

**PETROLEUM LICENCE
APPLICATIONS
REPOSITORY (LARRY)**

INDUSTRY USER
GUIDANCE



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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)

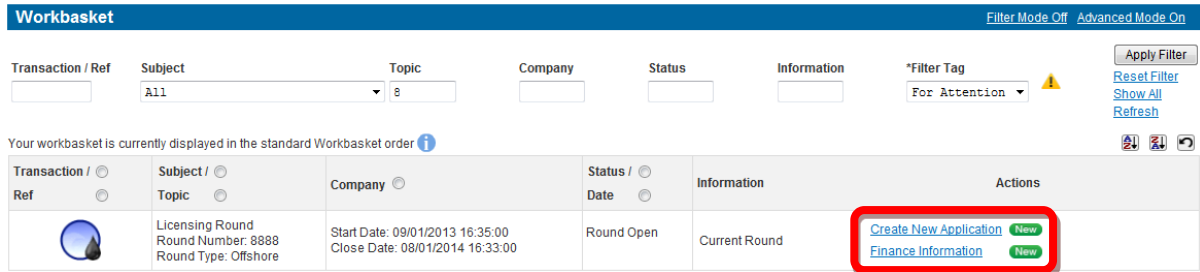


Figure 3-1 (Module Ref: BPM001X)

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

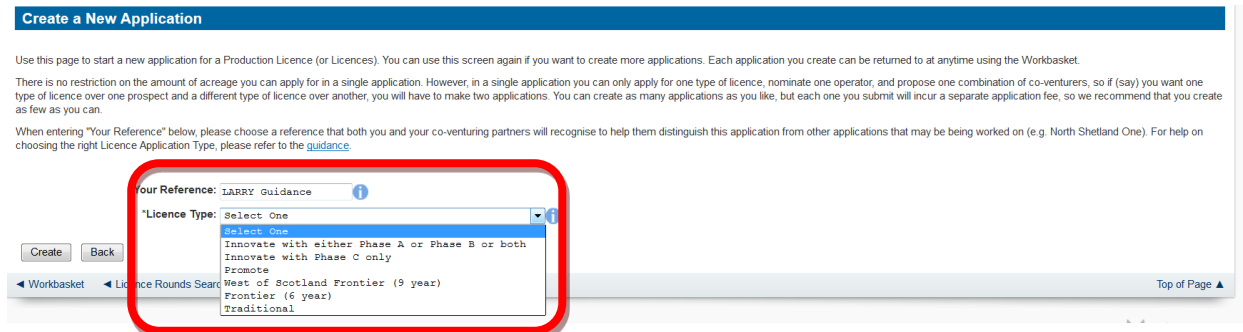


Figure 3-2 (Module Ref: PED9001X)

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).

<ul style="list-style-type: none"> Instructions Contact Details Companies / Blocks Prospect / Programme Appendix A Appendix B Appendix C PDF Preview Submit Round Guidance Validation Validate Application Hide Validation Error Summary Help Contact Us Security Policy Phishing Information Terms And Conditions Privacy Policy Cookies Feedback 	<p style="text-align: right;">Your Reference: LARRY Guidance DECC Reference: Not Yet Assigned Application Type: Traditional Round Number: 8888</p> <p>Application Form Details</p> <p>Your application will be automatically assigned a DECC reference once the payment for the application has gone through. For further guidance on completing the application, please see the Round Guidance.</p> <p>Your Reference: LARRY Guidance ⓘ Application Type: Traditional ⓘ DECC Reference: Not Yet Assigned ⓘ Application Key: LXT01723XPT ⓘ</p> <p>Instructions</p> <p>You can go to the Workbasket at any time by clicking on the link at left; and from there, you can either start a new application or return to any applications that you have already started. You can log out and log back into your Workbasket later another day to continue working on your applications. Your own reference for each application is displayed at the top of all the screens in LARRY</p> <p>There is no restriction on the amount of acreage you can apply for in this application. However, in a single application you can only apply for one type of licence, nominate one operator, and propose one combination of licensee, so if (say) you want one type of licence over one prospect and a different type of licence over another, you will have to make two applications. You can create as many applications as you like, but each one you submit will incur a separate application fee, so we recommend that you create as few as you can.</p> <p>Some of the supporting information that LARRY needs will be entered directly into text boxes but other parts will have to be uploaded as supporting documents. Due to practical ICT and internet bandwidth considerations we have had to restrict the file formats that we can accept and set a maximum file upload size of 50MB for any single upload. More details of these formats and sizes are available on each upload window.</p> <p>How To Get Around</p> <ul style="list-style-type: none"> You can leave this application and return to it at any time. Simply log in and click on the link to it from your workbasket. To return to your workbasket, click on the "Workbasket" link at the top of the page. The simplest way to navigate through LARRY is by clicking on the Next Page and Previous Page buttons at the bottom of each screen. There are also links at the top of each screen that do the same thing. If you're feeling more confident, you can also go straight to the screen that you want by using the links running down the left hand side of the page. Information is always saved automatically when you navigate away from a screen. You can also save it manually at any time with the Save Now button. Move your mouse over ⓘ to see Hints about the neighbouring item. At any time you can use the Validate Application link on the left to check the information you have entered thus far. Errors are shown with red crosses. Hover over the red crosses with the cursor to find out what's wrong. Use Error Summary on the left to be shown what errors are outstanding in your application and to be taken to each error. <p style="text-align: right;">Next Page</p>
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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 their 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 application's 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 your own contact details, as you have already entered them during the registration process.

The screenshot shows a form with the following fields:

- *Company:** TEST
- *Title:** Mr
- *Forename:** LARRY
- *Surname:** User1
- *Contact Address:** 123 Test Address, London, AB01 1AA
- *Telephone Number:** +44 (0)00 0000
- Mobile Number:** (empty)
- Fax Number:** (empty)
- *Email Address:** larryuser1@test.com

The 'Use My Details' button at the top is highlighted with a red box.

