PETROLEUM LICENCE APPLICATIONS REPOSITORY (LARRY)

INDUSTRY USER GUIDANCE

CONTENTS

1. INTRODUCTION

The Petroleum Licence Applications Repository (LARRY) system is the Oil and Gas Authority's (OGA) Licence Application system which allows Industry to submit and pay for licence applications for new Offshore and Onshore Licenses within the UKCS (United Kingdom Continental Shelf).

This system allows the Licensing Authority to setup and manage new licence rounds as well as providing an internal review process to evaluate the submitted licence applications. The system supports the uploading of technical and financial documents and implements strict security rules.

As part of the internal review the OGA can award new licences that are then passed through to the Petroleum Licence Raise system for the licences to be created.

2. OBTAINING ACCESS TO A LICENSING ROUND

When a new Licence Round is announced, the Licensing Authority will create a new Licence Round Webpage that will contain details of the Licence Round as well as a Link that will allow users to register for the Round.

The Link will take the user to a Portal Login screen where they can either log into the system using their existing Portal Account username and password or they can self-register for a new Portal Account.

Once a user has logged into the Portal via the LARRY login screen they will automatically be put into the Licence Round Team and will be able to create new Licence Applications.

3. CREATING A NEW LICENCE APPLICATION

To create a new Licence Application you need to select 'Create New Application' option from your Workbasket (Figure 3-1)
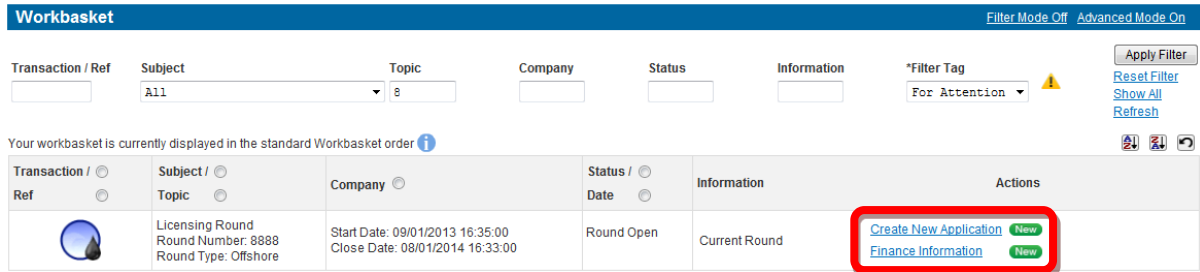

Figure 3-1 *(Module Ref: BPM001X)*

You will now be required to give your application a unique reference. You will then need to select the type of application you are making (Figure 3-2).

Offshore Round options (the options available will depend on which types OGA select when setting up the Round);

- Innovate with Phase C only
- Innovate with either Phase A or Phase B or both
- Promote
- Traditional
- Frontier (6 year)
- West of Scotland Frontier (9 year)
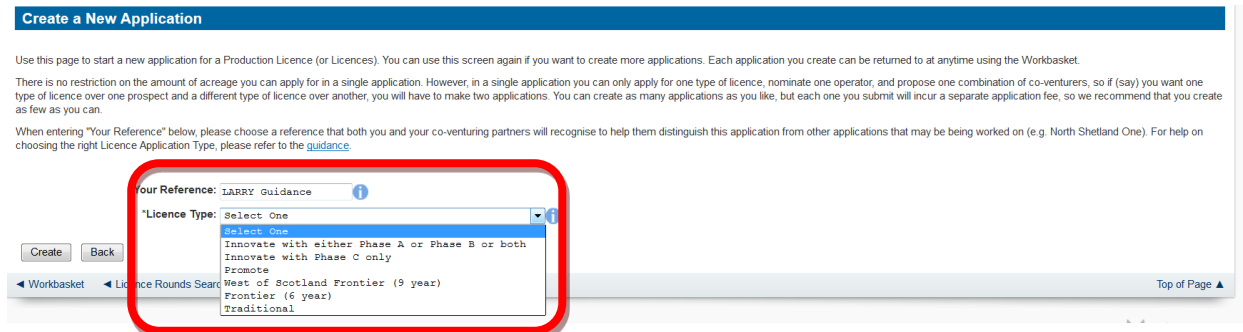
Onshore Round options;

- Landward

Figure 3-2 *(Module Ref: PED9001X)*

You will be taken to the application details screen that will provide you with some instructions on how to complete the application.

This screen will also display the Application Key which you will need to email to all Proposed Licensees so that they can enter their financial information (see section 3.12) (Figure 3-3).

Figure 3-3 *(Module Ref: PED9000X)*

To navigate around your application you can use the 'Next' and 'Previous Page' buttons (Figure 3-4) or click on the relevant section link from the left hand menu (Figure 3-5).

Figure 3-4 *(Module Ref: PED9000X)*

Figure 3-5 *(Module Ref: PED9000X)*

3.1 Contact Details

You will need to enter the details of the person who will be the first point of contact relating to this licence application. If this person is the user completing the application they can click on the 'Use My Details' button which will import they Portal Account details (Figure 3-6).

Contact Details

Give details of the person the department should treat as the first point of contact for this application (**contact should be consistent across all applications**). It is usually an employee of the proposed operator, though that is not mandatory. Any correspondence sent to this applications point of contact will be addressed to the details provided, please ensure the contact name is presented correctly. Click on the [Use My Details] button to load own your contact details, as you have already entered them during the registration process.

[Use My Details]

*Company TEST
*Title Mr
*Forename LARRY
*Surname User1
*Contact Address 123 Test Address
London
AB01 1AA

*Telephone Number +44 (0)00 0000
Mobile Number
Fax Number
*Email Address larryuser1@test.com

Contact details, including individuals' names and email addresses, will be held and used by the department in communications relating to the application and to any licence issued as a result of it. In the case of successful applications this information will be made publicly available by the department, this will include publishing contact details on its website. DECC will also use the information to answer any queries from companies or individuals wishing to contact the applicant. Anyone who wishes to object to any of these uses should make clear their objections, and the grounds for them, in their application.

Figure 3-6 *(Module Ref: PED9000X)*

3.2 Sharing an Application

If you require other users to be able to edit or view this application you can add them to the application team by clicking on the 'Manage Application Sharing' button (Figure 3-7).

Sharing This Application

This section enables you to control a team of users who can contribute to or view the application. Although you can allow other people to edit or view this application, at any given time only one person has primary control of it (the creator, by default), this means they have full read-write access and can manage the team, do this by clicking [Manage Application Sharing]. Any person given the role of Application Editor/Controller will have the ability to take primary control of the application (giving them full read-write access and ability to manage the team), therefore automatically revoking this control from the original person. Any person given the Application Viewer role will have read-only access to the application only

Hide All Details   Refresh

Central Contact Details	Application Editor/Controller ⓘ	Application Viewer ⓘ
LARRY User1 larryuser1@test.com TEST +44 (0)00 0000	☑	☐

[Manage Application Sharing]
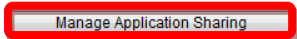
Figure 3-7 *(Module Ref: PED9000X)*

To add a new user you need to click on the 'Add Person' button (Figure 3-8).

