

# Land Access Petroleum Regulations 2020

Guideline



Document title	Land Access Petroleum Regulations 2020
Contact details	Department of Mining and Energy
Approved by	Senior Executive Director Energy Development
Date approved	26/05/2026
Document review	Biannually
TRM number	58-D25-166329

Version	Date	Author	Changes made
1.0	1 October 2025	Land Access	Consolidated Land Access Guidelines and Best practice guidelines
2.0	19 February 2026	Land Access	Appendices A to G inserted Variation process under section 12 expanded

Term / Acronym	Definitions
Access Authority (AA)	See <a href="#">Division 5</a> of the <i>Petroleum Act 1984</i> . An AA provides the right to an Interest Holder to access an area of land outside of its existing permit or licence area to undertake a particular petroleum activity. E.g. a seismic survey over land outside of an existing permit or licence area.
Access Agreement Register	See <a href="#">regulation 32</a> of the Petroleum Regulations 2020. The register of Land Access Agreements is held by the Minister for Mining and Energy.
Act	The <a href="#">Petroleum Act 1984</a> .
Alternative Dispute Resolution (ADR)	The use of processes and techniques to resolve a dispute without a litigation process.
ADR Convenor	See <a href="#">regulation 25(2)</a> of the Petroleum Regulations 2020. An ADR Convenor is a person selected to conduct an ADR Process (either chosen by the Parties under regulations <a href="#">18</a> or <a href="#">37</a> , or appointed by the CEO under regulations <a href="#">23</a> , <a href="#">38</a> or <a href="#">70</a> ).
ADR Process	See <a href="#">regulation 25(1)</a> of the Petroleum Regulations 2020. An ADR Process is a dispute resolution process of any type, other than arbitration. E.g. conciliation, facilitated negotiation, case appraisal or mediation.
Airborne Operations	See <a href="#">regulation 3</a> of the Petroleum Regulations 2020. Airborne operations means flying over any part of a permit of licence area by an aircraft (including a helicopter or drone).
Airborne Survey	An airborne survey / aerial survey is any survey conducted over land from the air using aeroplanes, helicopters or drones. E.g. collecting imagery or conducting a weed survey.
ALRA	<a href="#">Aboriginal Land Rights (Northern Territory) Act 1976</a> (Cth)
Authorised Officer	A person appointed by the Minister for Mining and Energy under Part 4 <a href="#">Division 9</a> of the Petroleum Regulations 2020.
CEO	The Chief Executive Officer of the Department of Mining and Energy.
Environment CEO	The Chief Executive Officer of the Department of Lands, Planning and Environment.
Department	The Department of Mining and Energy.

Term / Acronym	Definitions
Designated Person	An Owner or Occupier of Private Land (being private land as defined in this guide). Where there is a distinction between the owner and occupier of the land, the specific term 'Land Owner' or 'Occupier' is used.
Direction	The Minister, Environment Minister, CEO, Environment CEO or an Inspector may issue a direction to an Interest Holder or former Interest Holder under any of the following provisions of the <i>Petroleum Act 1984</i> : section 57A(12), section 89L, section 89N, section 71(1), section 77(1) or section 89W.
Environment Management Plan	A plan prepared under and in accordance with the <a href="#">Petroleum (Environment) Regulations 2016</a> that addresses potential environmental risks and impacts that might arise from carrying on the activities contemplated by the plan, as defined under <a href="#">section 5</a> of the <i>Petroleum Act 1984</i> and required under <a href="#">section 6</a> of the <i>Petroleum (Environment) Regulations 2016</i> .
Exempt Activities	See regulation 8 of the <i>Petroleum Regulations 2020</i> , and <a href="#">section 5.3</a> of this guideline.
Exploration Permit (EP)	See <a href="#">Division 2</a> of the Act. An EP is granted for a 5-year term (plus maximum 2 renewals), it provides exclusive rights to explore for petroleum to establish the nature and extent of a petroleum resource and determine the feasibility of production.
Heavy Vehicle	A vehicle that has a gross vehicle mass of more than 4.5 tonnes.
Inspector	A person appointed by the CEO or the Environment CEO under section 87 of the <i>Petroleum Act 1984</i>
Interest Holder	The holder of a Petroleum Interest e.g. the holder of an AA, EP, RL or L.
Land Access Agreement	A legally binding document that sets out the Interest Holder and Designated Person's rights and obligations, including the standard minimum protections outlined in <a href="#">Schedule 2</a> and as required under <a href="#">regulation 14</a> of the <i>Petroleum Regulations 2020</i> . A Land Access Agreement: <ul style="list-style-type: none"> <li>• does not allow the Interest Holder to gain access to the relevant land until it is approved by the Minister for Mining and Energy</li> <li>• determined by the Northern Territory Civil and Administrative Tribunal is taken to be an approved Land Access Agreement.</li> </ul>
Land Owner	An owner of the land, which may be the holder of an NT freehold title, a pastoral or Crown lease.
Land Register	The register kept by the Registrar-General in accordance with section 6 of the <a href="#">Land Title Act 2000</a> .
Low Impact Activities	See <a href="#">regulation 3</a> of the <i>Petroleum Regulations 2020</i> , and <a href="#">section 5.1</a> of this guideline.
Minister	The Minister for Mining and Energy.
Mediators Panel	The Mediators Panel established by the Minister under Part 4 Division 4 <a href="#">Subdivision 1</a> of the <i>Petroleum Regulations 2020</i> .
Mediators Panel Register	The Register of Mediators Panel members is held by the CEO, and published on the Department's website, in accordance with <a href="#">regulation 22</a> of the <i>Petroleum Regulations 2020</i> .
Northern Territory Civil and Administrative Tribunal (Tribunal)	The Tribunal may, under the <i>Petroleum Regulations 2020</i> , determine the provisions of a Land Access Agreement <a href="#">regulation 29</a> ; and resolve disputes under <a href="#">regulation 40</a> . Find out more about the Tribunal <a href="#">here</a> .

Term / Acronym	Definitions
Occupier	An Occupier of the land may be the holder of a lease or sublease over an NT freehold title, sublease or under lease over a pastoral or Crown lease.
Panel Mediator	A person appointed to the Mediators Panel by the Minister in accordance with Part 4 Division 4 <a href="#">Subdivision 1</a> of the Petroleum Regulations 2020.
Parties	A relevant Designated Person and Interest Holder, as defined under <a href="#">regulation 3</a> of the Petroleum Regulations 2020.
Person	An individual, body politic or a body corporate as per section <a href="#">24AA</a> of the <a href="#">Interpretation Act 1978</a> .
Petroleum Interest	A petroleum title granted under the Act, being an AA, EP, RL or L.
Private Land	Land held under a pastoral lease, Crown lease or NT freehold. Excluding vacant Crown land, Aboriginal freehold land, or land held by native title parties.
Production Licence (L)	See <a href="#">Division 4</a> of the Act. An L can be granted for either 21 or 25 years (plus renewals), it provides the licensee with exclusive rights to explore, test and produce petroleum hydrocarbons, and may include drilling a development well. Additional approvals are required before petroleum production can commence.
Regulated Activity	An activity defined under regulation 5 of the <a href="#">Petroleum (Environment) Regulations 2016</a> .
Regulated Operations	See <a href="#">regulation 3</a> of the Petroleum Regulations 2020. Any petroleum operations for which an EP, RL or L is required under the Act, other than Low Impact Activities.
Regulations	The <a href="#">Petroleum Regulations 2020</a> .
Retention Licence (RL)	See <a href="#">Division 3</a> of the Act. A RL can be granted for 5 years (plus renewals), it provides an exclusive right to the licensee to evaluate the development potential of the petroleum that has been discovered. A licensee must actively work towards commercially viable petroleum production and apply for a L.