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 <i>i</i>	Application Viewer <i>i</i>
LARRY User1 larryuser1@test.com TEST +44 (0)00 0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

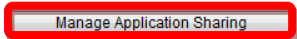


Figure 3-7 (Module Ref: PED9000X)

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



Contact Management
[Switch to List View](#)

Name Licence Application Company Contacts ⓘ
 Description Team for Application: LARRY Guidance ⓘ

[Hide All Details](#) [Refresh](#)

Central Contact Details	Application Editor/Controller ⓘ	Application Viewer ⓘ
LARRY User1 larryuser1@test.com TEST +44 (0)00 0000 🗑️	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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).

Add Person

Please enter an Email Address, Forename and Surname of the person you want to add then click Add Person

The values entered must all match those of the person you would like to add. If a match cannot be found, the best suggestion will be presented, at which point you may accept the suggestion, or create a new record with your entered values.

*Email Address
 *Forename
 *Surname
 *Organisation ⓘ
 *Telephone Number

- OR -

You may select yourself as the person

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).

Add Person

You entered the following details:

Email Address larry.user2@test.com
 Forename LARRY
 Surname User
 Organisation TEST ⓘ
 Telephone Number 01224 000 0000

✗ The details you entered did not match any of our records exactly... however, the system found a similar person record detailed below:

Email Address larry.user2@test.com
 Forename Test
 Surname Test
 Job Description
 Organisation Test
 Account Status Contact does not yet have a login account

Please choose whether to go back and edit the details entered, accept the system suggestion, or create a new person record using the details entered.

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).

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Your Ref: Guidance DECC Ref: Not Yet Assigned	Round 8888: Licence Application Traditional Blocks: None	TEST	In Progress Created: 13/03/13 14:15:19	This is a Draft Application. It has not been submitted to DECC.	Resume New

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).

Mr LARRY User1 is currently in control of this application. You have been given the privilege to view or take control of the application yourself and you can do this by clicking on the 'Take Control of Application' link. If you would like to do this please check with Mr LARRY User1 that they are not currently working on the application (as their changes may be lost) and then click [Take Control of Application](#).

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).

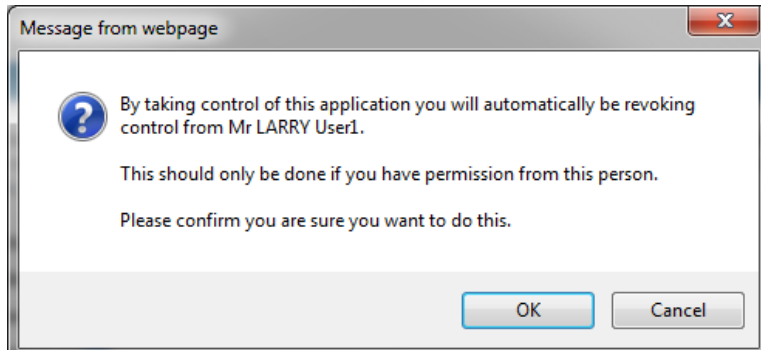


Figure 3-14

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

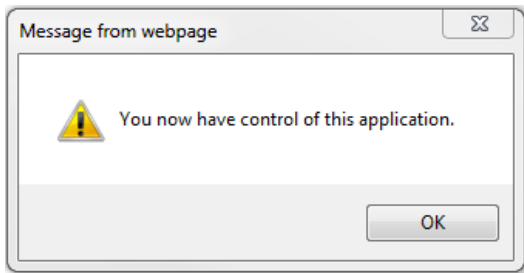


Figure 3-15

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).

Click on the **Add Operator** or the **Add Licence Administrator** button to add a Proposed Operator or Licence Administrator to this application. You will be taken to an organisation search screen where further instructions will be provided. You are only required to specify one Proposed Operator and Licence Administrator for this application. Once a Proposed Operator has been specified this organisation can be set as the Proposed Licence Administrator conveniently by clicking the **Same As Operator** button, alternatively select a different organisation.

If you have selected the wrong organisation, click **Remove Operator** or **Remove Licence Administrator** and add the correct organisations using the steps stated above.

You must enter contact details for the Proposed Operator and Licence Administrator, if these details are the same as the details entered on the previous page (application contact) then these can be loaded conveniently by clicking the **Load My Contact Details** button. If you have entered alternative contact details for the Proposed Operator and would like to set these as the Proposed Licence Administrator contact details as well, click **Load Operator Details**

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)



Organisation Search

*Organisation Name ⓘ
Registered Number ⓘ
Include Former Names ⓘ

Search Results

Organisation Name	Registered/Business Address	Details
TEST LTD	3 WHITEHALL PLACE LONDON SW1A 2AW	Active ⓘ

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).

[Create a new company](#)

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).

Create a new organisation

UK Registered Number
*Organisation Name
*Registered Address
[Select Address](#)
Country Of Origin
Overseas Registered Number

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).

Proposed Licensee?

Please confirm whether you would like to add this organisation shown below as a Proposed Licensee on this application. Selecting yes will add this organisation to the list of Proposed Licensees on the Companies / Blocks section. This organisation can be removed later if it is found to be incorrect.

Name TEST LTD
Registered Number
Registered Address 3 WHITEHALL PLACE
LONDON
SW1A 2AW

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 'X' appears next to a proposed licensee, it means that this organisation has not yet uploaded their financial information against this application (see [section 3.12](#)).

Proposed Licensees

Your Application Key is
LXT01723XPT
Please make a note of this as Proposed Licensees will need to quote this when registering their individual existing capital commitments.