Figure 3-8 *(Module Ref: DEC043L)*

You will need to enter the details of the user that you wish to have access to this application and then click on the 'Add Person' button (Figure 3-9).

Figure 3-9 *(Module Ref: CONT004X)*

If you enter the details of a user who already has a Portal Account and they do not match exactly the Portal will provide you with suggested users. You can choose to accept the suggested user or create a new person by clicking on the relevant button (Figure 3-10).

Figure 3-10 *(Module Ref: CONT004X)*

Once you have added your new user/s to can give them access to either Edit or View the application. Once you have assigned access you need to click on the 'Save Contacts' button (Figure 3-11).

Figure 3-11 *(Module Ref: DEC043L)*

If you have given Edit access to any additional users, when they log into the Portal they will have an action in their Workbasket to 'Resume' the application (Figure 3-12).

Figure 3-12 *(Module Ref: BPM001X)*

At this point the application is read only. The new user will need to take ownership before they can edit the application. They take ownership by clicking on the 'Take Control of Application' link at the top of application screens (Figure 3-13).

Figure 3-13 *(Module Ref: PED9000X)*

By clicking on the 'OK' button you will revoke edit access from the previous application owner (Figure 3-14).
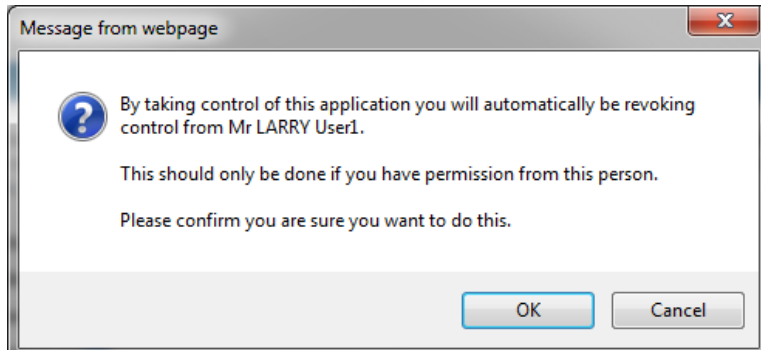
Figure 3-14

The new user now has control of the application (Figure 3-15).
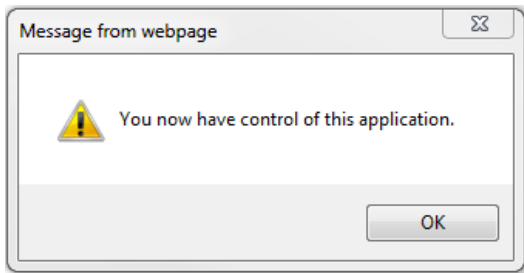
Figure 3-15

3.3 Companies

If you are undertaking a Traditional, Frontier, Innovate with Phase C only or Landward application you will be required to enter a Proposed Operator and Licence Administrator as well as their contact details. If you are undertaking a Promote or Innovate with either Phase A or Phase B or both application you will only need to enter Licence Administrator details.

To enter a Proposed Operator or Licence Administrator you need to click on the relevant 'Add' button (Figure 3-16).

Figure 3-16 *(Module Ref: PED9000X)*

This will take you to the Company Search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 3-17). When you find the correct company, click on the 'Company' link (Figure 3-18).

Figure 3-17 *(Module Ref: ORG_SEARCH_NEW)*

Figure 3-18 *(Module Ref: ORG_SEARCH_NEW)*

If the company does not exist on the Portal, you have the option to enter a new company by clicking on the 'Create a new company' link (Figure 3-19).

Figure 3-19 *(Module Ref: ORG_SEARCH_NEW)*

You will now be taken to the create company screen, where you will be required to enter the new companies details and then click on the 'Create Company' button (Figure 3-20).

Figure 3-20 *(Module Ref: ORG_MANUAL_NEW)*

Once you have selected your company, you will now be asked if this company will also be a proposed Licensee (Figure 3-21).

Figure 3-21 *(Module Ref: PED9000X)*

Once you have added your Proposed Operator (if applicable) and Licence Administrator you will now need to add any additional Proposed Licensees. You add these by clicking on the 'Add Licensee' button (Figure 3-22).

If a Red Cross icon '❌' appears next to a proposed licensee, it means that this organisation has not yet uploaded there financial information against this application (see [section 3.12](#)).

Figure 3-22 *(Module Ref: PED9000X)*

This will take you to the Company Search screen, where you can search by Company Name or Registered Number (Companies House). When you find the correct company, click on the 'Company' link.

Once you have added all your Proposed Licensees, you will need to enter the initial equity interest that would be held by licensees should the application be successful, and mark Small to Medium Enterprises. Of course equities must add up to 100% and if there is only one licensee, they will have a 100% holding (Figure 3-23).

Figure 3-23 *(Module Ref: PED9000X)*

3.4　Blocks

You will now be required to select the Blocks that you wish to apply for. You can either enter the Block Reference and click on the 'Add Block' button or you can search for blocks by clicking on the 'Search Blocks' button (Figure 3-24).

Figure 3-24 *(Module Ref: PED9000X)*

If you select the 'Search Block' option, you will be taken to the 'Block Search' screen. You have the option to enter 'Quadrant' or 'Block Number' details or you can leave it blank to look at all blocks on offer. To obtain your search results, click on the 'Search' button (Figure 3-25).

Figure 3-25 *(Module Ref: PED9011X)*

Once your search results have returned, you can select your blocks by checking the relevant check box and then clicking on the 'Add Selected' button (Figure 3-26).

Figure 3-26 *(Module Ref: PED9011X)*

Once you have added your blocks to your application, you need to order them in order of preference. You can order your block by using the 'Move Up' and 'Move Down' arrows.

If you only wish to apply for part of a block please check the 'Request for portion of Block' check box.

If a Block will not be part of a Prospect, you will need to check the 'No Prospect' check box (Figure 3-27).

Figure 3-27 *(Module Ref: PED9000X)*

You will also be able to add comments on the text box provided. This could be used for explain any pert blocks requests (Figure 3-28).

Comments and Notes

[Previous Page]   [Next Page]

Figure 3-28 *(Module Ref: PED9000X)*

3.5 Prospects

To add a new prospect (lead or new play/discovery) to your application you need to enter a prospect name and then click on the 'Add Prospect' button (Figure 3-29).

