

Government of the 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 Renewal Application Checklist

Appendix A1 should be included/attached before the other documentation in the renewal application.

Where applicable, all required information to accompany a renewal application should be included when submitting the application. The application for renewal 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 the renewal of 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/applicants.	
	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 the renewal of a Pipeline Licence.	
5.	Evidence of Articles of Company Incorporation., if ownership of Company has changed after the issuance of the Pipeline Licence.	
6.	The name, telephone number and email address of a representative who can be contacted about the renewal application.	
7.	Detailed description of any changes to existing pipeline, related facilities and or equipment.	
8.	A description of the site or project to which the renewal 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 route (Updated Location Map).	

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9.	A Pipeline Route Map using WGS84 coordinates (In excel format).	
10.	A description of the current operations and the future operations for the 10-year renewal period (If different from the last 20 years).	
11.	Evidence that demonstrates the applicant's technical competence for the continued safe operation. Such evidence may include information required in Appendix A2 – Pipeline Licence Renewal Technical Requirements Template	
12.	The current design of the pipeline including all technical details of the pipeline (including diameter, wall thickness, length, design pressure and design flow rate etc.). See Appendix A2 – Pipeline Licence Renewal Technical Requirements Template for more detail.	
13.	Owners of land / Owner and Licensee of acreage over which pipeline exists (If different from the last 20 years).	
14.	Crossing Agreements (pipeline and lease) - with all landowners/leaseholders affected by the operations and maintenance of the pipeline (If different from the last 20 years).	
15.	Current/Updated Piping & Instrumentation Diagram and Safety Schematic.	
16.	As Built Alignment Sheets (Digital) (If different from the last 20 years).	
17.	Plan and Profile Layout (If different from the last 20 years).	
18.	Evidence that the Way Leave Requirement is being maintained. If changed occurred state when and why. (See MEEI Guidelines for Setback Distances to Natural Gas Pipelines).	
19.	New Risk Assessment	
20.	Current Emergency Response Plan	
21.	Insurance Coverage	
22.	Updated list of Codes or Standards. (If applicable)	
23.	Summary of all incidents which occurred during the previous licence period, inclusive of remedial actions/mitigation measures taken in response to same	
24.	A statement indicating if all Licence obligations of the previous Licence period have been met and if any have not been met then include a statement indicating the plan(s) to address the relevant obligation(s).	
25.	Consultation with or approval from various statutory bodies.	