Click the **Add Licensee** button below to add Proposed Licensees to this application, there must be a minimum of one. You will be taken to an organisation search screen where further instructions will be provided. If the Proposed Licensees or equity interests are not the same for all blocks applied for then you must make separate applications. The total equity for all Licensees on the application must add up to 100%.

If an organisation has been added as a Proposed Licensee in error it can be removed by clicking the bin icon next adjacent to the incorrect entry. You may only remove organisations that do not have any financial information entered in Appendix A. [Click Here](#) to go to Appendix A and **Clear Values** for the organisation that you wish to remove as a Proposed Licensee. You may then return here and delete the entry.

Organisation	*Equity (%)	SME?	Finance Records	Remove Organisation
TEST LTD X 3 WHITEHALL PLACE LONDON SW1A 2AW	<input type="text"/>	<input type="checkbox"/>		

Add Licensee

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).

Organisation	*Equity (%)	SME?	Finance Records	Remove Organisation
TEST LTD 3 WHITEHALL PLACE LONDON SW1A 2AW	<input type="text" value="70"/>	<input type="checkbox"/>	Version Status Submitters 2 Name Tel Email Mr LARRY User1 +44 (0)00 0000 larryuser1@test.com	
DEMO OIL LTD X 3 WHITEHALL PLACE LONDON SW1A 2AW	<input type="text" value="30"/>	<input type="checkbox"/>		

Add Licensee

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).



Block Search

Please enter a specific Quadrant and/or Block reference in to the search boxes below and click 'Search' to display a list of available blocks.

Quadrant

Block Number

Results

Number of blocks found: 14

Select	Application Block
<input type="checkbox"/>	1/1
<input type="checkbox"/>	3/6
<input type="checkbox"/>	3/12a
<input type="checkbox"/>	6/26
<input type="checkbox"/>	6/27
<input type="checkbox"/>	9/9g
<input type="checkbox"/>	18/6
<input type="checkbox"/>	19/4
<input type="checkbox"/>	19/10b
<input type="checkbox"/>	22/8b
<input type="checkbox"/>	22/8c
<input type="checkbox"/>	44/21c
<input type="checkbox"/>	44/23g
<input type="checkbox"/>	53/15

Number of blocks found: 14

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).

Block	Request for portion of Block?	No Prospect?	Move Up	Move Down	Remove
9/9g	<input type="checkbox"/>	<input type="checkbox"/>		↓	
19/10b	<input type="checkbox"/>	<input type="checkbox"/>	↑		

Blocks applied for: 2

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

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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 relevant prospect entry, in the 'Remove' column.

No prospects specified yet.

Enter new prospect name

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 i

*Prospect Type

*Description of Prospect

*Key Technical Work Needed

Blocks:

Block	Remove i
-------	---

Choose a block to add to this prospect OR

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

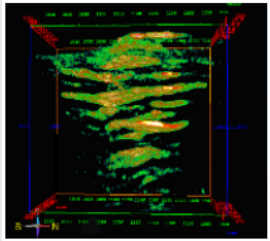
Click on the buttons below to upload the maps and images that are relevant to this prospect. On successful upload of an image you will be shown a scaled down version of the file which can be rotated should it be necessary. By clicking the button you can download the uploaded image in full size. If you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

Map i

Representative Seismic Section

Filename	Description
ped_map.jpg	

Image Preview



Filename	Description

Geologic Cross-Section

Filename	Description

Summary Map

You can add summary maps to this prospect by clicking the 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 i
--------------	---

Figure 3-30 (Module Ref: PED9000X)



Lead / Prospect / New Play / Discovery Volumes

Please complete the necessary 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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Units"/>
Height of closure (ft/m)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Units"/>
Net Reservoir (ft/m)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Units"/>
Net gross (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Gross rock volume (acre-ft/MM m3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Units"/>
Porosity (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Hydrocarbon saturation (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Formation volume factor/Gas expansion factor	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A
Recovery factor (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Gas in place (bcf/bcm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Units"/>
Oil/condensate in place (mmbo/mmboe)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Units"/>
Oil/gas reserves (mmbbl/bcf/bcm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="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 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 relevant 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:

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).

Work Programme List

Click the button to add a work programme. You may add as many work programmes as are required, all blocks applied for must be covered by an individual work programme, even if covered under a joint work programme.

To edit the details a work programme and/or add blocks to a work programme click on the relevant icon in the 'Go To Work Programme' column.

To delete a work programme click the bin icon adjacent to the relevant work programme entry, in the 'Remove' column.

No work programmes specified yet.

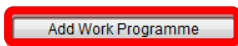


Figure 3-33 (Module Ref: PED9000X)

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



Work Programme Details

Company Name DEMO OIL LTD
Registered Number 11111111
Company Address 3 WHITEHALL PLACE
LONDON
SW1A 2AW
Overseas Registered Number
Country of Origin None

Blocks:
Block Remove

Choose a block to add to this work programme OR

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

*Drilling Commitments

For each well, specify the minimum depth in metres and the horizon to which you will drill.

*Firm	*Contingent	*Drill-or-Drop (include Decision Point if appropriate)
<input type="text"/>	<input type="text"/>	<input type="text"/>
New Shoot 2D Seismic (Firm OR Contingent km)		
New Shoot 3D Seismic (Firm OR Contingent km2)		
Obtain Existing 2D Seismic (firm km)		
Obtain Existing 3D Seismic (firm km2)		
Reprocess 2D Seismic Data (km)		
Reprocess 3D Seismic Data (km2)		
Other Work		
Plans for existing discoveries and/or redevelopments		
If you don't want the whole block, define the area of the block that you want using co-ordinate points (latitudes and longitudes or OS 10K grid points for Landward)		
Comments & Phase Timings		

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).



Work Programme List

Click the **Add Work Programme** button to add a work programme. You may add as many work programmes as are required, all blocks applied for must be covered by an individual work programme, even if covered under a joint work programme.