Prospect List

To add a new prospect, lead or new play/discovery to the application, first enter a name for it and then click on the [Add Prospect] button. You will then be taken to another screen where you can edit the details of the prospect and assign blocks to it. You may add as many prospects as are required, all blocks applied for must be covered by a prospect.

To edit the details of a prospect and/or add blocks to a prospect click on the relevant icon in the 'Go To Prospect' column.

To delete a prospect click the bin icon adjacent to the relavent prospect entry, in the 'Remove' column.

No prospects specified yet.

Enter new prospect name [   ] [Add Prospect]

Figure 3-29 *(Module Ref: PED9000X)*

You will then be taken to the prospect screen where you need to enter the following information (Figure 3-30), (Figure 3-31);

- Prospect Type (New Play Idea, Lead, Prospect Not Fully Evaluated, Prospect Fully Evaluated)
- Description of the Prospect
- Details of any Technical Work Required
- Add the Blocks that this Prospect relates too
- Maps (Representative Seismic Section, Geologic Cross-Section, Summary)
- Lead / Prospect / New Play / Discovery Volumes
- Estimated Technical Chance of Success/Other Information or Comments

Prospect Details: Prospect 1

*Name of Prospect `Prospect 1` ⓘ

*Prospect Type `Select One ▼`

*Description of Prospect [text area] ⓘ

*Key Technical Work Needed [text area] ⓘ

Blocks:

Block	Remove ⓘ

Choose a block to add to this prospect `Select One ▼`   OR   [Add All Blocks]

To remove a block from this prospect click the bin icon adjacent to the relevant block, under the 'Remove' column.

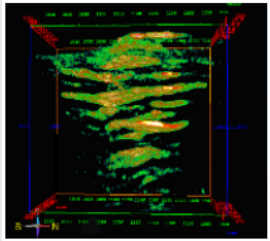Click on the [Choose file...] buttons below to upload the maps and images that are relevant to this prospect. On successful upload of an image you will be shown a scaled down version of the file which can be rotated should it be neccessary. By clicking the [View...] button you can download the uploaded image in full size. If you upload an incorrect image, please use the [Choose file...] button to select another image and overwrite the incorrect image on successful upload.

Map ⓘ

[View...] [Save as...] [Choose file...]

Filename	Description
ped_map.jpg	

Image Preview

| ↺ | ↻ |

Representative Seismic Section

[View...] [Save as...] [Choose file...]

Filename	Description

Geologic Cross-Section

[View...] [Save as...] [Choose file...]

Filename	Description

Summary Map

You can add summary maps to this prospect by clicking the [Add Summary Map] button.
However, this is not mandatory and you may not wish to add any summary maps.
To remove a summary map, simply click on the corresponding Remove link.

*Summary Map	Remove ⓘ

[Add Summary Map]

Figure 3-30 *(Module Ref: PED9000X)*

Lead / Prospect / New Play / Discovery Volumes

Please complete the neccessary fields below, choosing the relevant units from the dropdown where required. For unconventional prospects, please fill in key attributes and potential resources in the comments field below; e.g. for CBM, the anticipated number of coals and their thickness, the coal rank, and anticipated gas content and permeability. For shale gas, the attributes of the prospective shale, e.g. estimated thickness(ft), total organic carbon, average vitrinite reflectance, permeability and gas yield

Range of parameters are assumed to be deterministic. If probabilistic are used, please note in comments section.

Input Parameters	MIN	ML	MAX	Units
Area (acres/km2)				
Height of closure (ft/m)				Units ▾
Net Reservoir (ft/m)				Units ▾
Net gross (%)				Units ▾
Gross rock volume (acre-ft/MM m3)				%
Porosity (%)				Units ▾
Hydrocarbon saturation (%)				%
Formation volume factor/Gas expansion factor				%
Recovery factor (%)				N/A
Gas in place (bcf/bcm)				%
Oil/condensate in place (mmbo/mmboe)				Units ▾
Oil/gas reserves (mmbbl/bcf/bcm)				Units ▾
				Units ▾

*Estimated Technical Chance of Success/Other Information or Comments

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Figure 3-31 *(Module Ref: PED9000X)*

You may add as many prospects as you like, however all blocks applied for must be covered by at least one prospect unless specified as 'No Prospect' when adding the blocks to the application.

To edit the details of a prospect, click on the relevant edit icon in the 'Go To Prospect' column. To delete a prospect, click the bin icon in the 'Remove' column (Figure 3-32).

Prospect List

To add a new prospect, lead or new play/discovery to the application, first enter a name for it and then click on the [Add Prospect] button. You will then be taken to another screen where you can edit the details of the prospect and assign blocks to it. You may add as many prospects as are required, all blocks applied for must be covered by a prospect.

To edit the details of a prospect and/or add blocks to a prospect click on the relevant icon in the 'Go To Prospect' column.

To delete a prospect click the bin icon adjacent to the relavent prospect entry, in the 'Remove' column.

*Name of Prospect	Block(s)	Go To Prospect	Remove
Prospect 1	9/9g 19/10b	✎	🗑

Enter new prospect name: [   ] ℹ [Add Prospect]

Figure 3-32 *(Module Ref: PED9000X)*

3.6   Work Programmes

To add a new work programme to your application you need to click on the 'Add Work Programme' button (Figure 3-33).
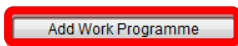

Figure 3-33 *(Module Ref: PED9000X)*

You will then be taken to the work programme screen where you need to enter the following information (Figure 3-34);

- Add the Blocks that this Work Programme relates too
- Drilling Commitments (Firm, Contingent (offshore only) & Drill or Drop)
- Seismic Data
- Plans for existing discoveries and/or redevelopments
- Define the area of the block that you want using co-ordinate points (latitudes and longitudes or OS 10K grid points for Landward)
- Comments

Figure 3-34 *(Module Ref: PED9000X)*

You may add as many work programmes as are required, however all blocks applied for must be covered by an individual work programme, even if covered under a joint work programme unless this is a 'Landward' application where you can have either.

To edit the details a work programme, click on the edit icon in the 'Go To Work Programme' column. To delete a work programme click the bin icon in the 'Remove' column (Figure 3-35).

Figure 3-35 *(Module Ref: PED9000X)*

3.7 Appendix A

If you are undertaking a Traditional, Frontier, Innovate with Phase C only or Landward application you will be required to enter both the overall Planned Expenditure relating to this application (Figure 3-36) as well as a break down per proposed licensee (Figure 3-37).

If you are undertaking a Promote or Innovate with either Phase A or Phase B or both application this section is not applicable.