## Contents

<b>1. Introduction</b> .....	<b>7</b>
<b>2. Purpose</b> .....	<b>7</b>
<b>3. Parties under the Regulations</b> .....	<b>7</b>
<b>4. Land</b> .....	<b>8</b>
4.1. Native Title and Aboriginal land.....	8
4.2. Types of land.....	8
<b>5. Types of petroleum activities</b> .....	<b>8</b>
5.1. Low Impact Activities .....	9
5.2. Regulated Operations.....	9
5.3. Exempt Activities .....	10
5.4. Activities undertaken to comply with a Direction.....	10
<b>6. Notices and Applications</b> .....	<b>12</b>
6.1. Low impact activities.....	12
6.2. Access to comply with a Direction .....	12
6.3. Reaching a Land Access Agreement.....	13
6.4. Land Access Agreement Reached.....	14
6.5. Variation of a Land Access Agreement.....	15
6.6. Search of the Access Agreement Register .....	16
6.7. How to issue a notice.....	18
6.8. Notice to CEO.....	18
<b>7. Conducting Low Impact Activities</b> .....	<b>19</b>
<b>8. Conducting work or activities to comply with a Direction</b> .....	<b>19</b>
<b>9. Reaching a Land Access Agreement</b> .....	<b>20</b>
9.1. About Land Access Agreements .....	20
9.1.1. Parties to a Land Access Agreement .....	22
9.1.2. Standard minimum protections.....	23
9.1.3. Term of a Land Access Agreement .....	23
9.1.4. Compensation .....	23
9.2. Direct Negotiations.....	24
9.2.1. If direct negotiation is unsuccessful.....	25
9.3. Alternative Dispute Resolution .....	25
9.3.1. Mediation conducted by a member of the Mediators Panel .....	26
9.3.2. Participating in ADR.....	26
9.3.2.1. If ADR is unsuccessful.....	26
9.3.3. Terminating an ADR process.....	27
9.4. Tribunal determination.....	27
<b>10. Land Access Agreement Reached</b> .....	<b>28</b>
10.1.1. Approval of a Land Access Agreement.....	28

10.1.2. Registration of a Land Access Agreement .....	28
10.1.3. Integrated Land Information System notation .....	28
10.1.4. Costs related to reaching a Land Access Agreement.....	29
<b>11. After Reaching a Land Access Agreement .....</b>	<b>30</b>
11.1. Operating under a Land Access Agreement.....	30
11.2. Disputes.....	30
11.2.1. Authorised Officer .....	30
11.2.1.1. Inspection conducted by Authorised Officer.....	30
11.2.1.2. Conference conducted by Authorised Officer .....	31
11.2.2. Tribunal .....	31
11.3. Inspections of the Access Agreement Register .....	31
<b>12. Varying a Land Access Agreement.....</b>	<b>32</b>
12.1. Alternative Dispute Resolution.....	32
12.2. Mediation conducted by a member of the Mediators Panel .....	33
12.3. Participating in ADR.....	33
12.3.1. If ADR is unsuccessful.....	33
12.4. Terminating an ADR process.....	34
12.5. Tribunal determination .....	34
12.6. Approval of a variation .....	34
12.7. Registration of a variation.....	35
<b>13. Regulation and Compliance Enforcement.....</b>	<b>35</b>
13.1. Regulatory role of the Land Access Team .....	35
13.2. Land Access Team’s compliance model .....	35
13.3. Classes of breaches under the Regulations.....	37
<b>14. Appendix A – Change to Designated Person Notice PR r13 .....</b>	<b>38</b>
<b>15. Appendix B –Negotiation Notice PR r15 .....</b>	<b>39</b>
<b>16. Appendix C –Alternative Dispute Resolution Notice PR r18 .....</b>	<b>41</b>
<b>17. Appendix D – Alternative Dispute Resolution Agreement Variation Notice PR r37 .....</b>	<b>42</b>
<b>18. Appendix E – Land Access Agreement Decision Notice to Landowner PR r51 .....</b>	<b>43</b>
<b>19. Appendix F - Low Impact Activities Notice PR r52.....</b>	<b>44</b>
<b>20. Appendix G – Access to Comply with Direction Notice PR r66T .....</b>	<b>47</b>

## 1. Introduction

This guideline relates to Interest Holders accessing land under the [Petroleum Regulations 2020](#) (Regulations). It intends to:

- explain the statutory land access framework under the Regulations
- assist Interest Holders and Designated Persons in understanding their land access rights and obligations in relation to Regulated Operations on Private Land in the Northern Territory
- promote effective shared land use arrangements between the pastoral and petroleum industries to foster the economic growth of the NT.

The information included in this guideline should not be relied on as legal advice or as a substitute for legal advice. The Northern Territory Government strongly advises that Parties obtain independent legal advice before signing any agreement.

## 2. Purpose

The purpose of this guideline is to assist Interest Holders and Designated Persons to comply with the legislated land access framework under the Regulations.

The guidelines provide an overview of the:

- persons that are or are not considered a Party under the Regulations
- types of land affected by the Regulations and the petroleum activities that may be undertaken on the land
- types of applications and notices under the Regulations, including a diagram to explain who is responsible for submitting the application or issuing the notice
- process for Parties to negotiate and reach a Land Access Agreement
- regulatory role of the Department of Mining and Energy (Department)
- information required to be included in notices.

## 3. Parties under the Regulations

The Regulations set out certain rights and responsibilities for Interest Holders and Designated Persons.

An **Interest Holder** is the holder an Exploration Permit (EP), Retention Licence (RL), Production Licence (L) or Access Authority (AA) under the *Petroleum Act 1984* (Act).

The **Designated Person** is the **Land Owner** unless there is an **Occupier** on the land. A person is considered an Occupier if they have an interest in the land that has been registered on the Land Register.

An Interest Holder should conduct a search of the [Land Register](#) to ensure it has correctly identified the Designated Person. The Designated Person may be an individual/s, a company or association, or a trustee.

The Interest Holder should check the dealings listed on the land title; if there is a registered lease or sublease, then the Designated Person may be the Occupier of the land. For example, if a person has a sublease on a perpetual pastoral lease, and the sublease is registered on the Land Register, then that person is considered the Designated Person for that area of land.

## 4. Land

### 4.1. Native Title and Aboriginal land

The laws governing access to Native Title and Aboriginal land, and access to pastoral land are not the same because the underlying property interests are very different.

The regime for accessing Native Title affected land is dealt with under the [Native Title Act 1993](#) (Cth), and the regime for accessing Aboriginal land is dealt with under the [Aboriginal Land Rights \(Northern Territory\) Act 1976](#) (Cth) (ALRA).

As such:

- The land access framework under the Regulations does not apply to Aboriginal land under ALRA.
- Native Title Holders and Registered Native Title Claimants are not considered a Designated Person under the Regulations.

### 4.2. Types of land

The land access framework does not apply to all types of land. The Table below shows which types of land can be held by a Designated Person and the associated applicability of the land access framework.

Table 1. Applicability of land access framework to type of land in the NT

Type of land	Can a Designated Person hold this type of land?	Does the land access framework apply?
Vacant Crown land	No	No
Aboriginal land	No	No
Pastoral land	Yes	Yes
Crown land/lease	Yes	Yes
Special purpose lease	Yes	Yes
Freehold land	Yes	Yes

While Designated Persons in the NT have rights over the land of their properties, resources that exist below the earth's surface belong to the Crown. The production of these resources contributes royalties and economic benefits for the people of the NT, and helps provide energy security to Australia.

## 5. Types of petroleum activities

Petroleum activities are sorted into different categories under the Regulations:

- Low Impact Activities;
- Regulated Operations;
- Exempt Activities; or
- Activities undertaken to comply with a Direction.

The type of activity determines the legislative requirements to either notify a Designated Person before commencing an activity or reach a Land Access Agreement.

## 5.1. Low Impact Activities

In accordance with [regulation 3](#) of the Regulations, Low Impact Activities include:

- preliminary or preparatory activities associated with the commencement of Regulated Operations and have no impact, or only low impact, on land
- taking water samples
- taking rock samples without the use of heavy equipment
- taking soil samples to a depth that does not exceed 4 metres
- carrying out surveys that do not involve:
  - the clearing of any vegetation; or
  - the permanent installation of any infrastructure or equipment on land
- aerial surveys
- other activities that have no impact, or only a low impact, on land that comprise, or are directly related to, testing, monitoring or maintaining infrastructure without the use of heavy equipment
- flying an aircraft (including a helicopter) or drone over any part of a permit or licence area
- in connection with an activity referred to above:
  - taking workers to or from a location on a permit area or licence area
  - driving a vehicle, other than a Heavy Vehicle, on any part of a permit area or a licence area
  - landing a helicopter on any part of a permit area or a licence area.

Refer to [section 6.1](#) of this guideline for the notification requirements to undertake Low Impact Activities.