To edit the details a work programme and/or add blocks to a work programme click on the relevant icon in the 'Go To Work Programme' column.

To delete a work programme click the bin icon adjacent to the relevant work programme entry, in the 'Remove' column.

Block(s)	Joint?	Go To Work Programme	Remove
19/10b	N		
9/9g	N		
9/9g 19/10b	Y		

Add Work Programme

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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.

Overall Expenditure Summary (Appendix A)

Block(s) Applied For:
9/9g
19/10b

Please enter the overall expenditure for this application below.

Click on the **Calculate Totals** button to populate the Totals. The overall total expenditure in the bottom-right cell must equal the sum of the individual organisation expenditure totals stated below.

The **Clear Values** button deletes all data in the corresponding table.

Year	*Firm (£m)	*Contingent (£m)	*Drill-or-Drop (£m)	Total (£m)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total				

Calculate Totals

Clear Values

Your Application Key is
LXT01723XPT
Please make a note of this as Proposed Licensees will need to quote this when registering their individual existing capital commitments.

Please enter the expenditure for each Proposed Licensee on the application in the corresponding tables below. Above is a reminder of the Application Key, this must be communicated to all Proposed Licensees to allow them to attach their confidential company financial information to this application.

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 button to populate the Totals or the button to delete all values in the table.

Year	*Firm (£m)	*Contingent (£m) ⁱ	*Drill-or-Drop (£m)	Total (£m)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total				

DEMO OIL LTD

Licence Partner(s):
TEST LTD

Please enter the expenditure for DEMO OIL LTD below.

Click on the button to populate the Totals or the button to delete all values in the table.

Year	*Firm (£m)	*Contingent (£m) ⁱ	*Drill-or-Drop (£m)	Total (£m)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total				

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).

Technical Information (Appendix B)

Click on the **Add Appendix B** button to add area section of Appendix B. The first Appendix B entry is already present for convenience. You must upload a PDF file for an Appendix B, or an area section of Appendix B if the application is split into more than one area (e.g. Northern North Sea, Southern North Sea), by clicking the **Upload File** button. If you upload an incorrect PDF, please use the **Upload File** button to select another PDF and overwrite the incorrect PDF on successful upload. Select a block from a drop-down list to add it to the Appendix B or click **Add All Blocks** to add all blocks on this application. You are only able to delete an Appendix B if there are 2 or more Appendix B listed. If you want to delete an Appendix B and there is only 1 listed please press the **Add Appendix B** button to add a second Appendix B and allow you to delete the incorrect Appendix B.

Please upload your Appendix B:

*Appendix B	Block(s)	Add Blocks	Delete				
<input type="button" value="View..."/> <input type="button" value="Save as..."/> <input type="button" value="Upload File"/>		Block: <input type="button" value="Add All Blocks"/>					
<table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Filename	Description					
Filename	Description						
<input type="button" value="Add Appendix B"/>							

Technical Competence Information

This section allow you to upload documentation and information relating to the technical competence of the operator. Click on the **Add Technical Competence Information** button to add Technical Competence Information. The first Technical Competence Information entry is already present for convenience. You must upload a PDF file for Technical Competence Information by clicking the **Upload File** button.

Please upload your Technical Competence Information:

*Technical Competence Information	Delete				
<input type="button" value="View..."/> <input type="button" value="Save as..."/> <input type="button" value="Upload File"/>					
<table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Filename	Description			
Filename	Description				
<input type="button" value="Add Technical Competence Information"/>					

Figure 3-38 (Module Ref: PED9000X)

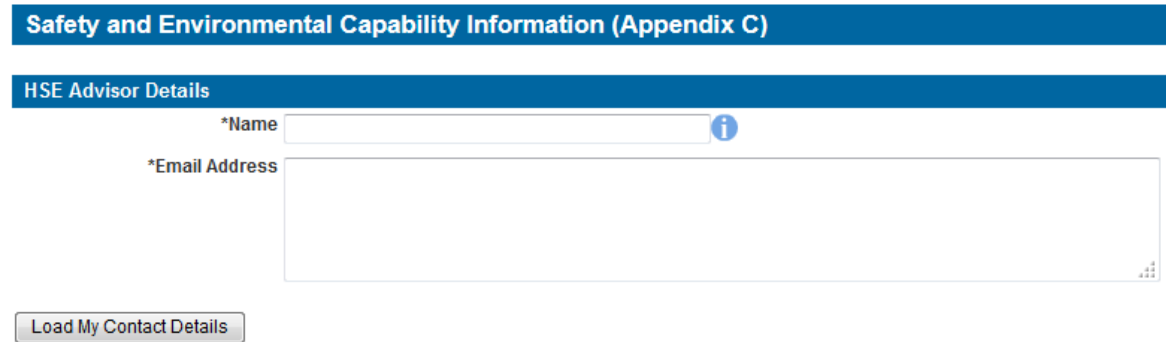
3.9 Appendix C

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).



Safety and Environmental Capability Information (Appendix C)

HSE Advisor Details

*Name ⓘ

*Email Address

Load My Contact Details

Figure 3-39 (Module Ref: PED9000X)

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



Proposed Operator

Company Name	DEMO OIL LTD
Registered Number	11111111
Company Address	3 WHITEHALL PLACE LONDON SW1A 2AW

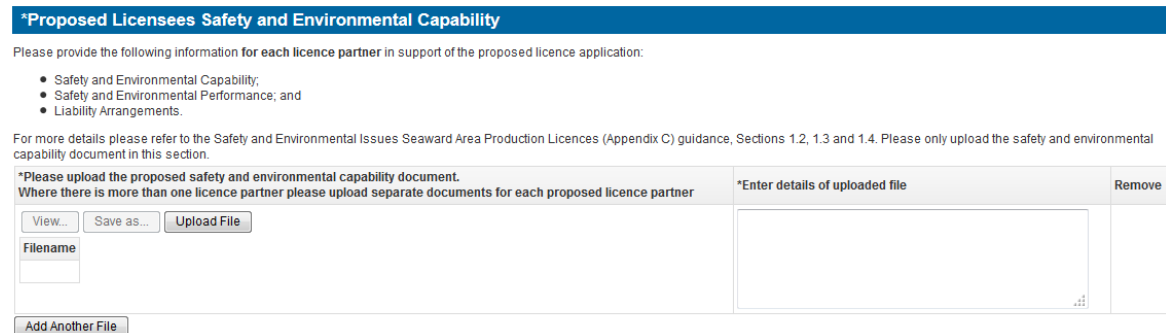
*Is the proposed operator (shown above) an Existing/Established Operator?