Figure 3-36 *(Module Ref: PED9000X)*

TEST LTD

Licence Partner(s):
DEMO OIL LTD

Please enter the expenditure for **TEST LTD** below.

Click on the [Calculate Totals] button to populate the **Totals** or the [Clear Values] button to delete all values in the table.

Year	*Firm (£m)	*Contingent (£m) ⓘ	*Drill-or-Drop (£m)	Total (£m)
1				
2				
3				
4				
Total				

[Calculate Totals] [Clear Values]

DEMO OIL LTD

Licence Partner(s):
TEST LTD

Please enter the expenditure for **DEMO OIL LTD** below.

Click on the [Calculate Totals] button to populate the **Totals** or the [Clear Values] button to delete all values in the table.

Year	*Firm (£m)	*Contingent (£m) ⓘ	*Drill-or-Drop (£m)	Total (£m)
1				
2				
3				
4				
Total				

[Calculate Totals] [Clear Values]

[Previous Page]   [Next Page]

Figure 3-37 *(Module Ref: PED9000X)*

3.8   Appendix B

Within Appendix B you need to upload your Technical document/s.

The Technical Information document should (a) outline the information already used to arrive at the current understanding of the acreage; and (b) propose a Work Programme for the Initial Term of a licence.

For Traditional, Frontier, Innovate with Phase C only and Landward applications, the applicant also needs to submit information demonstrating that the proposed operator are competent in supervising and managing drilling operations within this area.

If you are undertaking a Promote or Innovate with either Phase A or Phase B or both application the Technical Competence information is not required.

To upload a technical document you need to click on the 'Upload file' button. You will be presented with a pop-up box where you need to click on the 'Browse' button, which will take you to your computers local directory where you can search for the relevant document/s.

Once you have found your document you need to click on the 'Start Upload' button. If your upload was successful you will see a Green Tick. If your upload was unsuccessful you will see a Red Cross and will be given some information as to why it failed.

If you wish to upload additional documents, click on the 'Add Appendix B' or Add Technical Competence Information' button and repeat the process.

Note: the size limit for uploads to the Portal is 50MB per file.

Once you have uploaded your document/s, you need to associate the Blocks to the documents by using the block drop down list or to add all blocks to a document click on the 'Add All Blocks' button (Figure 3-38).

Figure 3-38 *(Module Ref: PED9000X)*

![Oil and Gas Authority logo]
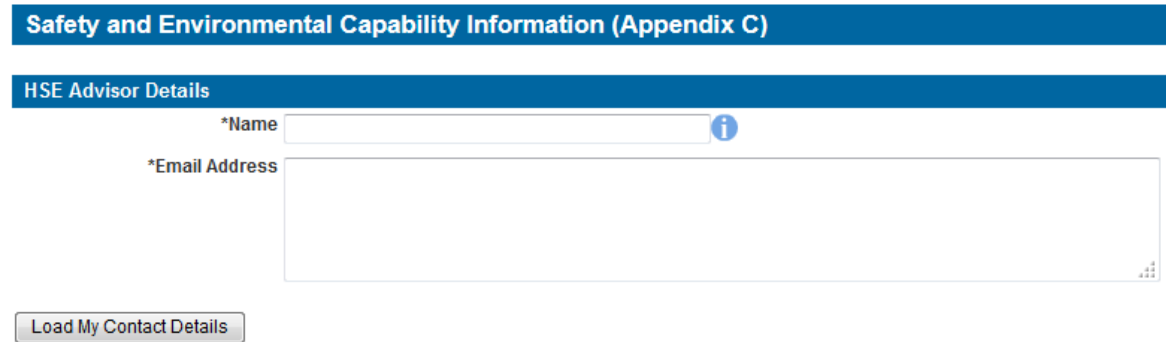
3.9   Appendix C

You will be required to complete the 'Safety and Environmental Capability Information' this will enable the OGA/DECC and HSE to assess your environmental competence.

If you are undertaking a Landward application you will only be required to complete the 'HSE Advisor Details' and upload the Environmental Sensitivities document.

If you are undertaking a Promote application this section is not applicable.

You need to enter the contacts details of whoever manages your organisations environment/ health and safety issues (Figure 3-39).

Figure 3-39 *(Module Ref: PED9000X)*

You need to select if the Proposed Operator is an Existing/Established Operator (Figure 3-40)?

Figure 3-40 *(Module Ref: PED9000X)*

You will now be required to upload a Proposed Licensees Safety and Environmental Capability document **for each licence partner** in support of the proposed licence application. You will also need to enter details of the uploaded file into the text box provided (Figure 3-41).

(Note: the size limit for uploads to the Portal is 50MB per file)

Figure 3-41 *(Module Ref: PED9000X)*

Finally you will be required to upload an Environmental Sensitivities document *(Note: the size limit for uploads to the Portal is 50MB per file)* which must provide a brief "high-level" or summary environmental assessment (10-20 pages including any relevant maps or diagrams) demonstrating that you are aware of the sensitivities in the area within, and immediately adjacent to the block/s of interest. You will also need to enter details of the uploaded file into the text box provided (Figure 3-42).

Figure 3-42 *(Module Ref: PED9000X)*

3.10 Error Summary

You must complete all mandatory information before the system will allow you to submit your application. To check that all mandatory fields have been completed you can click on the 'Error Summary' link from the left hand menu (Figure 3-43).
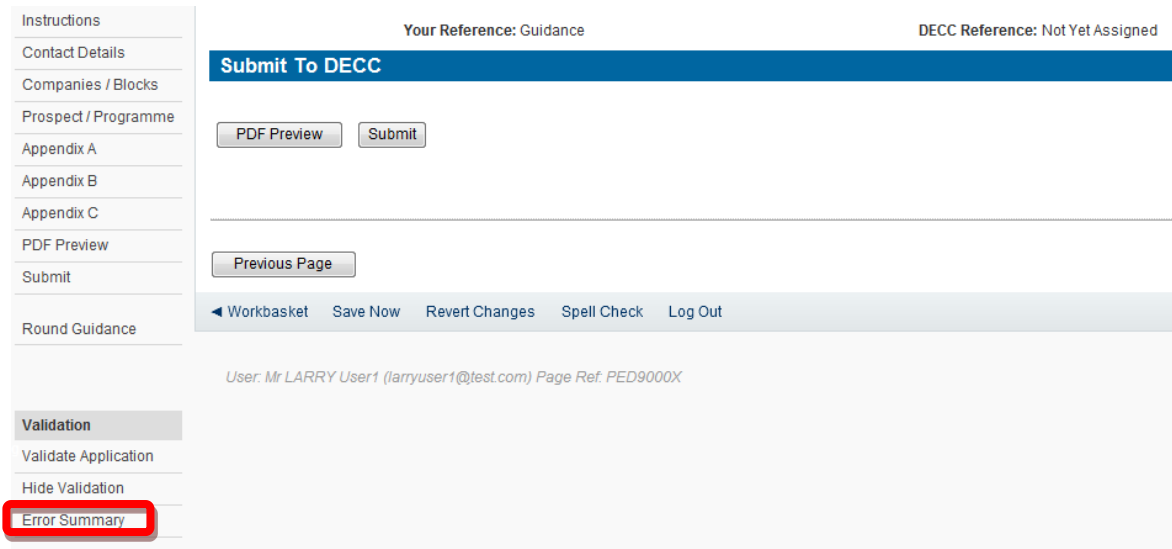
Figure 3-43 *(Module Ref: PED9000X)*

