

Initiate New Application – Licensing – General Application

» Intended User: Pipeline Applicants

Overview

Applicants are required to enter the data for each **Activity ID** created by the **Application Type** and **Application Purpose** entered in the **Activity Details** window.

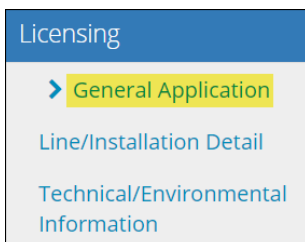
This quick reference guide outlines how applicants enter data in the **Licensing > General Application** window.

This guide assumes the following:

1. You have a valid account in OneStop.
2. Your account permissions allow complete view access.
3. You have logged in.
4. The applicant is displayed in the Login Information under company or “Acting as” delegate.
5. You have started an application and completed the **General** section.
6. An application type was entered in the Pipeline Licences table in the **Activity Detail** screen.
7. An **Activity ID** was created.

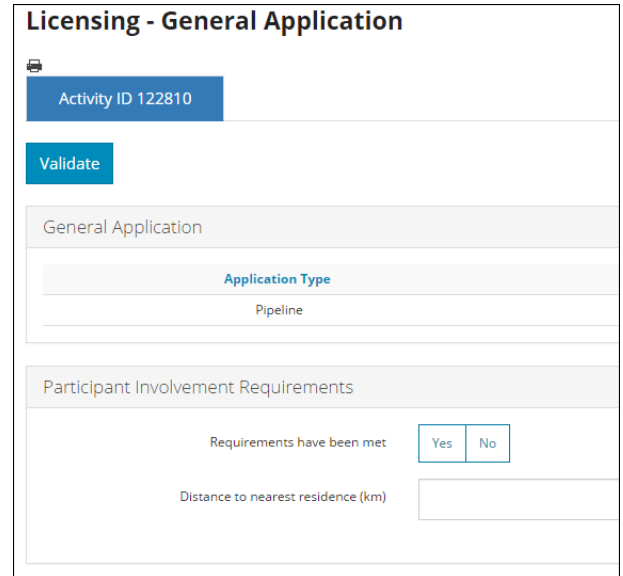
Licensing – General Application

When an applicant selects an **Application Type** and **Application Purpose** on the **General > Activity Details** window, licensing windows are generated for each activity in the table and are labelled as **Activity ID**. Information for each activity needs to be entered separately.



Licensing – General Application

The Licensing – General Application window



The screenshot shows the 'Licensing - General Application' window. At the top, it displays 'Activity ID 122810' and a 'Validate' button. Below this is a section for 'General Application' with a dropdown for 'Application Type' currently set to 'Pipeline'. Underneath is a section for 'Participant Involvement Requirements' with a 'Requirements have been met' field containing 'Yes' and 'No' buttons, and a 'Distance to nearest residence (km)' input field.

1. A blank row displays. Select the **Application Type** (pipeline) and **Type of Application** (new construction) from each drop-down list.



The image shows two dropdown menus. The first is labeled 'Application Type' and has 'Pipeline' selected. The second is labeled 'Type of Application' and has 'New Construction - New Licence Number' selected.

Participant Involvement Requirements

1. Indicate whether the requirements have been met.

Select **Yes**.

Select **No** and **Attach File...** to locate and upload documentation as outlined on pages 6–45 of *Directive 056* under question 1.

2. Use the rolling bar to select and enter the distance in kilometres to the nearest residence.



The image shows an input field with the number '1.5' entered.

3. When 'Installation' is selected under **Application Type**, an additional question displays.

Enter the distance in kilometres to the nearest surface development.

Type of Activity

1. Indicate when this activity is for a temporary surface pipeline.
2. When you select , the 'in-use-until period' date box displays.
3. From the drop-down list, select the month and year of use (one-year maximum)

In use until

August ▼

2017 ▼