**Licence Relinquishment Reports**

Upon relinquishing or partially relinquishing a licence, the licence operator is required to send the OGA a Relinquishment Report within three months of the licence being relinquished, and these reports are made available in the public domain on UKOGL under [Industry Activity Reports](https://ukogl.org.uk/industry-reports/). Relinquishment reports should be sent to the onshore team (onshore@ogauthority.co.uk)

This report should contain a full summary of the work carried out on the Licence, including descriptions of any newly acquired seismic and reprocessed data, any studies and the results from these and an account of the prospectivity for the relinquished area. Copies of reprocessed seismic data should be made available to [UKOGL](https://ukogl.org.uk).

If production has ceased on a field, the operator should document, within the relinquishment report, the basis of their decision to cease production and provide an estimate of the remaining recoverable resources.

**17.1 Relinquishment Report Guidelines**

The relinquishment report should include the following information:

1. **Licence Information**
* Licence Number
* Licence Round
* Block Number(s)

Also provide, in this section, a statement to say that all permissions to publish have been obtained.

1. **Licence Synopsis**
* Licence Status (e.g. end of Initial Term, other reasons for relinquishment)

Include a summary of the award and participants, the work obligations (depending on the Term of the Licence) and any licence extensions agreed.

Outline the prospectivity identified at the time of application and whether any undeveloped discoveries were analysed.

If Production ceased under the licence, detail Cessation of Production information is required (see Cessation of Production (COP) guidance with Field Development Plan).

1. **Work Programme Summary**

If the Licence was in the Initial Term, specify the exact Work Programme agreed for the Licence, and what was undertaken.

If the Work Programme included reprocessing of seismic data, give clear seismic examples of pre- and post- processing as figures, and describe where there were any noticeable uplifts in the seismic data. Similarly, for new seismic data acquired and interpreted, give clear seismic comparison examples of older and newly acquired seismic data as figures. Specify whether the data was of sufficient quality to address the geology of the block(s). Where there were new wells drilled on the licence, give brief details of the results.

1. **Database**

The report should include a map of the seismic and well database utilised in the evaluation of prospectivity and/or discoveries.

1. **Prospectivity Update**

Provide a brief review of prospectivity presented in the original licence application and a more detailed review of prospectivity following any reprocessing/new seismic data/etc. This should include structure maps and examples of the seismic interpretation. If any drilling has taken place, show examples of the revised or new interpretation/mapping incorporating the well results.

1. **Further Technical Work Undertaken**

Give a summary of any further detailed technical analysis or studies undertaken to derisk the prospectivity on the licence. This may include, for example, inversion, rock physics, AVO, spectral decomposition, more detailed well analysis, etc.

1. **Resource and Risk Summary**

Include a summary table of recoverable resources associated with the remaining undrilled prospects and leads. An example is shown below:

 

1. **Conclusions**

Comment on any remaining potential prospectivity on the licence and the reason for relinquishment.

1. **Clearance**

It is important that the submitting operator confirms, within the Report, that the OGA is free to publish the Report and that all 3rd party ownership rights (on any contained data and/or interpretations) have been considered and appropriately cleared for publication purposes.

The OGA will only consider withholding publication of the report until after the next licensing round on a clear request in the covering email from the operator.

1. **Maps and Figures**

As a minimum, provide a Location Plat, a Structure Map (which can be cut and pasted into the text) at an appropriate scale (but which must cover sufficient National Grid co-ordinates to enable geo-referencing of the prospects within the Licence) on appropriate horizon(s), illustrative seismic sections and illustrative geoseismic cross-section(s).