

Document Number	Material Change Application Form	Version Number:
CER/13/297		2.0

GUIDANCE ON COMPLETING THIS APPLICATION FORM

1. The Application Form and associated documentation/electronic files should be sent to:

Safety Case Lead,
 Petroleum Safety Framework,
 Commission for Energy Regulation,
 The Exchange,
 Belgard Square North,
 Tallaght,
 Dublin 24.
2. All questions in the Application Form must be answered. If any question is considered 'not applicable' this should be stated in full. The use of the abbreviations (e.g., N.A. or dash) should be avoided.
3. The Declaration on page 13 must be signed by a person duly authorised by the Applicant(s) to do so.
4. The following documentation should be submitted with the hard copy Application Form:
 - One signed original hard copy of the revised safety case, which contains details of the material change. The signed document should be signed by a person duly authorised by the Applicant(s) to do so. The CER may request further copies of the revised safety case if necessary.
 - The revised safety case should be submitted in a track changes format detailing the changes from the previously approved version of the safety case. The submission may include supporting documentation which demonstrate that the risks from the material change remain as low as reasonably practicable (ALARP).
 - In the case of an addendum to a safety case, one signed original hard copy of the addendum. The signed document should be signed by a person duly authorised by the Applicant(s) to do so. The CER may request further copies of the addendum if necessary. Prior agreement must be received from the CER before submitting an addendum.
5. Three CD/DVD copies of:
 - a. the application form; and
 - b. Application revised safety case *or* addendum in PDF format.

Maps/Drawings should be submitted in PDF format only and should be included in the relevant attachment file in the same sequence as the hard copy. The CD/DVD-

disk and case must be labelled with the date of submission and the details set out in section A1 of this application form.

6. The applicable Material Change Fee, as specified in the Safety Case Fees Structure and Methodology Decision Paper, should be paid by electronic funds transfer. Contact should be made with CER finance department (ewallace@cer.ie) prior to the submission of this application form to facilitate prompt payment.

A. Applicant Details

A.1 Lead Applicant as specified on existing Safety Permit

Where the application is submitted by a petroleum undertaking on behalf of more than one Applicant, please specify a contact person in respect of the application:

Name	
Address	
Tel	
Fax	
Email	
Point of Contact	

Details of authority for submission of application

A.2 Related Applications

Where separate applications have been or will be made by other petroleum undertakings authorised under the petroleum authorisations detailed in section A.3 below, please provide details of such related applications and the applicants in respect of such applications (use a continuation sheet if necessary).

Name:	
Address:	
Tel	
Fax	
Email	
Petroleum Authorisation ID (if any):	
Petroleum Authorisation Type:	
CER Application Reference:	
Point of Contact:	

A.3 Petroleum Authorisation(s)

Please complete for all petroleum authorisations relevant to the designated petroleum activities to be undertaken pursuant to the safety permit sought (use a continuation sheet if necessary):

Petroleum Authorisation ID (if any)		
Petroleum Authorisation Type	Standard Exploration Licence	
	Deep Water Exploration Licence	
	Frontier Exploration Licence	
	Petroleum Lease	
	Consent under Section 5 of the 1968 Act ¹	
	Consent under Section 40 of the 1976 Act ²	
Geographic Location	Basin	
	Quadrant	
	Block	
Commencement Date of Petroleum Authorisation		
End Date of Petroleum Authorisation		
Petroleum Undertakings in respect of the Petroleum Authorisation		
Named Operator on Petroleum Authorisation		

¹ Continental Shelf Act, 1968

² Gas Act, 1976

Petroleum Authorisation ID (if any)		
Petroleum Authorisation Type	Standard Exploration Licence	
	Deep Water Exploration Licence	
	Frontier Exploration Licence	
	Petroleum Lease	
	Consent under Section 5 of the 1968 Act ³	
	Consent under Section 40 of the 1976 Act ⁴	
Geographic Location	Basin	
	Quadrant	
	Block	
Commencement Date of Petroleum Authorisation		
End Date of Petroleum Authorisation		
Petroleum Undertakings in respect of the Petroleum Authorisation		
Named Operator on Petroleum Authorisation		

³ Continental Shelf Act, 1968

⁴ Gas Act, 1976

B. Details on Material Change Submitted

Please provide a brief description of proposed material change and the activities to which the material change refers.

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B.1 Material Change to Approved Safety Case

1	Please tick the box of the type of safety case to which the material change refers.	
	Well Work Safety Case	<input type="checkbox"/>
	Non Production Safety Case	<input type="checkbox"/>
	Design Safety Case	<input type="checkbox"/>
	Production Safety Case⁵	<input type="checkbox"/>
	Decommissioning Safety Case	<input type="checkbox"/>
If the material change refers to a Production Safety Case please proceed to section B.2. For all other safety case material changes, move to question 2.		
2	With respect to the submitted material change, please provide the details of the safety permit to which the material change refers.	
	Type of Safety Permit:	
	Date Safety Permit:	
	Ref Number of Safety Permit Application:	
	Petroleum Authorisation associated with the Safety Permit	
3	Can you confirm that the submitted material change is in accordance with the requirements of the relevant section of the Safety Case Guidelines? (Please outline in Section C)	
4	Can you confirm that the submitted material change is in accordance with the requirements of the relevant section of the Compliance Assurance System?	