Select One
Select One
Yes
No

Figure 3-40 (Module Ref: PED9000X)

You will now be required to upload a Proposed Licensees Safety and Environmental Capability document **for each licensee 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)



***Proposed Licensees Safety and Environmental Capability**

Please provide the following information for each licensee partner in support of the proposed licence application:

- Safety and Environmental Capability;
- Safety and Environmental Performance; and
- Liability Arrangements.

For more details please refer to the Safety and Environmental Issues Seaward Area Production Licences (Appendix C) guidance, Sections 1.2, 1.3 and 1.4. Please only upload the safety and environmental capability document in this section.

*Please upload the proposed safety and environmental capability document.
Where there is more than one licensee partner please upload separate documents for each proposed licence partner

*Please upload the proposed safety and environmental capability document. Where there is more than one licensee partner please upload separate documents for each proposed licence partner	*Enter details of uploaded file	Remove
<input type="button" value="View..."/> <input type="button" value="Save as..."/> <input type="button" value="Upload File"/> Filename <input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

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).

*Environmental Sensitivities		
For more details please refer to the Environmental Issues (Appendix C) guidance, Section 4: Environmental Sensitivities and Issues		
<p>*Please upload a block-specific summary environmental assessment to address the Environmental Sensitivities within and immediately adjacent to the block(s) of interest</p> <p>View... Save as... Upload File</p> <p>Filename</p> <p>Add Another File</p>	<p>*Enter details of uploaded file</p> <p></p>	<p>Remove</p>

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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).

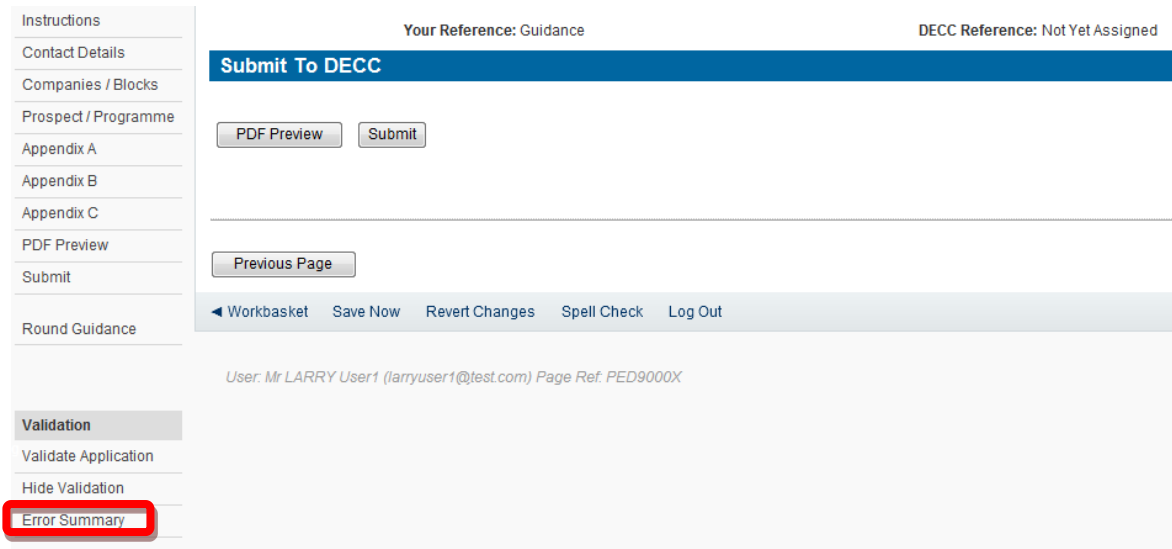


Figure 3-43 (Module Ref: PED9000X)

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).

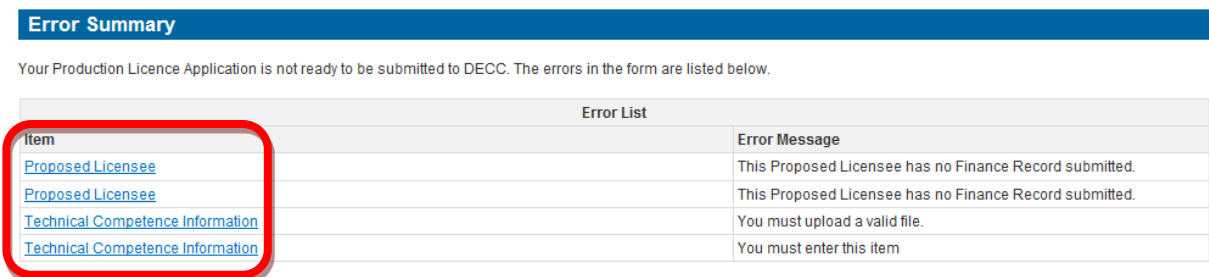


Figure 3-44 (Module Ref: PED9000X)



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).