## 5.2. Regulated Operations

In accordance with [regulation 3](#) of the Regulations, Regulated Operations include any operations for which an EP, RL or L is required under the Act, other than Low Impact Activities.

The following are examples of Regulated Operations:

- entering land with a Heavy Vehicle
- undertaking a survey, which will result in the clearing of vegetation
- undertaking a survey, which will require the permanent installation of infrastructure on land
- drilling a petroleum well.
- testing, monitoring or maintaining infrastructure, including wells, with the use of heavy equipment
- using a private airstrip to land an aircraft while undertaking an aerial seismic survey.

An Interest Holder must have an approved Land Access Agreement prior to commencing Regulated Operations on land, refer to [section 9](#) of this guideline for further details about this process.

### 5.3. Exempt Activities

The primary intent of including a category for Exempt Activities is to enable immediate access in emergency situations or where there is a threat or risk to life or property.

[Regulation 8](#) of the Regulations establishes that an Interest Holder may access land to undertake Low Impact Activities or Regulated Operations, without giving notice or by an approved Land Access Agreement:

- for the purpose of preserving life or property
- to address a threat or risk to life or property
- in an emergency or threatened emergency situation
- in order to comply with:
  - any Act or law
  - any order or direction of a court or tribunal constituted by law
  - any order or direction or an official acting under a law of the Territory or the Commonwealth.

To meet the intention of the land access framework, planned and approved activities, for example maintenance and monitoring required in accordance with an approved Well Operations Management Plan, should be categorised as either Low Impact Activities or Regulated Operations.

If the Interest Holder intends to access the land under regulation 8 of the Regulations, then it should still formally advise the Designated Person and the Department of its intention to enter the land in advance, unless it is unreasonable to do so in the circumstances.

### 5.4. Activities undertaken to comply with a Direction

The Act enables the Minister for Mining and Energy (Minister), the Chief Executive Officer Mining and Energy (CEO), and appointed Inspectors to issue directions to determine or achieve compliance with the Act and Regulations.

Under [section 117Q](#) of the Act, the Minister for Lands, Planning and Environment (Environment Minister) and the Chief Executive Officer Lands, Planning and Environment (Environment CEO) may also issue directions under specific sections of the Act, if it is appropriate for promoting one or more of the objects and outcomes set out in section [3\(1\)\(b\)](#), [3\(1\)\(c\)](#) and [3\(2\)\(f\)](#) of the Act.

Directions can be issued to existing or former Interest Holders, which may need to access the land to comply with the Direction. These Directions are listed in the Table below.

Refer to [section 6.2](#) of this guideline for the Interest Holder notification requirements prior to accessing land to comply with a Direction.

Failure of an Interest Holder to comply with a Direction may be an offence under the Act.

Table 2. Directions that may be issued under the Act

Issuer of Direction	Section of the Act	Direction
Minister	<b>57A(12)</b>	Under this provision the Minister may direct a person who was the holder of an AA that has been cancelled, surrendered or expired, to: <ul style="list-style-type: none"> <li>• remove anything previously brought into the AA area</li> <li>• rehabilitate any areas that were damaged by a person engaged or concerned in the operations undertaken on the AA.</li> </ul>
Minister; and Environment Minister	<b>71(1)</b>	Under this provision the Minister or Environment Minister may give the holder of an EP, RL or L a Direction as to any matter in relation to which regulations may be made under the Act.
	<b>77(1)</b>	Under this provision the Minister may give the former petroleum interest holder of an EP, RL or L a Direction as to remove property, decommission wells and rehabilitate surface disturbance.
CEO; and Environment CEO	<b>89N</b>	Under this provision the CEO may issue a compliance direction to an Interest Holder for the purpose of securing compliance with: <ul style="list-style-type: none"> <li>• a condition of a petroleum interest</li> <li>• an Environment Management Plan</li> <li>• any authorisation or direction that relates to an activity conducted under a petroleum interest</li> <li>• any requirement or obligation imposed by or under the Act.</li> </ul>
	<b>89W</b>	Under this provision the CEO may issue an audit Direction to an Interest Holder requiring that one or more audits be undertaken for a purpose listed under section 89U of the Act.
Inspector	<b>89L</b>	Under this provision, an Inspector may issue a Direction to an Interest Holder to: <ul style="list-style-type: none"> <li>• take action to prevent, minimise, manage or remediate: <ul style="list-style-type: none"> <li>○ environmental harm including by rehabilitating any aspect of the environment</li> <li>○ harm to a person, property or infrastructure, or any potential harm (including the risk of harm or future harm) to or potential adverse effect on a person, property or infrastructure</li> <li>○ a situation that is comprising, or may comprise, the integrity of any infrastructure or operating system.</li> </ul> </li> <li>• take action that is in accordance with good oilfield practice</li> <li>• take action for a purpose that is connected with, or ancillary to the above.</li> </ul>

## 6. Notices and Applications

The Regulations establish a variety of notification and application requirements that apply to the Interest Holder, the Designated Person and other Persons. These are listed in the Tables below. The notices and applications must be submitted/issued in the approved form. If an Interest Holder issues an inaccurate or incomplete notice to the Designated Person, or the notice does not meet the requirements under the Regulations, it may need to be reissued. This could result in time delays and impact on the Interest Holder undertaking its minimum work program commitments. If an Interest Holder is issuing a notice it should endeavour to provide as much detail as possible to help inform the Designated Person.

### 6.1. Low impact activities

Table 3. Notice that is required for an Interest Holder to undertake Low Impact Activities

Low impact		
<a href="#">Low Impact Activities Notice PR r52</a>	An Interest Holder must use this form to notify a Designated Person that it intends to conduct low impact activities. Refer to <a href="#">Appendix F</a> of this guideline for additional information about the notification requirements.	<a href="#">Regulation 52</a> Notice required at least <b>14 days</b> prior to undertaking Low Impact Activities. Notify CEO within <b>7 days</b> after notice issued to Designated Person.

### 6.2. Access to comply with a Direction

Table 4. Notice that is required for a Person to access land to comply with a Direction

Accessing land to comply with Direction		
<a href="#">Access to Comply with Direction Notice PR r66T</a>	A Person that is given a direction may need to enter land to comply with the Direction. Refer to <a href="#">Appendix G</a> of this guideline for additional information about the notification requirements.	<a href="#">Regulation 66T</a> Provide the Designated Person with <b>7 days</b> notice before access is required. Provide the CEO with a copy of this notice within <b>7 days</b> after the notice has been given to the designated person as per <a href="#">regulation 66V</a> .

## 6.3. Reaching a Land Access Agreement

Table 5. Notices and applications that may be required for an Interest Holder to reach a Land Access Agreement with the Designated Person

Commence negotiations		
<a href="#">Negotiation Notice PR r15</a>	An Interest Holder must use this form to notify a Designated Person that it wants to commence negotiations to reach a Land Access Agreement. Refer to <a href="#">Appendix B</a> of this guideline for additional information about the notification requirements.	<a href="#">Regulation 15</a> Notify CEO within <b>7 days</b> after notice issued to Designated Person. Notify Land Owner (if not the Designated Person) within <b>14 days</b> after notice issued to Designated Person.
Parties unable to reach an agreement – propose Alternative Dispute Resolution		
<a href="#">Alternative Dispute Resolution Notice PR r18</a>	An Interest Holder must use this form if it wants to begin an Alternative Dispute Resolution (ADR) process to reach a Land Access Agreement with a Designated Person. An ADR Process can be conciliation, facilitated negotiation, case appraisal or mediation. It cannot be arbitration. Refer to <a href="#">Appendix C</a> of this guideline for additional information about the notification requirements.	<a href="#">Regulation 18</a> The Interest Holder will request for the Designated Person to agree to participate in the ADR process. Seeking a response within at least <b>14 days</b> . Parties must attempt to reach a Land Access Agreement for at least <b>60 days</b> before requesting an ADR process. Notify CEO within <b>7 days</b> after notice issued to Designated Person.
<a href="#">Appoint a Member of Mediators Panel Application PR r19</a>	A party may apply to the CEO to request that a mediation process is conducted by a member of the Mediators Panel.	<a href="#">Regulation 19</a> Interest Holder may only apply if it has issued a notice to the Designated Person under regulation 18, and the Designated Person has not responded within the nominated timeframe, or if Parties cannot agree on an ADR Process or ADR Convenor.
Parties unable to reach an agreement – seek Tribunal Determination		
<a href="#">Initiating Application</a>	<b>Northern Territory Civil and Administrative Tribunal (Tribunal) Application:</b> An Interest Holder may make an application to the Tribunal seeking for a Land Access Agreement to be determined.	<a href="#">Regulation 29</a> Parties must have attempted to reach agreement through direct negotiations or ADR process first. Notify CEO within <b>7 days</b> after an application is made to the Tribunal.