⁵ See section B.2 for additional requirements for a Production Safety Case material change

5	Has a revised safety case been submitted which contains details of the material change?	
6	<p>If the answer to question 5 is No, has an Addendum to a safety case been submitted detailing the nature of a temporary material change?</p> <p><i>A revised safety case or an addendum to a safety case must be submitted as part of the material change application.</i></p>	
7	Has the petroleum undertaking completed Section B.2.1 which should outline the changes made from the previously approved safety case?	

B.2 Requirements for a Production Safety Case Material Change

1	<p>With respect to the submitted Production Safety Case material change, please provide the details of the Production Safety Permit to which the material change refers.</p> <table border="1"> <tr> <td>Date Safety Permit:</td> <td></td> </tr> <tr> <td>Ref Number of Safety Permit Application:</td> <td></td> </tr> <tr> <td>Petroleum Authorisation associated with the Safety Permit</td> <td></td> </tr> </table>	Date Safety Permit:		Ref Number of Safety Permit Application:		Petroleum Authorisation associated with the Safety Permit		
	Date Safety Permit:							
	Ref Number of Safety Permit Application:							
	Petroleum Authorisation associated with the Safety Permit							
2	<p>Has a new Design Safety Case been submitted to the CER in relation to the designated petroleum activity the subject of this application prior to this material change application?</p> <p><i>If the answer to question 2 is no, a new Design Safety Case must be submitted prior to a material change to the Production Safety Case.</i></p> <p><i>If the answer to question 2 is yes, please complete the remaining questions in this section.</i></p>							
3	<p>Please outline when the Design Safety Case was submitted and provide the details.</p> <table border="1"> <tr> <td>Date of Submission to the CER:</td> <td></td> </tr> <tr> <td>Ref Number of Safety Permit Application:</td> <td></td> </tr> <tr> <td>Petroleum Authorisation associated with the Safety Permit</td> <td></td> </tr> </table>	Date of Submission to the CER:		Ref Number of Safety Permit Application:		Petroleum Authorisation associated with the Safety Permit		
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	Ref Number of Safety Permit Application:							
	Petroleum Authorisation associated with the Safety Permit							
4	Can you confirm that the submitted Production Safety Case Material Change is in accordance with the requirements of the Safety Case Guidelines? (Please complete table in Section C outlining the changes made to the previously approved Production Safety Case)							
5	Can you confirm that the submitted Production Safety Case Material Change is in accordance with the requirements of the relevant section of the Compliance Assurance System?							
6	Has a revised Production Safety Case been submitted which contains details of the material change?							
7	<p>If the answer to question 6 is No, has an addendum to a safety case been submitted detailing the nature of a temporary material change?</p> <p><i>A revised Production Safety Case or an addendum to a Production Safety Case must be submitted as part of the material change application.</i></p>							
8	Has the petroleum undertaking completed Section B.2.1 which should outline the changes made from the previously approved safety case?							

B.2.1 Statement of difference from previously approved safety case

A large, empty rectangular box with a thin black border, intended for the user to provide a statement of difference from the previously approved safety case.

