December 2024

Renewal application for an offshore exploration licence

# *Offshore Minerals Act 1999*

## When to use this form

**Complete this form if you are applying to renew an offshore mineral exploration licence in NSW.**

This form and its associated templates are approved in accordance with the requirements of the *Offshore Minerals Act 1999* and the Offshore Minerals Regulation 2020*.*

The information requested in this form may not be specifically referenced in the Act or Regulations, however, its inclusion in the approved form validates the authority of the Department of Primary Industries and Regional Development (the department) to request it.

## How to lodge

You can lodge your application by email: [titles@regional.nsw.gov.au](mailto:titles@regional.nsw.gov.au)

Lodgement of your application in any of the above ways is taken to be lodgement with the Secretary under the Act. For help with lodging this application, or for more information about authorisations under the Act in NSW contact:

NSW Resources - Assessments and Systems

**Phone: +61 2 4063 6600 (8.30 am – 4.30 pm)**

**Email:** titles@regional.nsw.gov.au

# Important notes

Accompanying documents

Any information or template required to accompany this application must be lodged with the application.

Applicant

In this form, references to ‘the applicant’ should be read as including a reference to each applicant, where there is more than one applicant (unless stated otherwise).

Timeframes for lodging renewal application

You must lodge your renewal application not less than 30 days before the date of expiration of the exploration licence.

Fees

On application for a renewal of an offshore mineral exploration title, a fee is required to be paid when the application is made. Contact the department for further information on the fees payable.

1. Exploration licence details

|  |  |  |  |
| --- | --- | --- | --- |
| Lease details | | | |
| EL number |  | Act |  |
| Expiry date |  | | |

1. Term for which renewal is sought

|  |  |  |
| --- | --- | --- |
| Term for which renewal is sought | | |
| 2 years |  | Note the statutory term is 2 years |

1. Exploration licence holder/s details

Provide the full name of the applicant/s and if applicable, the ACN or ARBN (for foreign companies).

|  |  |
| --- | --- |
| 1st Applicant | |
| Name |  |
| Contact phone |  |
| Contact email |  |
| ACN / ARBN |  |
| Street address (Registered street address for a company) |  |
| Postal address | Same as above |
| Enter here if different |

|  |  |
| --- | --- |
| 2nd Applicant | |
| Name |  |
| Contact phone |  |
| Contact email |  |
| ACN / ARBN |  |
| Street address (Registered street address for a company) |  |
| Postal address | Same as above |
| Enter here if different |

1. Contact for this application and service

Any correspondence in relation to this application and any subsequent authority will be sent to this person, including documents that the department is required to serve.

|  |  |
| --- | --- |
| Details | |
| Contact name |  |
| Position held |  |
| Company |  |
| Postal address |  |
| Phone (incl area code) |  |
| Mobile |  |
| Email (required) |  |
| Email for service of documents (required) |  |

The department will contact you and serve documents related to your licence via the email and postal address specified above.

1. Proposed reduced area for renewal

Section 104 outlines the mandatory reduction of licence area on renewal of the exploration licence.

You must specify the blocks that the applicant nominates to surrender (s103(1)(d)).

Use Option A (the free text field) or Option B (the table) below to identify the licence areas to be surrendered.

|  |
| --- |
| Option A – describe the area to be surrendered eg Sydney, 2222 total blocks = 1 |
|  |

OR

|  |  |
| --- | --- |
| **Option B -** **use the table to describe the blocks to be surrendered** | |
| **Name of map sheet** | **Block number** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Activities and expenditures under the current term

Complete the table below and provide details of the activities carried out by the applicant under the licence during the current term (s103(1)(c)(i) *Offshore Minerals Act 1999*).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Proposed activities, completed activities and commenced activities in the current term | | | | | | | | |
|  | Project management and desktop studies | Review of Environmental Factors REF | Multibeam echo-sounding survey | Sub-bottom profiling | Sediment sampling and towed video | Sediment coring | Analysis and reporting | Environmental management community consultation |
| Proposed |  |  |  |  |  |  |  |  |
| Commenced |  |  |  |  |  |  |  |  |
| Completed |  |  |  |  |  |  |  |  |
| Summary of proposed activities |  | | | | | | | |
| Summary of commenced & completed activities |  | | | | | | | |
| Stages of exploration proposed in the approved work program | | | | | | | |  |
| Proposed expenditure in the approved work program (inclusive of exploration, environmental and community activities) | | | | | | | | $ |
| Actual expenditure (inclusive of exploration, environmental and community activities) | | | | | | | | $ |

In the table below, list the exploration, environmental management, and community consultation *proposed*, *completed* and *commenced* *activities* and provide the estimated and actual expenditure of those activities for the current term only.