## 6.4. Land Access Agreement Reached

Table 6. Notices and applications that may be required after Parties have reached a Land Access Agreement

Seek Minister approval for a Land Access Agreement		
<a href="#">Land Access Agreement Approval Application PR r31</a>	<p>The Interest Holder must apply to get the agreement approved by the Minister, after it has been executed by all parties.</p>	<p><a href="#">Regulation 31</a>  <b>Conditions:</b> Regulated operations cannot commence until Land Access Agreement is approved.                      Notify Land Owner (if not the Designated Person) within <b>14 days</b> after Land Access Agreement has been approved.</p>
Seek registration of a Land Access Agreement determined by the Tribunal		
<a href="#">Determined Land Access Agreement Registration Application PR r33</a>	<p>The Interest Holder must apply for registration of the agreement after it has been determined by the Tribunal.</p>	<p><a href="#">Regulation 33</a>                      The Interest Holder must apply within <b>28 days</b> of the agreement being determined.                      Notify Land Owner (if not the Designated Person) within <b>14 days</b> after Land Access Agreement has been determined.</p>
Notice to Land Owner		
<a href="#">Land Access Agreement Decision Notice to Landowner PR r51</a>	<p>An Interest Holder must use this form to notify a Land Owner (if they are not the Designated Person) when:</p> <ul style="list-style-type: none"> <li>the Minister approves a Land Access Agreement or variation to a Land Access Agreement</li> <li>the Tribunal determines the provisions of a Land Access Agreement or makes an order for the variation of a Land Access Agreement.</li> </ul> <p>Refer to <a href="#">Appendix E</a> of this guideline for additional information about the notification requirements.</p>	<p><a href="#">Regulation 51</a>                      The Interest Holder has <b>7 days</b> to notify the Land Owner.</p>

Change to Designated Person		
<a href="#">Change to Designated Person Notice PR r13</a>	A person or entity must also notify the CEO if they are assigned or purchase land which is subject to an existing Land Access Agreement. Refer to <a href="#">Appendix A</a> of this guideline for additional information about the notification requirements.	<a href="#">Regulation 13</a> The Designated Person must notify the CEO within <b>14 days</b> .
Dispute resolution		
<a href="#">Tribunal order or determination Initiating Application</a>	Parties may make an application to the <a href="#">Tribunal</a> to obtain an order or determination to resolve a dispute.	<a href="#">Regulation 40</a> Notify CEO within <b>7 days</b> after an application is made to Tribunal.
Compliance & Enforcement – Authorised Officers		
<a href="#">Authorised Officer Inspection Request PR r44</a>	Parties can apply to the CEO to request an Authorised Officer to conduct an inspection	<a href="#">Regulation 44</a>
<a href="#">Authorised Officer Conference Request PR r45</a>	Parties can apply to the CEO to request an Authorised Officer to conduct a conference	<a href="#">Regulation 45</a>

## 6.5. Variation of a Land Access Agreement

Table 7. A notice and application that may be required to vary a Land Access Agreement

Vary a registered Land Access Agreement		
<a href="#">Alternative Dispute Resolution to Vary Agreement Notice PR r37</a>	Parties may seek to vary a registered Land Access Agreement by an ADR process. Refer to <a href="#">Appendix D</a> of this guideline for additional information about the notification requirements.	<a href="#">Regulation 37</a> The Interest Holder/Designated Person will request for the other party to agree to participate in the ADR process. Seeking a response within at least <b>14 days</b> .

<a href="#">Appoint a member of the Mediators Panel for Variation Application PR r38</a>	Parties may apply to the CEO to request that a mediation process is conducted by a member of the Mediators Panel.	<a href="#">Regulation 38</a> A party to an approved access agreement may only apply if they have issued a notice to the other party under regulation 37, and the other party has not responded within the nominated timeframe, or if Parties cannot agree on an ADR Process or ADR Convenor.
<a href="#">Land Access Agreement Variation Approval/Registration Application PR r39</a>	An Interest Holder must use this form to seek approval and/or registration of a variation to their Land Access Agreement.	<a href="#">Regulation 39</a> The Interest Holder/Designated Person must apply for registration of a Tribunal determined variation within <b>28 days</b> after the determination is made. Notify Land Owner (if not the Designated Person) within <b>14 days</b> after the Minister approves a variation or the Tribunal determines a variation.

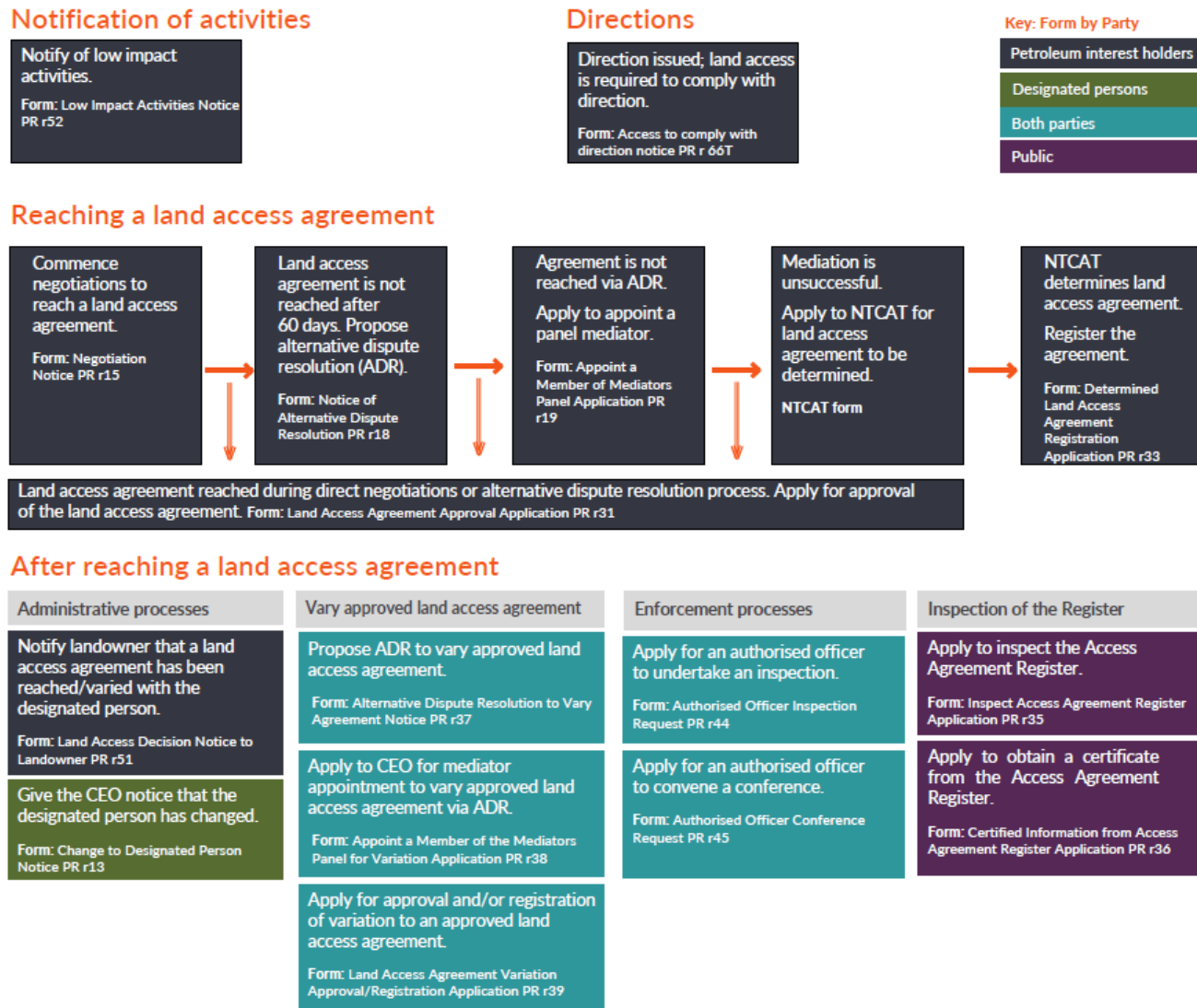
## 6.6. Search of the Access Agreement Register

Table 8. Applications for search of the Access Agreement Register

Inspect the register		
<a href="#">Inspect Access Agreement Register Application PR r35</a>	A person may undertake an 'in person' visual inspection of a certificate recording information that has been included on the Access Agreement Register.	<a href="#">Regulation 35</a> A person cannot view or obtain a copy of a Land Access Agreement.
<a href="#">Certified Information from Access Agreement Register Application PR r36</a>	A person may apply for a certificate recording information that has been recorded or included on the Access Agreement Register.	<a href="#">Regulation 36</a> A person cannot view or obtain a copy of a Land Access Agreement.