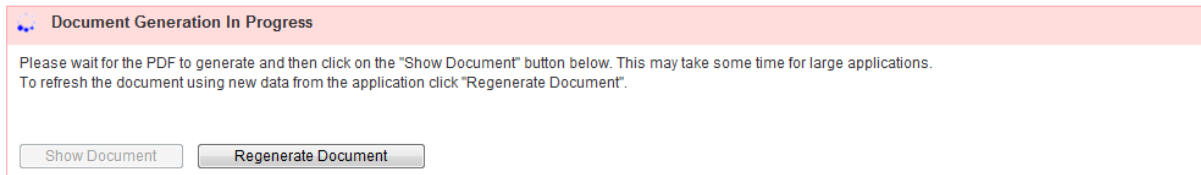


Figure 3-46 (Module Ref: PED9000X)

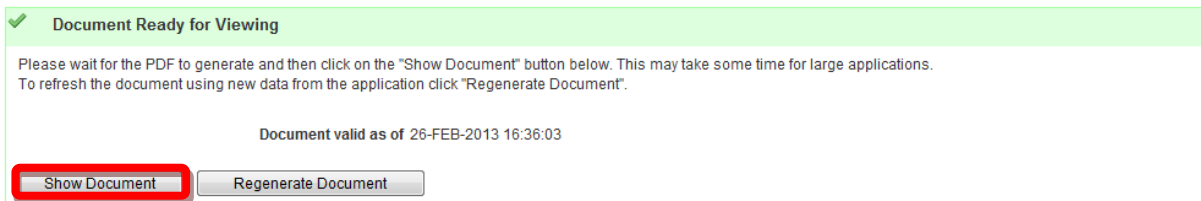


Figure 3-47 (Module Ref: PED9000X)

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



Figure 3-48 (Module Ref: PED9000X)

3.12 Finance Information

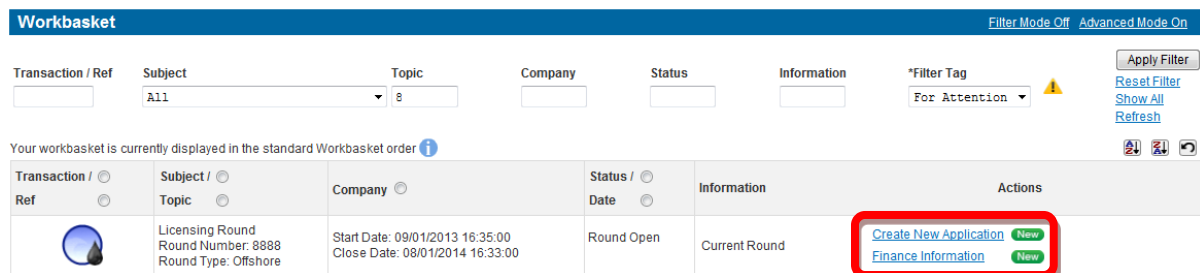
Before an application can be submitted, all companies within the Proposed Licensee list must have upload there Financial Information and linked this to the application. The financial information is confidential and is not shown within the application and can only be viewed by the company completing the 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](#)).

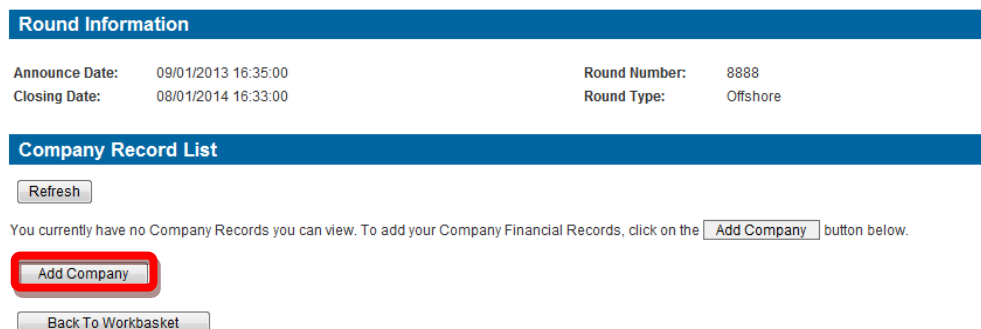
Once logged into the Portal you need to click on the 'Finance Information' link from your workbasket (Figure 3-49).



The screenshot shows a 'Workbasket' interface with a table of items. The table has columns: Transaction / Ref, Subject, Topic, Company, Status, Information, and Actions. The 'Actions' column for the first row contains two links: 'Create New Application' and 'Finance Information', both with a 'New' status indicator. These links are highlighted with a red box.

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).



The screenshot shows the 'Round Information' section with details for Announce Date, Closing Date, Round Number, and Round Type. Below this is the 'Company Record List' section, which includes a 'Refresh' button and a message stating 'You currently have no Company Records you can view. To add your Company Financial Records, click on the Add Company button below.' The 'Add Company' button is highlighted with a red box.

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).



Organisation Search

*Organisation Name ⓘ

*Registered Number ⓘ

Include Former Names ⓘ

Search Reset Back

Figure 3-51 (Module Ref: ORG_SEARCH_NEW)

Organisation Search

*Organisation Name ⓘ

Registered Number ⓘ

Include Former Names ⓘ

Search Reset Back

Search Results

Organisation Name	Registered/Business Address	Details
DEMO LIMITED <small>UK Registered Number : 04979168</small>	Show Address	Active ⓘ
DEMO OIL LTD	3 WHITEHALL PLACE LONDON SW1A 2AW	Active ⓘ

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

Round Information

Announce Date: 09/01/2013 16:35:00 Round Number: 8888
Closing Date: 08/01/2014 16:33:00 Round Type: Offshore

Company Record List

Refresh

Company ↑↓	Application Key List	Status	Actions
DEMO OIL LTD 3 WHITEHALL PLACE LONDON SW1A 2AW		Status: Draft Version: 1	Finance Information Control Access Delete Record

Add Company

Back To Workbasket

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.

