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October 5, 2006

**INFORMATION LETTER #OGC 06-11**

**SUBJECT: Process Changes for Applications to Improve Efficiency**

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To Industry Clients:

Effective October 17, 2006, the Oil and Gas Commission (OGC) will introduce a revised procedure for the evaluation and processing of applications.

The new procedure will ensure that clients submitting complete applications experience a shorter review time.

Applications are currently reviewed for accuracy and completeness. Applications containing deficient or inaccurate information are returned to the client for required information. Corrected applications are then resubmitted and once again reviewed. Once complete, applications are then accepted and processed.

During the 2005/06 winter drilling season more than 70% of received applications were incomplete in some way. The volume of returned applications slowed the approval process for all clients by an average of 10 working days.

Typical deficiencies include missing maps or First Nations packages, incomplete information, and data errors (see Information Letter [OGC 05-14](#)).

### **New Application Process**

Under the new process, applications will only enter the approval system *in queue behind the last submitted application*, regardless of whether they are an initial application or a corrected resubmission.

Applications being reviewed by appointment will now be processed in the order they are received instead of having automatic priority over other applications.

### **Application Status and Tracking**

Industry clients have requested they be notified when their applications are deficient and returned.

In order to facilitate this request, the OGC will require companies designated a contact.

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If your company wishes to be notified upon the return of a deficient application, please forward the designated company contact coordinates, including the person's name, telephone number, and e-mail address, to [Shelley.Calder@gov.bc.ca](mailto:Shelley.Calder@gov.bc.ca).

If you have any questions please contact:

**Shelley Calder**

Application Review Manager

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**Original Signed By: Ross Curtis**

**Ross Curtis  
Commissioner**