The following diagram displays the notices and applications that apply to the Interest Holder, Designated Person and other Persons.

Figure 1: Person responsible for each notice or application



## 6.7. How to issue a notice

In accordance with [regulation 59](#) of the Regulations and [section 117B](#) of the Act, notices may be given:

- by email
- directly to the recipient, or a person authorised by the recipient to receive the document
- by fax
- by prepaid post to the recipient’s usual or last-known place of abode or business
- by leaving it with a person apparently of or above the age of 16 years at the recipient’s usual or last known place of abode or business.

In accordance with regulation 59(2) of the Regulations, a notice served by email is taken to be served at the time of transmission.

In accordance with [section 25](#) of the [Interpretation Act 1978](#), a notice served by post is taken to be served when it would have been delivered in the ordinary course of post.

If a person intends to issue a notice via prepaid post, it must allow sufficient time for the notice to be ‘served’ on the recipient. For example, under regulation 52 of the Regulations, an Interest Holder must give the Designated Person at least 14 days’ notice prior to undertaking Low Impact Activities. The Interest Holder cannot post the notice exactly 15 days beforehand, as the Designated Person will not receive the notice at least 14 days prior to the Low Impact Activities being carried out.

A notice may be considered invalid if it is not served in accordance with [regulation 59](#) of the Regulations and [section 117B](#) of the Act.

## 6.8. Notice to CEO

Under the Regulations, the Interest Holder, Designated Person or other Person must notify the CEO in certain circumstances, as displayed in the following Table.

Notice must be given to the CEO, by providing a copy of the relevant application or notice to the Department’s Land Access Team within the prescribed timeframe.

Table 9. Notice to CEO requirements

Regulation	Who	Notice requirements
<a href="#">Regulation 13</a>	Designated Person	A person or entity must notify the CEO within <b>14 days</b> if they are assigned or purchase land which is subject to an existing Land Access Agreement.
<a href="#">Regulation 50</a>	Interest Holder	Interest Holder must notify the CEO within <b>7 days</b> after they issue the following notice to a Designated Person: <ul style="list-style-type: none"> <li>• <a href="#">Low Impact Activities Notice PR r52</a></li> <li>• <a href="#">Negotiation Notice PR r15</a></li> <li>• <a href="#">Alternative Dispute Resolution Notice PR r18</a></li> </ul>
<a href="#">Regulation 50</a>	Interest Holder	Interest Holder must notify the CEO within <b>7 days</b> after they apply to the Tribunal under <a href="#">regulation 29</a> of the Regulations for the Tribunal to determine the provisions of a Land Access Agreement

Regulation	Who	Notice requirements
<a href="#">Regulation 50</a>	Interest Holder, Designated Person or other Person	Interest Holder, Designated Person or other Person must notify the CEO within <b>7 days</b> after they apply to the Tribunal under <a href="#">regulation 40</a> of the Regulations.
<a href="#">Regulation 66V</a>	Person	A Person must notify the CEO within <b>7 days</b> after it has issued a notice under <a href="#">regulation 66T</a> to a Designated Person that it is entering the land to comply with a Direction.

## 7. Conducting Low Impact Activities

An Interest Holder is authorised to:

- enter land to carry out the Low Impact Activities described in the notice, on the day and times listed in the notice
- if relevant, land a helicopter on a permit or licence area at a place described in the notice.

Regulations [53](#) and [55](#) of the Regulations outline a separate process Interest Holders must follow before and when conducting Low Impact Activities. An Interest Holder must:

- get written consent from a Designated Person if it wishes to drive a vehicle off an existing road or track whilst conducting the Low Impact Activities
- backfill any hole created during the activities with the remaining soil or, material extracted when creating the hole, as soon as possible
- ensure that any Low Impact Activities are carried out in a way that minimises disturbances to livestock or any pastoral operations associated with livestock.

It is an offence for an Interest Holder to not comply with these requirements.

## 8. Conducting work or activities to comply with a Direction

A Person that issues a notice under [regulation 66T](#) of the Regulations:

- is authorised to enter land to carry out the works or activities described in the notice, on the day and times listed in the notice
- may only remain on the land for a period that is reasonable in the circumstances
- must ensure that any work or activities are carried out in a way that minimises the disturbance of the lawful rights and activities of a Land Owner or Occupier.

## 9. Reaching a Land Access Agreement

An Interest Holder must have an approved Land Access Agreement prior to commencing Regulated Operations on land.

### 9.1. About Land Access Agreements

A Land Access Agreement is a legally binding contract between an Interest Holder and a Designated Person. It needs to be comprehensive and cover all land access arrangements agreed between the Parties, taking into account the legal requirements set out under the Regulations.

It is strongly recommended that Parties seek independent advice and assistance with the drafting and settling of a Land Access Agreement. This may include engaging the services of a lawyer, an agronomist, a valuer, and/or an accountant.

A Land Access Agreement does not allow the Interest Holder to gain access to the relevant land until it is approved by the Minister. A Land Access Agreement determined by the Tribunal is taken to be an approved Land Access Agreement. It is an offence for an Interest Holder to commence Regulated Operations on land without an approved Land Access Agreement with the Designated Person.

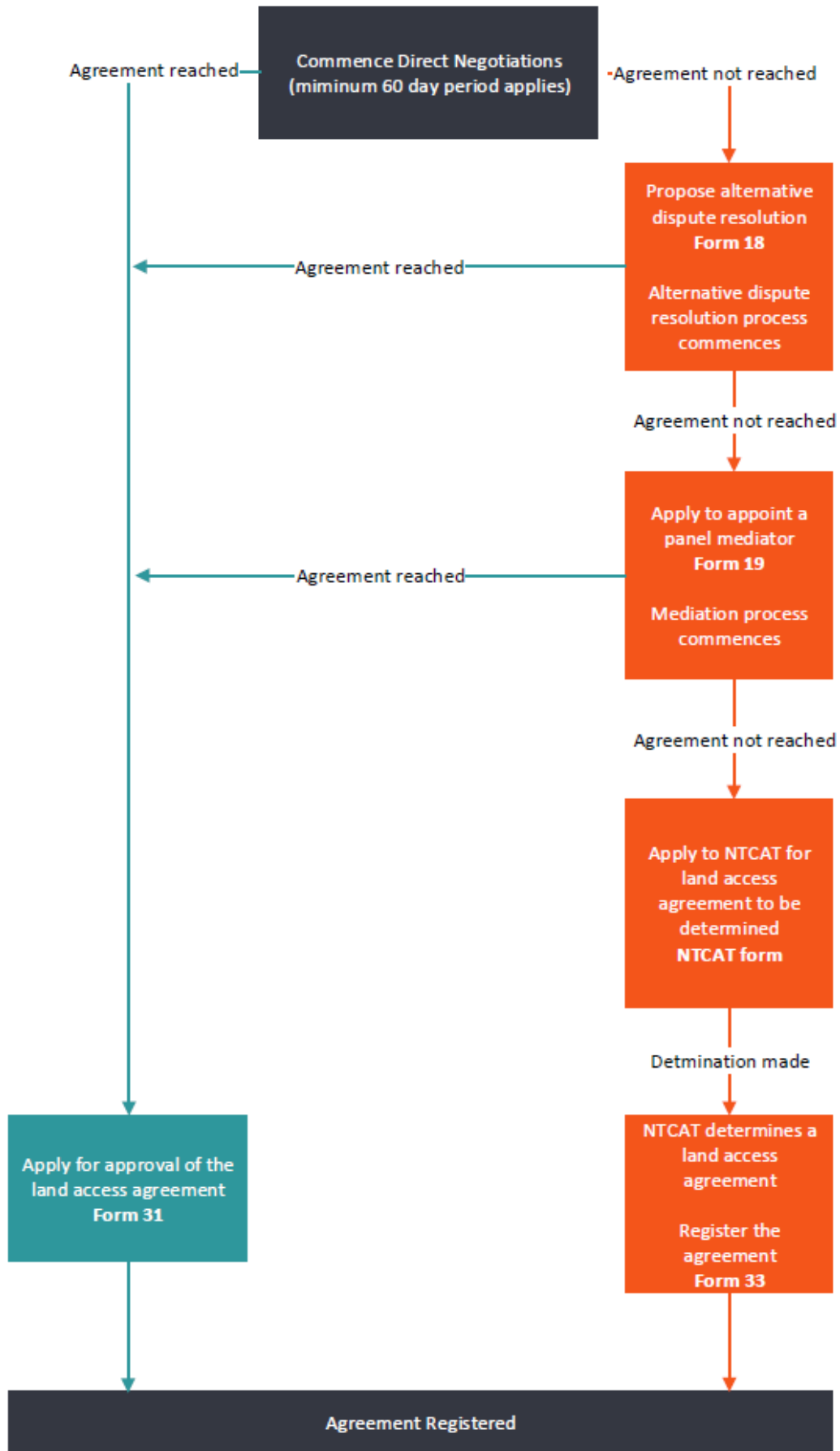
A Land Access Agreement may be reached via:

- direct negotiations; or
- an ADR process: noting that Parties can agree to terminate the ADR process and revert back to direct negotiations.

If these processes fail, then the Tribunal may determine the provisions of a Land Access Agreement on application by the Interest Holder.

The following flowchart identifies the process for Parties to reach a Land Access Agreement, and for the Interest Holder to seek approval and/or registration of the Land Access Agreement.

Figure 2: Flowchart for negotiating and reaching a Land Access Agreement



### 9.1.1. Parties to a Land Access Agreement

A Land Access Agreement must be in writing and signed by the Interest Holder and the Designated Person.

If more than one Person holds an interest in a Petroleum Interest, such as a joint venture, each Person must be a party to and sign the Land Access Agreement with the Designated Person.

If more than one Person owns an interest in the land, either as joint tenants or tenants in common, each Person must be a party to and sign the Land Access Agreement with the Interest Holder.

There may be additional parties to the Land Access Agreement, if appropriate, such as a parent entity.

If an Interest Holder or Designated Person under Land Access Agreement changes, then the new Person is taken to be a party to the agreement, and assumes the rights, duties and obligations of the relevant party under the agreement. If there is a change in Designated Person, then the new Person that is assigned or purchases the land must notify the CEO, refer to [section 6.4](#) and [section 6.8](#) of this guideline.

The purpose of a Land Access Agreement is to ensure the orderly search for petroleum while recognising the rights of Designated Persons to conduct their activities free from unreasonable interference or disturbance. Under the Regulations, both Designated Persons and Interest Holders have clear legal rights regarding land use for pastoral and petroleum operations as displayed in the following Table, and all Land Access Agreements should be developed with this shared understanding.

Table 10. Interest Holder and Designated Person rights and obligations

Interest Holder Land use needs/rights	Designated Person Land use needs/rights
To conduct Regulated Operations on land under a Petroleum Interest in accordance with an approved technical work program.	To use land for pastoral, business and other purposes with minimal disturbance from Interest Holders.
Obligations	Obligations
Relationships between Interest Holders and Designated Persons should be positive, courteous, honest, and respectful, particularly in relation to each party’s rights and business operations. Negotiations should be in good faith.	
Follow and meet all legal obligations under the <a href="#">Regulations</a> when reaching Land Access Agreements.	
Commence Regulations Operations on land in accordance with an approved Land Access Agreement.	Allow Interest Holders to enter or cross land to carry out Regulated Operations in accordance with an approved Land Access Agreement.
Ensure: <ul style="list-style-type: none"> <li>• agreement compliance</li> <li>• minimal disturbance to livestock and Designated Persons</li> <li>• adherence to notice periods</li> <li>• timely responses and regular operational updates to Designated Persons</li> </ul>	Ensure: <ul style="list-style-type: none"> <li>• agreement compliance</li> <li>• minimal interference with petroleum activities</li> </ul>
Meet all statutory and contractual obligations under the Land Access Agreements and the <a href="#">Regulations</a> .	

### 9.1.2. Standard minimum protections

A Land Access Agreement must adopt and at least contain provisions that address each of the matters specified in [Schedule 2](#) of the Regulations, known as the standard minimum protections.

A provision included in a Land Access Agreement may be:

- expressed in the same, or substantially the same, terms as a provision specified in Schedule 2; or
- reflect or satisfy a requirement specified in Schedule 2; or
- reflect a standard that is greater than a standard specified in Schedule 2.

Parties may wish to negotiate additional provisions to be included in the Land Access Agreement, as they consider appropriate.

### 9.1.3. Term of a Land Access Agreement

Item 25 of Schedule 2 provides that a Land Access Agreement terminates:

- by mutual agreement between the parties; or
- on the expiration of the term of the agreement (unless the term is extended by mutual agreement between the parties); or
- on the expiration of the Petroleum Interest (unless the agreement is extended by mutual agreement between the parties); or
- if the Tribunal determines that the agreement be terminated.

The term of a Land Access Agreement cannot exceed the balance of the term of a Petroleum Interest; however, the term may be subject to any suspensions, extensions or renewals of the Petroleum Interest under the Act.

Parties may choose to extend an approved Land Access Agreement; this would involve varying the agreement. Read more about varying a Land Access Agreement at [section 12](#) of this guideline.

### 9.1.4. Compensation

[Regulation 6](#) of the Regulations provides that compensation is payable for the drilling of a well on the land and/or any decrease in the market value of the land caused by petroleum activities.

The minimum amount of compensation payable for each well drilled on the land must be set out in the Land Access Agreement. The Land Access Agreement must also detail:

- whether it is anticipated that the Regulated Operations will lead to a decrease in the market value of the land
- a preliminary assessment of the anticipated decrease in the market value of the land.

The Northern Territory Government strongly recommends Designated Persons obtain accounting advice in relation to tax and GST implications associated with compensation payments.

**Note**, Designated Persons are not entitled to royalty payments for the extraction of petroleum under the surface of their land. Interest Holders pay royalties in accordance with the [Petroleum Royalty Act 2023](#).

## 9.2. Direct Negotiations

If an Interest Holder wishes to commence negotiations for a Land Access Agreement, it must issue a notice to the Designated Person under [regulation 15](#) of the Regulations, refer to [section 6.3](#) and [Appendix B](#) of this guideline for further details. The Interest Holder must also provide a copy of the notice:

- to the CEO, refer to [section 6.8](#) of this guideline for further details
- to the Land Owner, if the Designated Person is the Occupier, refer to [section 6.3](#) of this guideline for further details.

Once a Designated Person has received a notice under regulation 15 of the Regulations, they must take reasonable steps to negotiate a Land Access Agreement with the Interest Holder.

Parties may be assisted by legal representatives, accountants or financial advisors, valuers, land specialists, and/or other suitably qualified persons.

The negotiations should be for at least **60 days** but can be for longer if Parties wish. The Interest Holder must pay the reasonable costs necessarily incurred by the Designated Person in participating in direct negotiations. Read more about costs associated with direct negotiations at [section 10.1.4](#) of this guideline.

Parties may wish to consider providing each other with information to assist with negotiations as per the following Table.

