



Republic of Trinidad and Tobago
MINISTRY OF ENERGY AND ENERGY INDUSTRIES
 Head Office: Level 26, Tower C, International Waterfront Centre
 #1 Wrightson Road, Port of Spain, Trinidad and Tobago
 Telephone: (868) 225-4EEI (4334), Facsimile: (868) 225-5746

A1 Pipeline Licence Application Checklist

All required information to accompany an application should be included when submitting their application. The application must include, but is not limited to, the following particulars of the Petroleum Regulations as well as information deemed necessary by the MEEI:

[FOR OFFICIAL USE ONLY]

Company	
Date Received	

[FOR APPLICANT USE]

No.	Requirement	Have Information (Y/N)
	An application for a licence under the Petroleum Act must be:	
1.	Made in writing to the Minister and addressed to the Permanent Secretary.	
2.	Signed or executed by the applicant.	
	Include or be accompanied by:	
3.	The full name, place of business, nature of business of the applicant.	
4.	Type of licence for which the application is made – i.e., clearly state your application is for a pipeline licence.	
5.	Evidence of Articles of Company Incorporation.	
6.	The name, telephone number and email address of a representative who can be contacted about the application.	
7.	Detailed description of any changes to existing facilities/equipment.	
8.	A description of the site or project to which the application relates; situation, boundaries, and area of the parcel of land, illustrated by a plan or map. The map should also highlight major landmarks, roadways, and other identifiable markings to ensure general comprehension of the planned route (Location Map).	
9.	A Pipeline Route Map using WGS84 coordinates.	
10.	A description of the operation intended to be carried out, including the methods to be used during operation.	



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11.	Evidence that demonstrates the applicant's financial competence for the undertaking of the operation applied for. e.g., A letter from a reputable financial institution indicating the applicant possesses the financial capacity to undertake the operations for which the licence is being sought (dated within the last six (6) months) or audited financial statements (for the past three (3) financial years).	
12.	Evidence that demonstrates the applicant's technical competence for the undertaking of the operation applied for. Such evidence may include information required in Appendix A2 – Technical Requirements Template	
13.	The proposed design and construction of the pipeline including all technical details of the proposed pipeline (including diameter, wall thickness, length, design pressure and design flow rate etc.). See Appendix A2 -Technical Requirements Template for more detail.	
14.	Estimated Cost of Construction of pipeline.	
15.	Proposed construction schedule.	
16.	Owners of land / Owner and Licensee of acreage over which pipeline will pass.	
17.	Crossing Agreements (pipeline and lease) - with all landowners/leaseholders affected by the construction, commissioning, operations, and maintenance of the pipeline.	
18.	Piping & Instrumentation Diagram and Safety Schematic.	
19.	Proposed Alignment Sheets.	
20.	Plan and Profile Layout.	
21.	Way Leave Requirement is met (See MEEI Guidelines for Setback Distances to Natural Gas Pipelines).	
22.	Hydrotesting Information Requirements for the processing for a Hydrotest Discharge Permit (See MEEI Requirements for Pipeline Hydrotest Discharge Permit)	
23.	Provision of a Certification Verification Agent (CVA) approved by the MEEI.	
24.	Consultation with or approval from various statutory bodies (See list in Section 2.4).	
25.	List of Codes or Standards.	
26.	Project Execution Plan.	
27.	Application fee paid prior to submission of application. Copy of receipt included in submission.	