

9. Permit Management

Companies are responsible for ensuring all post-approval activities are carried out in accordance with the permit, OGAA, regulations and all applicable laws. Applicants and permit holders must understand the operational guidance and requirements for each activity and reporting requirements throughout the lifecycle of the oil and gas and associated activity.

This chapter discusses in brief, permit amendments, terms and expiry and permit transfers. The Commission provides activity related operational manuals and other forms and guidance documents in the [documentation section](#) of the Commission's website.

9.1 Permit Notification

Following a permit approval, the Commission provides notice to the land owner(s) affected by the oil and gas activity. The notice cites specific details about the location of the approved activity, and the land owners' right to appeal if applicable.

The permit holder must wait 15 days from the day the permit is issued before commencing any oil and gas activity on private land, unless the land owner has consented to the permit holder in writing that the oil and gas activity may commence. Written consent from a land owner is not provided to the Commission; however the permit holder should retain records for auditing purposes.

The permit holder must submit a notice of construction start to the Commission prior the start of operations. Minimum time requirements for submission of notice of construction start for various activities are outlined in the regulations and permit conditions specific to the activity.

Notices of Road Construction Post-approval

Oil and gas road permit holders must notify the Commission, affected land owners, affected rights holders and First Nations, at least 72 hours, and not more than 30 days, prior to beginning construction. Where construction must be carried out expeditiously to address an environmental or operational emergency, notice of construction start must be provided to the Commission, affected land owners and rights holders as soon as practicable. [Oil and Gas Activity Operations Manual](#) provides further information on notices of road construction.

9.2 Permit Term and Expiry

Oil and gas operators are responsible for ensuring they hold a valid permit prior to beginning construction on any oil and gas or associated oil and gas activity.

Section 32 (1) of the Oil and Gas Activities Act states that a permit, and any authorization issued to the permit holder for a related activity of an oil and gas activity authorized by a permit, expire on the day after the prescribed period has elapsed, if the permit holder has not by that day begun an oil and gas activity permitted by the permit. Section 8 of the OGAA General Regulation defines the prescribed period for the purposes of Section 32 (1) of the Act as two years.

The Commission may extend an expiring permit and any associated authorizations by no more than one year and may add additional conditions to the current permit.

If the Commission has not received a Notice of Construction Start (NCS) or processed and approved a permit extension application for a permit prior to its expiration, the permit will be deemed expired. The Commission's receipt of a Notice of Construction Start for any activity on a permit will prevent expiry for all activities included in the permit. Information on the Commission's Notice of Construction Start processes is available in Chapter 4 of the [Oil and Gas Activity Operations Manual](#).

Where multiple activities are authorized under one permit, and no NCS has been received, permit extensions are required for each activity. For multi-well pads, permit holders are required to submit individual permit extension applications for each well.

Permit Extension Application Process

In order to extend the prescribed period for a permit, permit holders must submit a completed Permit Extension Application Form to the Commission, along with any associated application deliverables. Permit extension applications must be submitted in digital format to permitextensions@bcogc.ca, no later than 30 days prior to expiry of the permit.

Consultation and Notification for Permit Extension Applications

Section 32 (3) of OGAA states that the Commission may require the permit holder to carry out consultations or notifications with respect to the extension application as indicated in the Consultation and Notification Regulation. Further information on consultation and notification requirements for permit extension applications is available in Chapter 6.1.3 of this manual.

9.3 Permit Amendments

Permit holders must submit an amendment application to add, modify or change any existing oil and gas and associated activity permit. Amendments are also required for corrections of inadvertent data errors. Permit holders must ensure engagement, consultation and notification requirements are met if revisions create alterations to the previous engagement, consultation and/or notification.

Applicants may only apply for one amendment at a time as the approval of an amendment will over-write current data in Commission information systems. An amendment can include requests for multiple changes to an approved permit.

9.4 Permit Surrender and Cancellation

If a permit holder would like to request the cancellation of a permit after approval; the permit holder must submit a letter requesting cancellation of the permit. The cancellation request letter must clearly identify:

- Commission file number.
- Legal description location.

- If surface disturbance has occurred.

A confirmation letter is sent to the permit holder upon cancellation of the permit and related land tenures. For quarries, aggregates / borrow pits and campsites, permit holders must state whether or not the area has been left safe and clean.

Where only a portion of a permitted activity is cancelled, a permit amendment application must be submitted rather than a cancellation request.

9.5 Permit Transfer

A permit holder may apply to the Commission to transfer a permit under Section 29 of OGAA. For more information on the permit transfer process and transfer application requirements, refer to the [Permit Operations and Administration Manual](#).