This will show you all outstanding mandatory sections that have yet to be completed. You can go to the relevant section by clicking on the item link (Figure 3-44).
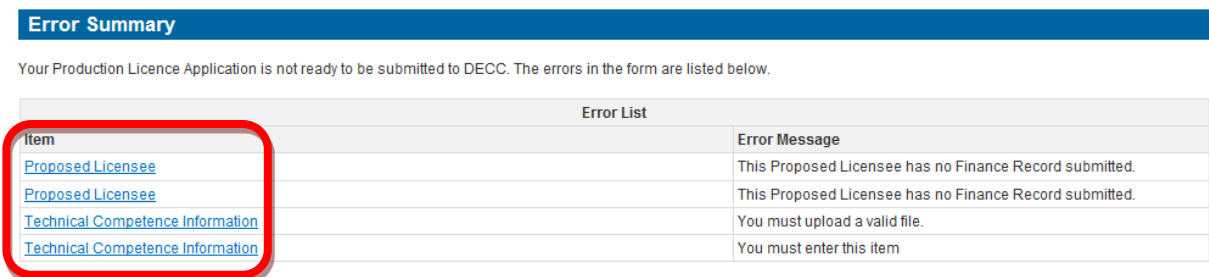
Figure 3-44 *(Module Ref: PED9000X)*

3.11   PDF Preview and Submit

Once all sections have been completed, you can view/print the application by clicking on the 'PDF Preview' button (Figure 3-45).

Figure 3-45 *(Module Ref: PED9000X)*

The PDF document will then begin to generate (Figure 3-46). Once the document has finished generating you can view the document by clicking on the 'Show Document button (Figure 3-47).
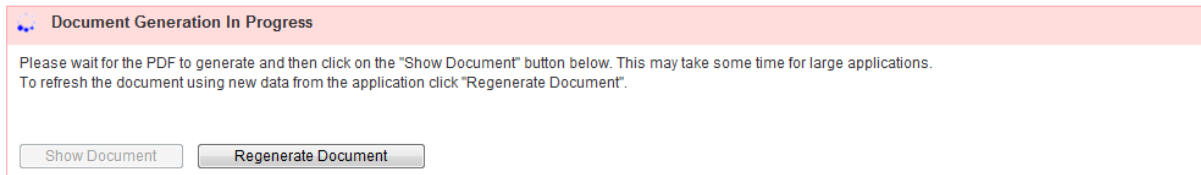
Figure 3-46 *(Module Ref: PED9000X)*
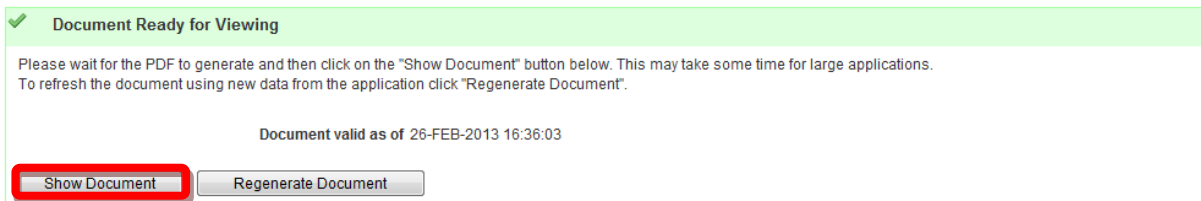
Figure 3-47 *(Module Ref: PED9000X)*

To submit your application, click on the 'Submit' button (Figure 3-48).

Figure 3-48 *(Module Ref: PED9000X)*

3.12   Finance Information
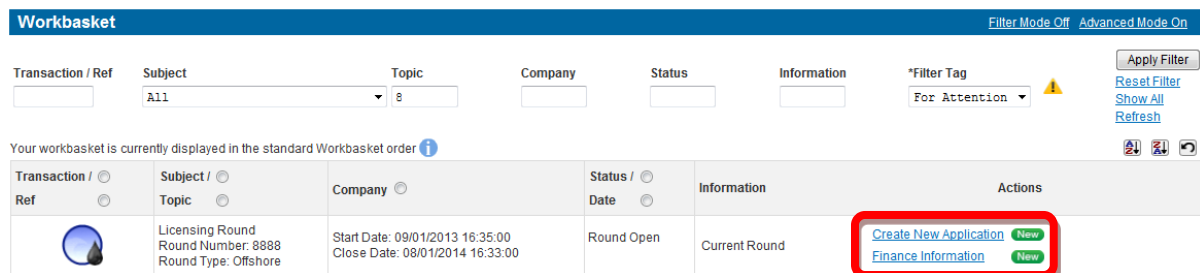
Before an application can be submitted, all companies within the Proposed Licensee list must have upload there Financial Information and linked this to the application. The financial information is confidential and is not shown within the application and can only be viewed by the company completing the information. The information is linked to the application via the "Application Key".

It is the lead applicant's responsibility to communicate the "Application Key", shown on the application form, to each participating companies "Financial Information Representative". Each company representative will input the financial information on behalf of that company. To do this the company representative enters the name of the company they are providing financial information for. The "Application Key" is then input against the company names to link it to the main application. Provided the "Application Key" is accepted, the company representative will now be able to review the main application details, including the Planned Expenditure (Appendix A). The company representative can now continue entering financial information for the company.

3.12.1 Setting up a New Company Finance Record

To complete the financial information section the user must have a Portal Account and be in the Licence Round team (see section 2).
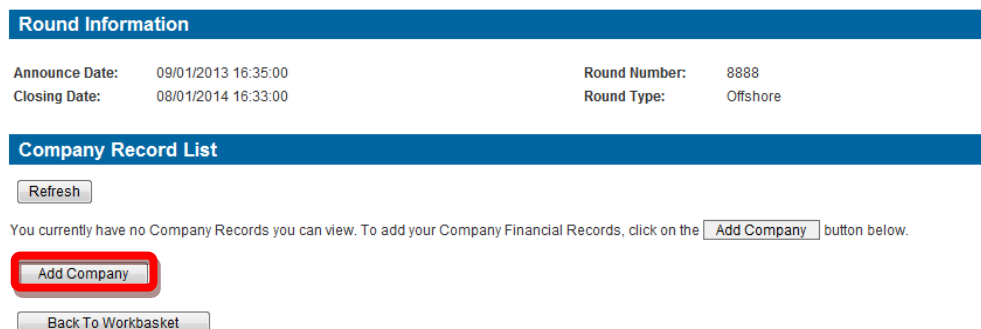
Once logged into the Portal you need to click on the 'Finance Information' link from your workbasket (Figure 3-49).