Application Key

Please enter the application key given to you by the main Operator.

Application Key	Status	Application Details	View Main Application	Remove 
<input type="text" value="LXT01723XPT"/>	✔	Industry Ref: LARRY Guidance Application Type: Traditional Operator: TEST LTD	View Application	
<input type="text" value="LXT01723XPR"/>	✘			

Warning

An application key you have entered is not valid. You have 4 attempts remaining.

For security reasons, your portal account will be suspended if you enter 5 invalid application keys in a row.




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

Existing UKCS Capital Commitments - Net Costs

*Licence Name	*FDP (£m) 	*Firm (£m)	*Contingent (£m)	*Drill-Or-Drop (£m)	Total (£m)	Remove 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total					<input type="text"/>	

Existing non-UKCS Capital Commitments

Enter sum of exploration and development commitments for all non-UKCS O&G assets for which there are agreed or planned work programmes.

*Total (£m):

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.*)

Related Documents

Each company must submit one copy of its most recent annual accounts, together with any Interim Statements subsequently published. They 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.

Each company 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.

Uploaded Documents			
File Type	Uploaded By		Actions
Finance Supporting Documentation		Filename File Size Description View... Save as... Choose file...	Clear
Add Finance Supporting Documentation Add Miscellaneous Documentation			

*Status **Select One** ▼

Save & Go Back To Company List Validate Clear Validate

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).

Company Record List



Company ↑↓	Application Key List	Status	Actions
DEMO OIL LTD 3 WHITEHALL PLACE LONDON SW1A 2AW	LXT01723XPT   Industry Ref: LARRY Guidance App Type: Traditional Operator: TEST LTD	Status: Current Version: 2	Update information Update information Control Access

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

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).

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](#)

Card Payment
[Alternative Payment Method](#)

Card Billing Details

Please provide billing details relating to your payment card.

*Name ⓘ [Use my details](#)

Address ⓘ [Search for address](#)


*Postcode ⓘ

*Email Address ⓘ

Telephone No ⓘ

Remember Details ⓘ

Cards accepted:



Contact us:
 OGA
 21 Bloomsbury Street,
 London,
 WC1B 3HF
ukop@oga.gsi.gov.uk

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


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 [1](#)

Application Type: Innovate with Phase C only [1](#)

DECC Reference: Not Yet Assigned [i](#)

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 03000671609
		Telephone Fax Email	ukop@oga.gsi.gov.uk

Receiving credits in sterling in the UK		Receiving credits from Overseas	
BACS & CHAPS (£10,000+)		Swift Bank:	National Westminster Bank PLC
Bank Address:	RBS London Corporate Service, 2nd Floor Bishopsgate, London, EC2M 4RB.	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](#)).

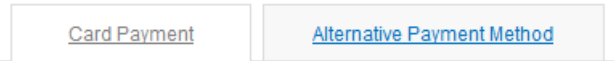


Figure 4-4 (Module Ref: PED409X)

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).



The screenshot shows the WorldPay 'Secure Payment Page'. At the top left is the WorldPay logo and navigation links for 'Help', 'FAQs', and 'Security'. A large padlock icon is on the left. The main heading is 'Secure Payment Page' with a red warning: 'TEST MODE - This is not a live transaction.' Below this is a prompt to review purchase details and select a payment method. A language dropdown is set to 'English'. The purchase details are: 'Department of Energy and Climate Change (EDULCS Test Database)', 'LARRY Application Fee', and an amount of '£2,100.00'. A section titled 'Select your payment method' contains icons for Diners Club, MasterCard, Visa, Amex, Maestro, and JCB, with a red box highlighting the Visa and MasterCard options. A 'Cancel' button with an 'x' icon is at the bottom right. The footer includes 'payments powered by WorldPay' and a link to 'WorldPay Help'.

Figure 4-10



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



WorldPay
Help FAQs Security

Secure Payment Page

TEST MODE - This is not a live transaction.

Select language: English

Department of Energy and Climate Change (EDULCS Test Database)

Payment method: MasterCard
Description: LARRY Application Fee
Amount: £2,100.00

Card details

* Indicates a required field

* Card number: [input]
Security Code: [input]

* Expiry date: -- / --

* Cardholder's name: LARRY USER1

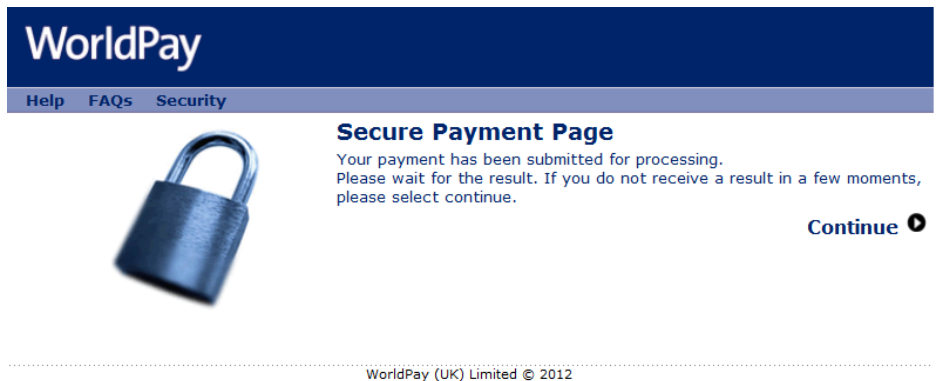
Cardholder details

Billing address	3 WHITEHALL PLACE LONDON SW1A 2AW
Postcode/ZIP code	SW1A 2AW
Country	United Kingdom
Telephone	+44 (0)00 0000
Fax	
Email address	ukop@decc.gsi.gov.uk

Start again Cancel Make payment

Figure 4-11

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



WorldPay
Help FAQs Security

Secure Payment Page

Your payment has been submitted for processing.
Please wait for the result. If you do not receive a result in a few moments, please select continue.