Table 11. Information to be shared between Parties negotiating a Land Access Agreement

Designated Person	Interest Holder
<p>A property plan for the Interest Holder depicting the location of key areas and infrastructure on the land for example:</p> <ul style="list-style-type: none"> <li>• access points, formed roads and tracks</li> <li>• gates and fences</li> <li>• stockyards</li> <li>• homes and other buildings</li> <li>• areas or structures of sentimental value (e.g. unused remains of historic homesteads)</li> <li>• key agricultural areas and infrastructure (e.g. crops, dams, levees, irrigation channels, shade clumps)</li> <li>• water bores and key watering points or other important infrastructure</li> <li>• sensitive areas such as vegetation, waterways, erosion prone areas and overland groundwater flow areas</li> <li>• areas containing restricted matter (e.g. invasive weeds, diseases, parasites and insect pests)</li> </ul>	<p>Additional information for the Designated Person, such as:</p> <ul style="list-style-type: none"> <li>• who will carry out the activities, including the number of workers and the number and type of vehicles to be involved</li> <li>• detailed work programs for each activity and any potential impacts including noise, dust, lights, vibration, impact on water supply, or other impacts</li> <li>• any future impact it anticipates having on the Designated Person’s property based on all current information and what might influence future plans</li> <li>• any safety considerations, proposed emergency plans and important contacts</li> <li>• what controls the Interest Holder has in place regarding access during and/or post inclement weather (e.g. high rainfall).</li> </ul>

Designated Person	Interest Holder
<ul style="list-style-type: none"> <li>any plans for expansion or improvement they may have underway</li> <li>indication of preferred property access timing (e.g. avoiding access during harvesting of cropped land or cattle mustering)</li> <li>property management practices.</li> </ul>	

If Parties agree on land access arrangements via direct negotiations, a Land Access Agreement must be reached in writing and signed by all Parties.

The Interest Holder must submit the Land Access Agreement to the Department's Land Access Team for approval by the Minister. This process is outlined in more detail at [section 10.1.1](#) of this guideline.

### 9.2.1. If direct negotiation is unsuccessful

If Parties do not agree on land access arrangements via direct negotiations within **60 days** after the Designated Person has received the [Negotiation Notice PR r15](#), an Interest Holder may choose to commence the ADR process under the Regulations. This process is outlined in more detail at [section 9.3](#) of this guideline.

## 9.3. Alternative Dispute Resolution

Part 4 [Division 4](#) of the Regulations provides a clear framework for Parties to follow in relation to using ADR processes to reach a Land Access Agreement. ADR offers strategies for resolving conflicts and disputes between the Parties, which may avoid costly and time consuming litigation.

An Interest Holder may begin an ADR process by issuing a notice to the Designated Person under regulation 18 of the Regulations, refer to [section 6.3](#) of this guideline for further details.

Under the Regulations, Parties are required to participate in ADR for a period of at least **30 days**, unless the Parties request that the ADR process be brought to an end or a Land Access Agreement is reached.

The Interest Holder must pay the reasonable costs necessarily incurred by the Designated Person in participating in an ADR Process. Read more about costs associated with an ADR Process at [section 10.1.4](#) of this guideline.

If the Designated Person agrees to the ADR Process and ADR Convenor within the nominated period, Parties may participate in an ADR Process to negotiate a Land Access Agreement. Read more about participating in ADR Process at [section 9.3.2](#) of this guide.

In some circumstances, the Designated Person may not respond to the Interest Holder's notice within the nominated period, or may not agree to the Interest Holder's suggested ADR Process or ADR Convenor.

Under [regulation 19](#) of the Regulations, if Parties are unable to agree on ADR, either party may apply to the CEO and request that a mediation process is conducted by a member of the Mediators Panel. Read more about the Mediators Panel at [section 9.3.1](#) of this guide.

### 9.3.1. Mediation conducted by a member of the Mediators Panel

The Mediators Panel was established by the Minister under the Regulations and is made up of qualified mediators. Details of these mediators, including their qualifications and experience, can be found on the [Panel Mediators Register](#) published on the Department's website.

Under [regulation 19](#) of the Regulations, a party may apply to the CEO to request that a mediation process is conducted by a member of the Mediators Panel using the [Appoint a Member of the Mediators Panel Application PR r19](#).

An Interest Holder must undertake the processes outlined at [section 9.3](#) of this guideline before an application to appoint a Panel Mediator to conduct a mediation can be made.

The CEO will appoint a member of the Mediators Panel to conduct a mediation. Appointment is carried out on a rotational basis after actual or potential conflicts of interest, and such other matters, are considered. The mediation process is outlined at [section 9.3.2](#) of this guideline.

### 9.3.2. Participating in ADR

The ADR Process may be suggested by the Interest Holder in the notice under regulation 18 of the Regulations or may be a mediation conducted by a member of the Mediators Panel.

The ADR Convenor may be suggested by the Interest Holder or may be a Panel Mediator.

Under [regulation 25](#) of the Regulations, the ADR Convenor will set the date, time and manner of the process and notify the Parties at the earliest opportunity.

Meetings may be in person, via telephone or video, via other electronic means. Either party may request to be represented by a lawyer or assisted by another person.

The Interest Holder must provide a draft Land Access Agreement when participating in an ADR Process to negotiate a Land Access Agreement with the Designated Person. The Designated Person may also choose to provide a draft Land Access Agreement for the process; however, is not a requirement under the Regulations.

The ADR Convenor will use their best endeavours to bring Parties to a negotiated outcome in reaching a Land Access Agreement. Under the Regulations, Parties are required to participate in ADR for a period of at least **30 days**, unless the Parties request that the ADR process be brought to an end or a Land Access Agreement is reached.

If the Parties reach a Land Access Agreement in writing during the ADR Process, the ADR Process will end. The Interest Holder is required to submit the Land Access Agreement to the Department's Land Access Team for approval by the Minister. Read more about Land Access Agreement approval at [section 10.1.1](#) of this guideline.

#### 9.3.2.1. If ADR is unsuccessful

If the Parties do not reach a Land Access Agreement in writing, after participating in an ADR Process for at least **30 days**, the process may be terminated by the Interest Holder or the ADR Convenor. The Parties may request for the ADR Process to be brought to an end at an earlier date.

### 9.3.3. Terminating an ADR process

The ADR Process may be terminated if:

- the Parties have participated in an ADR Process for at least **30 days** and either:
  - the Interest Holder requests for the ADR Process to be brought to an end, or
  - the ADR Convenor decides to bring the process to an end.
- the Parties request for the ADR Process to be brought to an end.

If the ADR process is terminated and the Interest Holder is still seeking a Land Access Agreement with the Designated Person, it may apply to the Tribunal for an agreement to be determined. Read more about reaching a Land Access Agreement via a Tribunal determination at [section 9.4](#) of this guideline.

## 9.4. Tribunal determination

Part 4 [Division 5](#) of the Regulations provides a clear framework for how a Land Access Agreement can be reached via a [Tribunal](#) determination. If Parties have been unable to reach a Land Access Agreement via direct negotiations or an ADR Process, an Interest Holder may make an application to the Tribunal seeking for a Land Access Agreement to be determined.

The Tribunal:

- provides a forum for reviewing a wide range of administrative decisions and for resolving certain civil disputes.
- is less formal than a court and its procedures are less complicated.
- aims to achieve outcomes that are prompt, fair and inexpensive for Parties.
- may attempt to assist Parties to reach a negotiated agreement via a compulsory conference.
- will set down a hearing to determine the provisions of a Land Access Agreement between the Parties if the matter remains unresolved.

An Interest Holder is required to pay reasonable costs the Designated Person may incur by participating in a Tribunal proceeding. Read more about costs associated with a Tribunal proceeding at [section 10.1.4](#) of this guideline. Visit the Tribunal's [website](#) for more information.

Applications are made under the [Northern Territory Civil and Administrative Tribunal Act 2014](#) in line with the [Northern Territory Civil and Administrative Tribunal Rules 2016](#). An Interest Holder may make an application to the Tribunal to commence a proceeding using the Tribunal's [Initiating Application](#) and paying the associated fee.

The Interest Holder must also provide a copy of the application to the CEO, refer to [section 6.8](#) of this guideline for further details.

Following a hearing, the Tribunal will determine the provisions of a Land Access Agreement between Parties taking into account the requirements under the Regulations. At the least, the Land Access Agreement will include the minimum protections outlined in [Schedule 2](#) of the Regulations.

A Tribunal determination is legally binding. Parties must comply with the provisions of a Land Access Agreement for the term of the agreement. It may be possible to challenge a decision made by the Tribunal.

An Interest Holder must apply to register the Land Access Agreement with the Minister and pay the associated fee. An application must be made within **28 days** after the determination is made using the [Determined Land Access Agreement Registration Application PR r33](#).

## 10. Land Access Agreement Reached

### 10.1.1. Approval of a Land Access Agreement

**Note:** This process does not apply to a Land Access Agreement determined by the Tribunal, as it is taken to be an approved agreement. However, the agreement must be registered on the Access Agreement Register, refer to [section 10.1.2](#) of this guideline for details about how to register the agreement.

