Frequently Asked Questions  
*Directive 056: Energy Development Applications and Schedules – Well Applications*

April 2016

This document clarifies how to submit well applications under *Directive 056: Energy Development Applications and Schedules*. The questions below identify common omissions and errors in applications.

**Q1. When is a survey plan required for a well licence application?**

A1. A survey plan must be submitted with any application for a new well. Licence amendment applications to change the purpose of an oil sands evaluation well or to change the surface location, surface coordinates, or ground elevation of a well must also include a survey plan.

**Q2. What are the most common omissions when submitting a survey plan?**

A2. Survey plan requirements are specified in section 2.020 of the *Oil and Gas Conservation Rules (OGCR)* and section 7.11.1 of *Directive 056*. Some of the most common omissions include:

- submitting a survey plan that is more than 12 months old from the date of certification,
- submitting a survey plan that has not been signed by an Alberta land surveyor, and
- submitting a survey plan that does not match the location being applied for.

For oil sands evaluation wells applied for under section 2.030 of the *OGCR*, the AER will accept a general plan that shows a map of the locations and specifies the coordinates and ground elevations.

Applications that do not include survey plans that meet the requirements identified in the *OGCR* and *Directive 056* may be closed.

**Q3. When is a cover letter required for a well licence application?**

A3. Cover letters are required in the following situations:

- to request an extended expiry date for a licence (refer to *Directive 056 FAQs – Facilities Technical*) and
- to request an extended expiry date for an oil sands evaluation well licence, as described in *Manual 008: Oil Sands and Coal Exploration Application Guide*.
Applications that do not meet these requirements may be closed.

Q4. **Will submitting extra information not required under Directive 056 help the review of my well licence application?**

A4. Information submitted in addition to Directive 056 requirements will not be reviewed. Applicants should submit only those documents required under Directive 056.

Q5. **Why do applications that change a unique well identifier (UWI) take longer to review at the end of the month?**

A5. Due to volumetric data updates that occur between the AER and Petrinex, any application that changes a UWI cannot be approved for about four to five days starting around the 21st of each month. UWIs can change in applications to amend bottomhole locations, re-entry or resumption applications, and applications to change an oil sands evaluation well to a conventional well. If you have concerns with the processing time of your application, you can contact the application processor identified for your application on the Integrated Application Registry.