Figure 3-49 *(Module Ref: BPM001X)*

To create a new Company Finance record you need to click on the 'Add Company' button (Figure 3-50).

Figure 3-50 *(Module Ref: PED9002X)*

This will take you to the Company Search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 3-51). When you find the correct company, click on the 'Company' link (Figure 3-52).

Figure 3-51 *(Module Ref: ORG_SEARCH_NEW)*

Figure 3-52 *(Module Ref: ORG_SEARCH_NEW)*

Once you have added your company, you have three actions (Figure 3-53);

- Finance Information – this will allow you to enter/amend your finance information
- Control Access – this will allow you to add additional users to view/edit your finance information
- Delete Record – this will delete this company finance record

Figure 3-53 *(Module Ref: PED9002X)*

3.12.2 Adding an Application Key

When you go into your company finance record the first thing you need to do is enter a valid 'Application Key'.

To enter a new Application Key, click on the 'Add New Application Key' button. Once entered you need to click on the 'Check Application Key' button which will check that the Application Key is Valid and that your Company appears within the Proposed Licensee list on the application.

If the Application Key is valid and the company is on the proposed licensee list then the status will show a Green Tick, if invalid it will show a Red Cross (Figure 3-54).

If the company is involved in multiple applications, the company representative can input additional "Application Keys", to their existing finance record so they have a single set of financial information linked to multiple applications.

Figure 3-54 *(Module Ref: PED9003X)*

3.12.1 Entering/Amending Finance Information

Once you have added you Application Key, you need add the following financial information (Figure 3-55);

- Existing UKCS Capital Commitments
- Existing Non-UKCS Capital Commitments

Figure 3-55 *(Module Ref: PED9003X)*

You will also be required to upload any Financial Supporting Documentation. This must include one copy of its most recent annual accounts, together with any Interim Statements subsequently published. You must include the Notes thereto, the Chairman's Statement, the Report of the Directors and Auditors' Report. Accounts must be in English, or accompanied by a translation into English.

You must also submit two copies of the group (consolidated) accounts or financial statements of any body-corporate that ultimately controls it. If the latest accounts of the Applicant and its ultimate parent relate to a period ending more than six months before the application date, full management accounts (comprising profit and loss account, balance sheet and cash flow) for the current year up to application day should also be submitted. For the ultimate parent company these management accounts should be on a group (consolidated) basis.

To upload Financial Supporting documentation you need to click on the 'Choose file' button (*Note: the size limit for uploads to the Portal is 50MB per file*), you will be presented with a pop-up box where you need to click on the 'Browse' button, which will take you to your computers local directory where you can search for the relevant document/s.

Once you have found your document you need to click on the 'Start Upload' button. If your upload was successful you will see a Green Tick. If your upload was unsuccessful you will see a Red Cross and will be given some information as to why it failed.

To upload additional documents, click on the 'Add Financial Supporting Documentation' link.

Once you have completed your Finance Record you need to give it a status of either 'Draft' or 'Finished' (Figure 3-56).

(Note: If any Finance Record is in a Draft state, the application cannot be submitted).

Figure 3-56 *(Module Ref: PED9003X)*

You can amend you Finance Record as many times as you wish up until the Licence Round closes. To amend your record, click on the 'Update Information' link (Figure 3-57).

Figure 3-57 *(Module Ref: PED9003X)*

3.13   Round Closing Warning

If the round is due to close within 24 hours and you have yet to submit your application, a warning '⚠' icon will appear against your application within the Workbasket screen (Figure 3-58). This warning message will also be displayed at the top of every application screen you will be given a 24hr warning once the round (Figure 3-59).

⚠ Your Ref: Frontier DECC Ref: Not Yet Assigned	Round 8888: Licence Application Frontier (6 year) Blocks: 44/23g	TEST	In Progress Created: 13/03/13 16:51:03	This is a Draft Application. It has not been submitted to DECC.	Resume Delete Application

Figure 3-58 *(Module Ref: BPM001X)*

This round ends soon

This licensing round ends in less than 24 hours. Your application will expire at that time. Please ensure your application is submitted and paid for by then.

End time: 03/04/2013 13:21:00

Hide Message

Figure 3-59 *(Module Ref: PED9000X)*

4. PROCESSING A PAYMENT

Once you submit your application you will be taken to the Payment screen (Figure 4-1).

Figure 4-1 *(Module Ref: PED9000X)*

If you need to view/print the Payment Request (Invoice), you can click on the 'Display Invoice' link (Figure 4-2). This will display the Payment Request in a PDF format (Figure 4-3).

Payment

This section holds payment details of your application. Once payment has been completed, you will be able to update your application until the round closes.

Your Reference: LARRY Guidance ⓘ
Application Type: Innovate with Phase C only ⓘ
DECC Reference: Not Yet Assigned ⓘ

Invoice Summary

Invoice Ref EDUDEV1/OGA/LARY/50
Description LARRY Application Fee

Item Ref	Description	Quantity	Subtotal
1	Innovate with Phase C only Application	1	GBP 2100.00
		Total	**GBP 2100.00**

Display Invoice

Figure 4-2 *(Module Ref: PED409X)*

Request for Payment

Oil & Gas Authority

Request for Payment Number	EDUDEV1/OGA/LARY/50
Request for Payment Date	7th July 2016

For the attention of the Licensee:		From: (Charging Point)	
Company Address	TEST 21 BLOOMSBURY STREET LONDON WC1B 3HF	**Contact Address**	OGA 21 Bloomsbury Street, London, WC1B 3HF
		Telephone	03000671609
		Fax	
		Email	ukop@oga.gsi.gov.uk

Receiving credits in sterling in the UK		Receiving credits from Overseas	
BACS & CHAPS (£10,000+)		*Swift*	
Bank Address:	RBS London Corporate Service, 2nd Floor Bishopsgate, London, EC2M 4RB.	**Bank:**	National Westminster Bank PLC
		BIC:	NWBKGB2L
Sort Code:	607080	**IBAN:**	GB61NWBK60708010008004
Account No:	10008004	**Beneficiary Reference:**	GBS Re DECC Vote Account
Account Name:	Deptenergy/Climatechang		

Please provide payment for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Innovate with Phase C only Application	GBP 2100.00	GBP 0.00	GBP 2100.00
			TOTAL CHARGE:	**GBP 2100.00**

Vat registration no. N/A - Out of Scope

Figure 4-3

When you are ready to pay for your application you will need to select a Payment Method (Figure 4-4). You can choose either 'Card Payment' which allows you to pay using a credit card through our 'WorldPay' system (see section 4.1) or you can select 'Alternative Payment Method' which allows you to arranging a 'BACS or CHAPS' payment (see section 4.2).
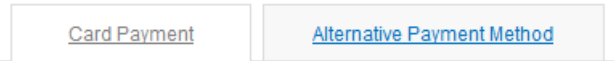
Figure 4-4 *(Module Ref: PED409X)*

4.1 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 (Figure 4-5).

