use a payment card (dick on the 'Card Payment' tab above). d (by clicking 'Submit Alternative Payment') you are agreeing to arrange payment yourself and will no longer be given the opportunity to id may cause delays while we wait to receive your payment. Sice reference "EDUCLZIDCPRIPEARSI7" as the payment reference. This will help us to identify the source of the payment when it is
Please provide details relating to your preferred payment method.	
*Payment Method	Select One T
*Payment Instruction Date	
*Expected Clear Date	
"Bank Name	0
*Bank Address	~ 6
*Payment Contact Name	· · · · · · · · · · · · · · · · · · ·
*Payment Contact Telephone	0
*Payment Contact Email	0
Submit	
Submit	
By filling out the security check below, you are confirming that the deta	ils provided are correct to the best of your knowledge.
Secunty Image	The image is unreadable, give me a new one
*Enter Security Code	0
Clicking "Submit Alternative Payment" will send us your intended payr	nent method and details.
Submit Alternative Payment Cancel This Payment	ıt

Opting to pay using this method will prevent the Operator from paying by Credit / Debit card in for this application.



You will now see your payment details



Payment Contact Name Mr Smith.
Payment Contact Telephone (207 111 2222)
Payment Contact Email smith@testbank.com

Field Consents Guidance V1.1