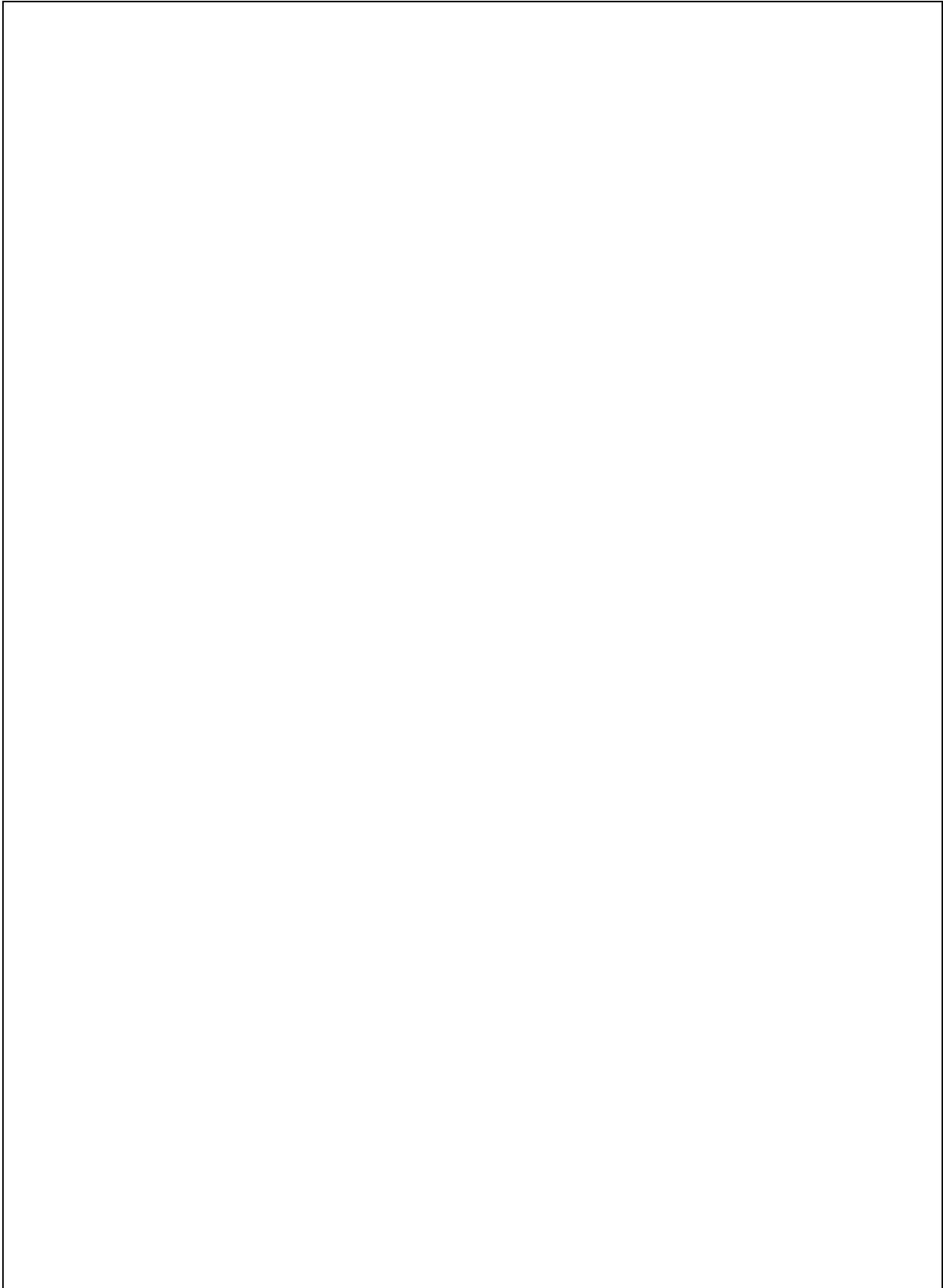
B.3 Related Safety Permit Applications

Please complete for all related safety permit applications relevant to the designated petroleum activities to be undertaken pursuant to the safety permit sought (use a continuation sheet if necessary). They may include Material Change Applications, associated with this application, for previously approved safety cases.

1	Has this Material Change Application been submitted in parallel with another related Safety Permit Application?									
2	<p>With respect to the related Safety Permit Application please provide the following</p> <table border="1" style="width: 100%;"> <tr> <td style="background-color: #e0e0e0;">Type of Application:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">Date of Submission to CER:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">Ref Number of Safety Permit Application:</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">Petroleum Authorisation associated with the Safety Permit</td> <td></td> </tr> </table>		Type of Application:		Date of Submission to CER:		Ref Number of Safety Permit Application:		Petroleum Authorisation associated with the Safety Permit	
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C. Material Change Contents Check

Please outline details of the sections of the Safety Case Guidelines to which the revised sections of the safety case or addendum to the safety case refer.



D. Disclosure of Information

On behalf of the Applicant(s) I hereby irrevocably authorise the Commission for Energy Regulation or its staff, agents or subcontractors to disclose all or any of the material submitted as part of this Safety Permit Application to such bodies or persons as the Commission may, in its absolute discretion, consider necessary or desirable in order to assess the Safety Case. I hereby confirm that I have been authorised by all Applicant(s) to permit the disclosure of information in the Safety Case envisaged by this Section C.

Director

Date:

*Note: Where the application is made on behalf of more than one Applicant and a disclosed agent is **not** used, individual confirmations should be provided for each Applicant*

E. Administrative Requirements

1	Have all questions in the Application Form been answered?	
2	Has the Declaration been signed by a duly authorised signatory (and sealed where relevant)?	
3	Have each of the documentation and electronic files requirements relating to the application being met as follows:	
	a. One signed original hard copy of the revised safety case or addendum to a safety case	
	b. One signed original copy of this application form	
	c. An electronic version of the Application Form and the application revised safety case or addendum to a safety case, in PDF format on 3 CD/DVDs	
	d. The CD/DVD disk and case must be labelled with the date of submission and the details set out in section A1 of this Application Form	
4	Please state the Material Change Fee amount to be paid with the application	
5	Please confirm that the Material Change Fee amount has been paid to the CER or is in the process of being paid (Failure of prompt payment may result in delays in the assessment)?	
6	Disclosure consent provided for (or on behalf of each Applicant)?	

Safety Case Fee Payment Details

For information on how to pay the Safety Case Fee please contact Elaine Wallace at ewallace@cer.ie

F. DECLARATION

I _____, being a director of _____ having
company registration number _____ and having its registered
office at _____,

HEREBY CONFIRM AND DECLARE:

1. that I am authorised to make this declaration on behalf of _____
2. that the information provided in this application (and in all supporting document) is true, complete, accurate and not misleading in all respects.

Signed by:

Print Name:

For and on behalf of:

At:

On:

*Note: Where the application is made on behalf of more than one Applicant, and a disclosed agent is **not** used, individual sworn declarations should be provided for each Applicant*