Continue

WorldPay (UK) Limited © 2012

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 [i](#)

Application Type: Innovate with either Phase A or Phase B or both [i](#)

DECC Reference: F29/0002IA [i](#)

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



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 Address	TEST 123 Test Street	Contact Address	OGA 21 Bloomsbury Street, London, WC1B 3HF 03000671609
		Telephone	
		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 ⓘ

*Payment Instruction Date ⓘ

*Expected Clear Date ⓘ

*Bank Name ⓘ

*Bank Address ⓘ

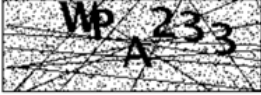
*Payment Contact Name ⓘ

*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 

[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.

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 [i](#)

Application Type: Innovate with Phase C only [i](#)

DECC Reference: F29/00011 [i](#)

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

i 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) [i](#)

Payment Instruction Date 07-JUL-2016 [i](#)

Expected Clear Date 14-JUL-2016 [i](#)

Bank Name TEST BANK [i](#)

Bank Address 123 BANK STREET [i](#)

Payment Contact Name MR SMITH [i](#)

Payment Contact Telephone +44 (0)123 123456 [i](#)

Payment Contact Email test@test.com [i](#)

[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).

Workbasket Filter Mode Off Advanced Mode On

Transaction / Ref: Subject: All Topic: Company: Status: Information: *Filter Tag: For Attention Apply Filter
[Reset Filter](#) [Show All](#) [Refresh](#)

Your workbasket is currently displayed in the standard Workbasket order ? ? ?

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
	Licensing Round Round Number: 8888 Round Type: Offshore		Round Open Start Date: 09/01/2013 16:35:00 Close Date: 08/01/2014 16:33:00	Current Round	Create New Application Finance Information
	Licensing Round Round Number: 7777 Round Type: Onshore		Round Open Start Date: 12/12/2012 14:23:00 Close Date: 12/12/2013 14:22:00	Current Round	Create New Application Finance Information
Your Ref: Guidance DECC Ref: F8888/0004P	Round 8888: Licence Application Promote Blocks: 53/15	TEST	Submitted Created: 19/03/13 16:19:23 Submitted: 19/03/13 16:27:07	Submitted	Update Application New Review Application New

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).

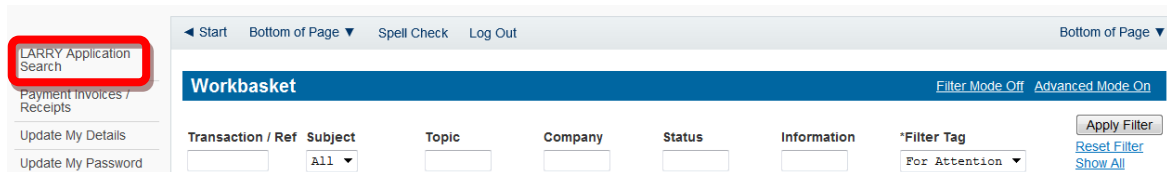
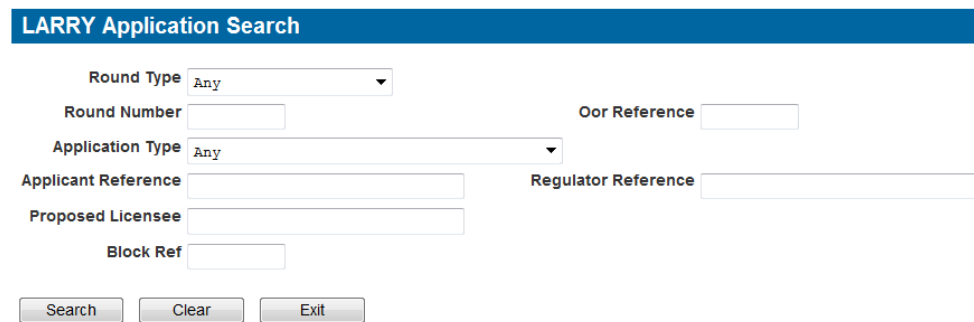


Figure 6-1 (Module Ref: BPM001X)

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



The screenshot shows the 'LARRY Application Search' form. It includes several input fields: Round Type (dropdown menu), Round Number, Application Type (dropdown menu), Applicant Reference, Proposed Licensee, and Block Ref. There are also Oor Reference and Regulator Reference fields. At the bottom, there are 'Search', 'Clear', and 'Exit' buttons.

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).

Round Type	Round Number	Oor Reference	Application Type	Applicant Reference	Regulator Reference	Proposed Licensees	Block Refs	Actions
Offshore	101		Traditional	Full Update Post Rd	F101/0002T	TEST COMPANY LTD	223/26	Resume Update Finance Information Review Submitted Application Delete Update

Figure 6-3 (Module Ref: PEDPL_SEARCH)

Round Type	Round Number	Oor Reference	Application Type	Applicant Reference	Regulator Reference	Proposed Licensees	Block Refs	Actions
Offshore	101		Traditional	Consortium Update	F101/0003T	TEST COMPANY LTD, TESTING LIMITED	223/22	Resume Consortium Update Finance Information Review Submitted Application Cancel Update

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).

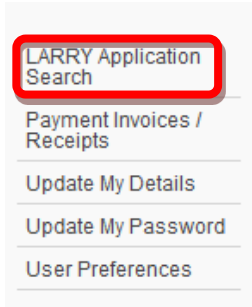


Figure 7-1 (Module Ref: BPM001X)

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).

LARRY Application Search

Round Type

Round Number

Application Type

Applicant Reference

Proposed Licensee

Block Ref

Oor Reference

Regulator Reference

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)