



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF ENERGY AND ENERGY INDUSTRIES**

RENEWAL GUIDELINES FOR PIPELINE LICENCES IN TRINIDAD AND TOBAGO



December 2024

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

Introduction

This guideline provides information about the renewal process for Pipeline Licences in Trinidad and Tobago. It covers:

- Information required to accompany a renewal application
- Renewal fees
- Checklists and templates used by MEEI to review the renewal application
- Reports to be submitted by the Licensee to process the renewal application

WHO CAN APPLY FOR A RENEWAL OF A PIPELINE LICENCE?

The Licensee holder can submit a renewal application. A signed consent of all holders must be provided as part of the application.

WHEN SHOULD I APPLY FOR RENEWAL OF A PIPELINE LICENCE?

All applications for renewal must be submitted at least twelve (12) months before the expiry of the term of the Licence.

HOW DO I APPLY FOR A RENEWAL OF A PIPELINE LICENCE?

An application for a renewal of a Pipeline Licence shall be made in writing to the Minister and addressed to the Permanent Secretary of the Ministry of Energy and Energy Industries.

Attn: Permanent Secretary
Ministry of Energy and Energy Industries
International Waterfront Centre,
Level 26, Tower C,
#1 Wrightson Road,
Port of Spain,
Trinidad and Tobago

Tel.: (868) 225-4334 ext. 2642

Fax: (868) 225-5773

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

Renewal Requirements

The following details the requirements by the Ministry of Energy and Energy Industries (MEEI) for Licence holders applying for a renewal of a Pipeline Licence. All required items are to be submitted, with a cover letter attached, in an envelope addressed as follows:

Attn: Permanent Secretary
Ministry of Energy and Energy Industries
International Waterfront Centre,
Level 26, Tower C,
#1 Wrightson Road,
Port of Spain,
Trinidad and Tobago

Licensee holders should note that the following information provided is not exhaustive and can be changed at any time, without notice, by the MEEI. The MEEI reserves the right to request further documentation or clarification on any component of the renewal application at any time.

Form of Application

An application for renewal of a Pipeline Licence must include specific information, as detailed in **Appendix A1 - Pipeline Licence Renewal Application Checklist** of this document. **Appendix A1** is to be used as a checklist to ensure the applicant has included all the required documentation when submitting their application. **Appendix A1** should be included/attached before the other documentation in the renewal application.

Evidence of the Applicant's Technical Capacity to Undertake the Operations

The Technical Requirements Template, as used by the MEEI for assessment of applications for renewal of Pipeline Licences is provided in **Appendix A2 – Pipeline Licence Renewal Technical Requirements Template**. Evidence that demonstrates the applicant's technical competence for the continued safe operation may include information required in **Appendix A2**.

The MEEI strongly recommends that Licensees submit as many other supporting reports/documents that would substantiate the approval of the renewal of the Pipeline Licence.

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

Associated Fees/ Payments

1. Application Fees

In accordance with Regulation (9) of the Petroleum Regulations, applications for the Renewal of a Pipeline Licence shall be exempt from the payment of the five hundred dollars (\$500) application fee.

2. Licence Fee

In accordance with Regulation (22) of the Petroleum Regulations upon the issue or renewal of a Pipeline Licence, the fee specified shall be based on the capacity of the pipeline as follows:

Tier	Pipeline Capacity (MMSCF/D)	Pipeline Licence Fee (TT\$)
1	Less than 2	5 000.00
2	Between 2 and 100	10 000.00
3	Greater than 100	40 000.00

The fee is to be paid via cash or certified cheque to the MEEI, Accounts Department (Level 24, Tower C, International Waterfront Centre **upon the grant or renewal** of the Pipeline Licence by the MEEI.

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

Appendix: Checklists and Templates

Applicants for Renewal of a Pipeline Licence should note that the following checklists and templates are not exhaustive and can be changed at any time, without notice, by the MEEI.

Also note that the MEEI reserves the right to request further documentation or clarification on any component of the application at any time.

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.	

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

	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).	
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).	

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

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.	