|  |  |
| --- | --- |
| Activities proposed in the approved work program for the current term | Proposed expenditure |
| |  | | --- | |  | | |  | | --- | | $ | |
|  |  |
| Activities commenced but not completed in the current term (if applicable) | Estimated expenditure |
| |  | | --- | |  | | |  | | --- | | $ | |
|  |  |
| Activities completed in the current term | Actual expenditure |
| |  | | --- | |  | | |  | | --- | | $ | |
|  |  |

1. Proposed work program

Attach a proposed work program that:

1. sets out the rationale, nature, extent and timing of activities to be carried out under the exploration title for the term applied for (s103(1)(c)(iii), and
2. provides for the carrying out of activities such as community consultation and environmental management
3. include particulars of the estimated amount of money that the applicant intends to spend on those activities during the time applied for (s103(1)(c)(iv).
4. describe the technical qualifications available to support the delivery of the proposed work program and provide the contact details of the technical manager.
5. outline the financial resources available for the delivery of the proposed work program.

I have attached a proposed work program addressing the requirements set out in 1-5 above.

1. Probity statement

Provide a probity statement outlining the corporate compliance, environmental performance and financial capability of the applicant.

I have attached a probity statement as requested.

1. Additional information

Please attach any additional information that may be relevant to the decision-maker in support of your application to renew the exploration licence.

I have attached additional information to support this application.

1. Select your fee payment method

|  |  |
| --- | --- |
| Select | Payment method |
|  | Direct deposit  Account name: Department of Primary Industries and Regional Development  BSB: 032 001  Account number: 183837  Reference: REN [authority type and number]  If you are paying by direct deposit, attach a copy of the receipt issued by your banking authority as evidence that you have paid. |
|  | Credit card |
| To pay by credit card, please tick the credit card box and contact (02) 4063 6600 to speak to a customer service representative. To comply with PCI-DSS your credit card information is never stored on file. |

1. Checklist

| Items to include with your application |  | Reference |
| --- | --- | --- |
| A proposed work program |  | Question 7 |
| A probity statement |  | Question 8 |
| Payment, proof of payment or details that allow the payment to be made has been provided |  | Question 10 |
| Has each applicant or an agent authorised to act on behalf of the applicant/s signed the application form? |  | Question 12 |
| For agents only – evidence of appointment as agent, if this has not been previously supplied to the department |  | Question 12.2 |

1. Declaration
   1. Applicant/s (individual or company)

This form should be signed by each applicant or an agent authorised to act on behalf of the applicant/s.

For each applicant (signed below):

* I certify that the information provided is true and correct to the best of my knowledge and belief. I understand that under Part 5A of the *Crimes Act 1900*, knowingly or recklessly giving false or misleading information is a serious offence, and under the *Offshore Minerals Act 1992* and Offshore Minerals Regulation 2020, any person who provides information that the person knows to be false or misleading is guilty of an offence, for which they may be subject to prosecution.
* (For companies only) In addition to the declaration above, by signing below, I also certify that I am authorised to complete and provide the information in this form on behalf of the company listed in section 3 of this form.

|  |  |
| --- | --- |
| 1st Applicant details | |
| Name |  |
| Position/title |  |
| Date |  |
| Signature | 1st Applications Signature |

|  |  |
| --- | --- |
| 2nd Applicant details | |
| Name |  | |
| Position/title |  | |
| Date |  | |
| Signature | 2nd Applications Signature |

OR

* 1. Agent authorised to act for this applicant/s

|  |  |
| --- | --- |
| Agent details | |
| Name |  |
| Position/title |  |
| Date |  |
| Signature | Agent Signature |

Has evidence of appointment of this agent been previously supplied to the department?

Yes – no need to attach evidence again unless and until any changes to the authority of the agent occur

**OR**

No – I have attached evidence of the appointment of this agent.

# Office/Administrative use only

|  |  |  |  |
| --- | --- | --- | --- |
| Application received: | | | |
| Time: |  | Date: |  |
| Officer’s name |  | | |
| Signature | Office use only signature | | |
| **Application for renewal fee amount:** $ | | | |
| Fee amount | $ | | |
| **Total amount** | $ | | |
| **Receipt number** |  | | |

# Document control

Approved by: Deputy Secretary under delegation from the Minister administering the *Offshore Minerals Act 1999*

CM10 Reference: RDOC24/209281

|  |  |  |
| --- | --- | --- |
| Amendment schedule | | |
| **Date** | **Version #** | **Amendment** |
| December 2024 | 1.0 | Form approved. |

**© State of New South Wales through Department of Primary Industries and Regional Development 2024**. The information contained in this publication is based on knowledge and understanding at the time of writing in November 2024. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Primary Industries and Regional Development 2024 or the user’s independent adviser.