Figure 4-5 *(Module Ref: PED9000X)*

Once you have entered your post code click on the 'Search' button (Figure 4-6).

Figure 4-6 *(Module Ref: DEC046X)*

Once your search results have returned, you need to click on the relevant address link (Figure 4-7).

Figure 4-7 *(Module Ref: DEC046X)*

Once all your details have been entered you need to click on the 'Pay Now' button (Figure 4-8).

Submit for payment

Clicking "Pay Now" will transfer you to an external server for payment processing.

Pay Now   Resume Payment Later   Cancel This Payment

payments powered by
WorldPay

Figure 4-8 *(Module Ref: PED409X)*

You will now be directed to the WorldPay system (Figure 4-9).

Please wait, redirecting...

You are currently being redirected to the WorldPay payment system.

Click here if you are not automatically redirected.

Figure 4-9

You will now need to select your Card Type by clicking on the relevant card icon (Figure 4-10).

WorldPay

Help   FAQs   Security

Secure Payment Page
TEST MODE - This is not a live transaction.
Please review your purchase details, then select a payment method to continue.

Select language   English   ▼ ▶

Department of Energy and Climate Change (EDULCS Test Database)
Description   **LARRY Application Fee**
Amount   **£2,100.00**

Select your payment method   ❓

Diners   MasterCard   Visa   Amex   Maestro   JCB

Cancel ✖

payments powered by
WorldPay   For help with your payment visit the: WorldPay Help.

Figure 4-10

You are new required to enter your card details and then click on the 'Make Payment' tick icon (Figure 4-11).
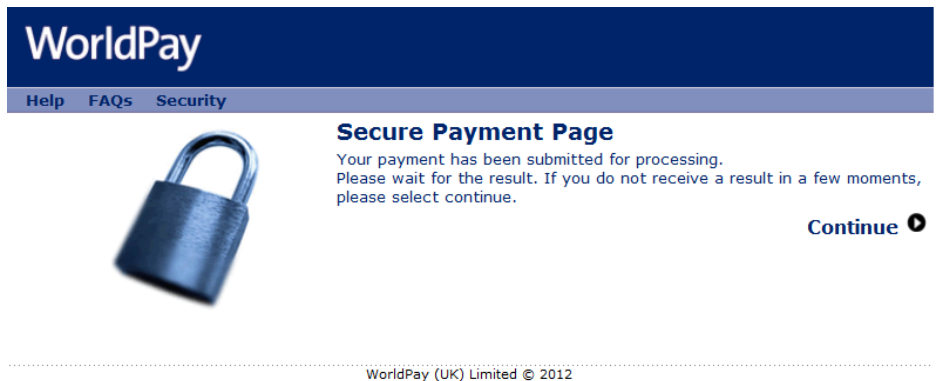
Figure 4-11

You will now receive a message stating that your payment has been submitted for processing (Figure 4-12).

Figure 4-12

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 (Figure 4-13).

Payment received, thank you

This was not a live transaction. No money has changed hands.
Thank you, your payment was successful.
Merchant's reference: **EDUCL2/DCPR/LARY/437/4**
WorldPay Transaction ID: **141309584**

Return to the portal

Figure 4-13

You can now see the payment details as well as being able to view both the 'Invoice' and 'Receipt' by clicking on the relevant button (Figure 4-14). An example of a receipt is show below (Figure 4-15).

Your Reference: LARRY Guidance **DECC Reference:** F29/0002IA **Application Type:** Innovate with either Phase A or Phase B or both **Round Number:** 29

Payment

This section holds payment details of your application. Once payment has been completed, you will be able to update your application until the round closes.

Your Reference: LARRY Guidance ⓘ
Application Type: Innovate with either Phase A or Phase B or both ⓘ
DECC Reference: F29/0002IA ⓘ

Transaction Result

Thank you for your payment.

Our Ref EDUDEV1/OGA/LARY/51
WorldPay Ref 1467890728
Status Completed - 07-Jul-2016 12:25:29
Amount 2100 (GBP)

Display Invoice   Display Receipt

Back To Workbasket

Figure 4-14 *(Module Ref: PED9000X)*

Payment Receipt

 Oil & Gas Authority

Request for Payment Number   EDUDEV1/OGA/LARY/51
Request for Payment Date   7th July 2016
Paid/Received Date   7th July 2016

For the attention of the Licensee:		From: (Charging Point)	
Company	TEST	**Contact**	OGA
Address	123 Test Street	**Address**	21 Bloomsbury Street, London, WC1B 3HF
		Telephone	03000671609
		Fax	
		Email	ukop@oga.gsi.gov.uk

Payment has been provided for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Innovate with either Phase A or Phase B or both Application	GBP 2100.00	GBP 0.00	GBP 2100.00
			TOTAL CHARGE:	**GBP 2100.00**

Vat registration no. N/A - Out of Scope

Payment Details

Payment Method(s):	Electronic payment via WorldPay
Payment Reference:	1467890728
Amount Received:	GBP 2100.00
Date Paid/Received:	7th July 2016

Payment received, with thanks

Figure 4-15

4.2 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.

Once you have entered this information you need to click on the 'Submit Alternative Payment' button (Figure 4-16).

Alternative Payment Details

> ⚡ **Please note the following information about alternative payments:**
>
> - To ensure these funds are received immediately, we recommend that you use a payment card (click on the 'Card Payment' tab above).
> - By declaring that you are using an alternative payment method (by clicking 'Submit Alternative Payment') you are agreeing to arrange payment yourself and will no longer be given the opportunity to make an online card payment. **Please note:** Using this method may cause delays while we wait to receive your payment.
> - When making your payment, if possible, please use your invoice reference **"EDUDEV1/OGA/LARY/50"** as the payment reference. This will help us to identify the source of the payment when it is received.

Please provide details relating to your preferred payment method.