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

A2 Pipeline Licence Renewal Application Technical Information/Data Template

The MEEI strongly recommends that the Licensee submit all supporting reports/documents that would substantiate the approval of the renewal of the Pipeline Licence. This may include but is not limited to –

- Summary of integrity management system implemented during previous Licence period, list of codes/standards used for integrity management system and list of reports of inspections/assessments dictated by same.
- Integrity assessment reports during previous Licence period. Reports should outline inspection methods utilized, findings of these inspections/assessments, changes in the risk profile of the pipeline and remedial / mitigative measures implemented.
- Expected remaining life of the pipeline. Reports showing how this was determined.
- Licensee to indicate fitness of pipeline protective / safety processes and systems for the remaining life of the pipeline (these include, but are not limited to corrosion protection / inhibitor system, pigging system, leak detection, concrete mattresses, pipeline crossing protection)
- Reports indicating life expectancy of anode system if it exceeds renewal period.
- Summary of occurrences of third-party interference or damage to pipeline during the previous Licence period, inclusive of remedial / mitigative measures taken as a result of same.
- Current systems in place for safety processes and systems for pipeline operations, to safeguard the health, safety, security and property of persons and the environment. Also indicate changes to same during the previous licence period.
- Information on occurrences during previous licence period where reasonable compensation was paid to any person for any loss, damage or injury caused by the licensee which directly occurred from pipeline operations.
- Summary of any occurrences during previous licence period where an accident or incident caused death, personal injury, loss or damage, material environment degradation or material risk to health, safety, security and property. Evidence of any remedial actions / mitigative measures taken in response should be included

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

[FOR OFFICIAL USE ONLY]

Company	
Date Received	

[FOR APPLICANT USE]

The following Technical Information/Data Template should be filled out where applicable.

If any technical information/data was changed from previous Licence, please state the reason for the change.

Pipeline Licence Technical Information/Data Template			
Requirements	Comments		
Section A - Description of Pipeline			
Detailed Line Route Description (in words)			
Section B - General Pipeline Data (S.I. Units)			
Size (Pipe O.D.)			
Overall Length			
Grade			
Remaining Life / No. of years pipeline will be fit for service			
Pipeline Class Location			
Section C – Detailed Pipeline Data			
Pipeline Segment Length		<i>Segment</i>	Length
	1		
	2		
	3		
	4		

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

Water Depth			
Burial Depth			
Wall Thickness			
Spacing between Pipelines			
Bare Weight			
Pipeline weight (with coating)		Air Weight	Submerged Weight
	Empty		
	Flooded		
Weight Coating:		Concrete thickness	Concrete density
Specific Gravity of Weight Coated Pipe			
Section D - Riser & Bends Pipeline Information			
Riser and Bend Data		Wall Thickness	
	Weight coating	Concrete thickness	Concrete Density
		Upper Termination	
		Lower Termination	
		Specific Gravity of Pipe	
	Bend Radius	Riser	Tie-in Spools
Length of Riser below the Splash Zone			
Length of Riser in the Splash Zone			

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

Length of Riser above the Splash Zone	
Section E – Description of Cathodic Protection System	
Pipeline Sacrificial Anode System	
Type of anode	
Anode Material	
Spacing interval	
Number of anodes	
Minimum required weight of unit anode/ Pipeline anode weight	
Consumption rate/ Average anode wastage rate	
Remaining Life expectancy	
Riser Sacrificial Anode System	
Number of anodes	
Anode weight	
Section F - Water Depth (WGS84 coordinates)	
Minimum water depth and coordinates	
Maximum water depth and coordinates	
Section G - Burial Depth (WGS84 coordinates)	
Minimum burial depth and coordinates	
Maximum burial depth and coordinates	
Section H - Description of External Protection Measures	
Protection Coating	
Protection Type	
Protection Thickness	

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

Approximate length of protection	
Corrosion Allowance	
Section I - Sand Production	
Is there sand production currently? (include - volume, date started & mitigation measures)	
Is sand production expected?	
Section J - Description of Internal Protection Measures	
Internal Coating	
Corrosion Inhibitor Program	
Pigging Frequency (routine and intelligent)	
Corrosion Allowance	
Section K - Fabrication (Details)	
Have any parts of the pipeline been replaced? (provide a report with details)	
Section M – Design Capacity	
Design Flow Rate	
Section N – Fluid(s) for Transmission	
Fluid for Transmission (if different from the last 20 years)	
Fluid composition	
Section O – Fluid(s) Data	
Flowing Temperature	
Viscosity	
Density	
Specific Gravity	

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

Section P - Pressure Data Based on (Code, Safety, Standards etc.)	
Design Pressure	
Max Allowable Operating Pressure	
Current Operating Pressure	
Section Q - The company person to contact for information on technical points	
Name	
Contact Number	