*Payment Method Select One

*Payment Instruction Date

*Expected Clear Date

*Bank Name

*Bank Address
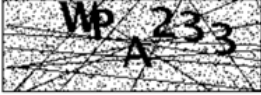
*Payment Contact Name

*Payment Contact Telephone

*Payment Contact Email

Submit

By filling out the security check below, you are confirming that the details provided are correct to the best of your knowledge.

Security Image   WP A233

The image is unreadable, give me a new one

*Enter Security Code

Clicking "Submit Alternative Payment" will send us your intended payment method and details.

Submit Alternative Payment   Cancel This Payment

Figure 4-16 *(Module Ref: PED9000X)*

You will now see your payment details (Figure 4-17).

Payment

This section holds payment details of your application. Once payment has been completed, you will be able to update your application until the round closes.

Your Reference: LARRY Guidance ⓘ
Application Type: Innovate with Phase C only ⓘ
DECC Reference: F29/0001I ⓘ

Invoice Summary

Invoice Ref EDUDEV1/OGA/LARY/50
Description LARRY Application Fee

Item Ref	Description	Quantity	Subtotal
1	Innovate with Phase C only Application	1	GBP 2100.00
		Total	GBP 2100.00

Display Invoice

Payment Details

⚠ When making your payment, if possible, please use your invoice reference "**EDUDEV1/OGA/LARY/50**" as the payment reference. This will help us to identify the source of the payment when it is received.

A payment has been pledged (and is currently awaiting reconciliation) with the following details:

Payment Method Bank Transfer (Bill Payment) ⓘ
Payment Instruction Date 07-JUL-2016 ⓘ
Expected Clear Date 14-JUL-2016 ⓘ
Bank Name TEST BANK ⓘ
Bank Address 123 BANK STREET ⓘ
Payment Contact Name MR SMITH ⓘ
Payment Contact Telephone +44 (0)123 123456 ⓘ
Payment Contact Email test@test.com ⓘ

Back To Workbasket

Figure 4-17 *(Module Ref: PED9000X)*

5. UPDATING AN APPLICATION

You can update your application as many times as you wish up until the Licence Round closes.

To update your application you need to click on the 'Update Application' link from the Workbasket (Figure 5-1).

Figure 5-1 *(Module Ref: BPM001X)*

Note: If you update your application but do not submit your amended version before the Licence Round closes the Licensing Authority will only see your previously submitted application.

6. POST ROUND UPDATES

If you experience technical issues that stop you from submitting your application on time or you need to make an important update to your application, the Licensing Authority have the ability to allow late or post round submissions; however these will be judged on a case by case basis.

To undertake a late or post round submission, you will need to contact the Licensing Authority and request a post round submission, you must provide a valid reason.

Once the Licensing Authority have authorised your post round submission you need to select the 'LARRY Application Search' from your Workbasket screen (Figure 6-1).
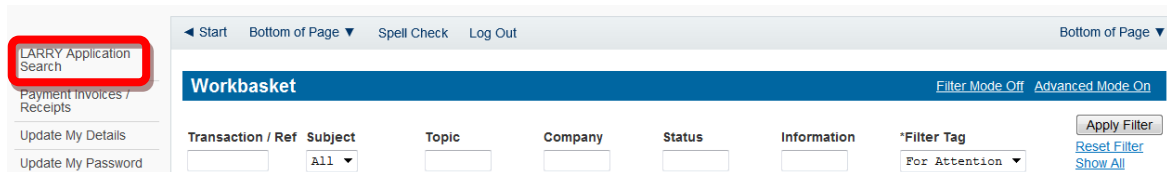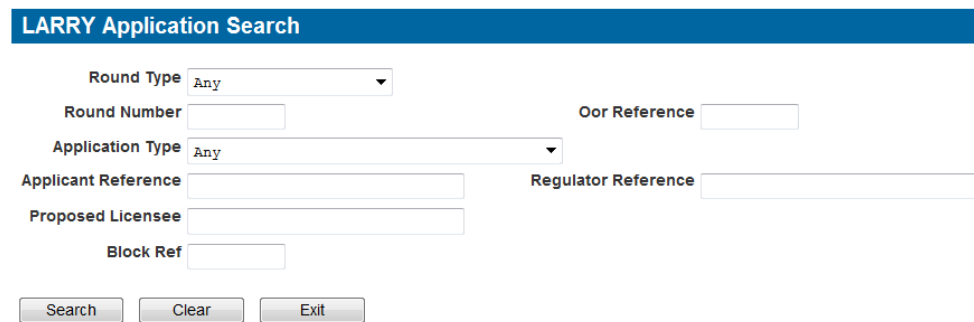

Figure 6-1 *(Module Ref: BPM001X)*

You will need to find your relevant application using the search screen (Figure 6-2).

Figure 6-2 *(Module Ref: PEDPL_SEARCH)*

You will then be provided with a 'Resume Update' link to undertake a 'Full Post Round Update' (Figure 6-3), which will allow you to amend any part of your application before re-submitting it or a 'Consortium Update' which will allow you to amend the Proposed Licensees only (Figure 6-4).

Figure 6-3 *(Module Ref: PEDPL_SEARCH)*

Figure 6-4 *(Module Ref: PEDPL_SEARCH)*

7. VIEWING APPLICATIONS

Once the round has closed your applications will be removed from the Workbasket (except for those that are still in progress). You can still view your submitted Application/s by using the 'LARRY Application Search' link from the left hand menu within the Workbasket screen (Figure 7-1).
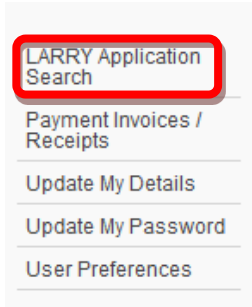

Figure 7-1 *(Module Ref: BPM001X)*

This link will take you to the LARRY Application Search screen where you can search for all applications that you have submitted. Once you have entered your search criteria you need to click on the 'Search' button (Figure 7-2).

Figure 7-2 *(Module Ref: PEDPL_SEARCH)*

Once your search results have returned, you will be able to view your submitted applications by clicking on the relevant 'View Application' link (Figure 7-3).

Results

[Page size: 50] Page: [1]

Round Type	Round Number	Oor Reference	Application Type	Applicant Reference	Regulator Reference	Proposed Licensees	Block Refs	Actions
Offshore	222		Promote	222 - Test1	F222/0001P	DUMMY OIL PLC, TEST LTD	1/1	View Application
Offshore	222		Promote	222 - Test3	F222/0002P	DUMMY OIL PLC	6/27	View Application
Offshore	222		Promote	222 - Test2	F222/0003P	DUMMY OIL PLC	53/15	View Application

Figure 7-3 *(Module Ref: PEDPL_SEARCH)*