If Parties reach a Land Access Agreement in writing via direct negotiations or an ADR process, the Interest Holder must apply to get the agreement approved by the Minister. An application must be made using the [Land Access Agreement Approval Application PR r31](#) and the associated fee must be paid.

The NTG is not a party to the Land Access Agreement but is responsible for ensuring that the agreement meets the minimum requirements under the Regulations.

It is an offence for an Interest Holder to commence Regulated Operations before the Land Access Agreement is approved.

Once the Minister has approved the Land Access Agreement, the Interest Holder will be able to begin Regulated Operations under its Petroleum Interest.

If approved, the Land Access Agreement will be recorded on the Access Agreement Register. Read more about the Access Agreement Register at [section 10.1.2](#) of the guide.

If the Designated Person is the Occupier, the Interest Holder must notify the Land Owner that a Land Access Agreement has been approved by the Minister, refer to [section 6.4](#) of this guideline for further details.

### 10.1.2. Registration of a Land Access Agreement

An Access Agreement Register was established by the Minister under the Regulations. All Land Access Agreements approved by the Minister or determined by the Tribunal are recorded on the register.

If the Parties have reached a Land Access Agreement through direct negotiations or an ADR Process, the Minister will add the agreement to the Access Agreement Register after the agreement is approved.

If the Parties have reached a Land Access Agreement through a Tribunal determination, the Interest Holder must apply for registration of the agreement. An application must be made, within 28 days of the agreement being determined, using the [Determined Land Access Agreement Registration Application PR r33](#) and the associated fee must be paid.

### 10.1.3. Integrated Land Information System notation

Once an Land Access Agreement has been recorded on the Access Agreement Register, a notation will also be added to the Land Titles Office [Integrated Land Information System](#) under the Record of Administrative Interests and Information. **Note**, the Land Access Agreement is not a publicly available document or lodged with the Land Titles Office or recorded on the land title.

### 10.1.4. Costs related to reaching a Land Access Agreement

The following Table includes details about who is responsible for costs associated with reaching a Land Access Agreement.

Table 12. Costs related to reaching a Land Access Agreement

Direct negotiation costs	ADR costs	Tribunal costs
<p><a href="#">Regulation 17</a></p> <p>An Interest Holder is responsible for paying reasonable professional services costs necessarily incurred by a Designated Person in taking part in direct negotiations to reach a Land Access Agreement.</p> <p>A Designated Person must request payment of their costs in writing and provide details and evidence of the costs they are claiming. An Interest Holder is required to pay these costs within <b>30 days</b> after a request for payment is made, unless agreed otherwise with the Designated Person or it disputes the costs.</p> <p>If the Interest Holder disputes the costs, it may make an application to the Tribunal to obtain a determination regarding the costs that should be paid to the Designated Person.</p>	<p><a href="#">Regulation 28</a></p> <p>An Interest Holder is responsible for paying:</p> <ul style="list-style-type: none"> <li>the reasonable professional services costs necessarily incurred by the Designated Person in taking part in an ADR Process to negotiate a Land Access Agreement</li> <li>the reasonable professional services costs necessarily incurred by the Designated Person for advice and reports which may be relevant to the ADR Process</li> <li>the costs of the ADR Convenor.</li> </ul> <p>A Designated Person, or other person seeking payment of their costs, must request payment of costs in writing and provide details and evidence of the costs they are claiming. An Interest Holder is required to pay these costs within <b>30 days</b> after a request for payment is made, unless otherwise agreed between Parties or it disputes the costs.</p> <p>If the Interest Holder disputes the costs, it may make an application to the Tribunal to obtain a determination regarding the costs that should be paid to the Designated Person or ADR Convenor.</p>	<p><a href="#">Regulation 56</a></p> <p>If an Interest Holder makes an application to the Tribunal seeking the determination of Land Access Agreement, it will be responsible for the reasonable professional services costs of the Designated Person to take part in the proceedings.</p> <p>An Interest Holder will not be responsible for costs if the Tribunal determines the Designated Person has acted unreasonably or the Tribunal considers it inappropriate or unfair.</p>

## 11. After Reaching a Land Access Agreement

### 11.1. Operating under a Land Access Agreement

Parties are required to abide by their contractual obligations under the Land Access Agreement for the term of the agreement.

Under [regulation 47](#) of the Regulations it is an offence for an Interest Holder to carry out Regulated Operations under a Petroleum Interest that are not within the scope of a Land Access Agreement.

Under subsection [58\(j\)](#) of the Act, an Interest Holder must not interfere with the lawful rights or activities of any other person while conducting his operations and activities.

Under [section 106](#) of the Act, it is an offence for a person to interfere with Regulated Operations an Interest Holder is conducting under a Petroleum Interest.

### 11.2. Disputes

If Parties have a dispute relating to a Land Access Agreement they may:

- contact the Department's Land Access Team on 08 8999 5240 or email [LandAccess.DME@nt.gov.au](mailto:LandAccess.DME@nt.gov.au).
- request for an Authorised Officer of the Department to conduct an inspection or conference
- refer to the dispute resolution provisions under the Land Access Agreement
- make an application to the [Tribunal](#).

#### 11.2.1. Authorised Officer

Authorised Officers are Department staff appointed by the Minister under the Regulations to undertake authorised activities within their powers or functions, as necessary.

If Parties to a Land Access Agreement have a dispute under the agreement, either party may request for an Authorised Officer to conduct:

- an inspection to investigate an alleged breach
- a conference to try and resolve a dispute.

##### 11.2.1.1. Inspection conducted by Authorised Officer

Under [regulation 44](#) of the Regulations, Parties can apply to the CEO to request an Authorised Officer to conduct an inspection using the [Authorised Officer Inspection Request PR r44](#).

An Authorised Officer will enter and inspect the land to assess the extent to which the Parties have complied with the provisions of the Land Access Agreement.

Following an inspection, an Authorised Officer will prepare a report on the outcome of the inspection, which may include recommendations about:

- securing or ensuring compliance
- issuing a party an infringement notice if certain offences have been committed.

A copy of the report will be provided to the Interest Holder, the Designated Person and the CEO.

#### 11.2.1.2. Conference conducted by Authorised Officer

Under [regulation 45](#) of the Regulations, Parties can apply to the CEO to request an Authorised Officer to conduct a conference using the [Authorised Officer Conference Request PR r45](#).

An Authorised Officer will conduct a conference between the Parties as quickly as possible to assist in the resolution of a dispute under a Land Access Agreement.

An Authorised Officer may prepare a report at the end of a conference. A copy of the report will be provided to each party to the conference and the CEO. Reports and recommendations prepared by Authorised Officers are not legally binding.

### 11.2.2. Tribunal

Parties may also make an application to the [Tribunal](#) to obtain an order or determination to resolve a dispute. This could relate to:

- disputes about the operation or effect of a Land Access Agreement
- alleged breaches of a Land Access Agreement
- disputes about costs and payment of costs
- disputes about compensation and land value decrease.

Applications are made under the [Northern Territory Civil and Administrative Tribunal Act 2014](#). In line with the [Northern Territory Civil and Administrative Tribunal Rules 2016](#), Parties may make an application to the Tribunal to commence a proceeding using the Tribunal's [Initiating Application](#) and paying the associated fee. Visit the Tribunal's [website](#) for more information.

The Party must also provide a copy of the application to the CEO, refer to [section 6.8](#) of this guideline for further details.

## 11.3. Inspections of the Access Agreement Register

Under regulations [35](#) and [36](#) of the Regulations, a person is entitled to inspect, obtain a certified copy or certificate from the Access Agreement Register. Applications are made using the:

- [Inspect Access Agreement Register Application PR r35](#)
- [Certified Information from Access Agreement Register Application PR r36](#)

The information available is limited to:

- details of the parties to a Land Access Agreement
- information about the Petroleum Interest held by the Interest Holder

- a description of the land to which the Land Access Agreement applies
- information about the term of the Land Access Agreement
- the date the Land Access Agreement was approved by the Minister or determined by the Tribunal.

## 12. Varying a Land Access Agreement

A Land Access Agreement may be varied:

- in line with the terms of the Land Access Agreement
- by agreement between the Parties to the Land Access Agreement
- by further processes and proceedings under the Regulations.

Part 4, [Division 7](#) of the Regulations outlines the processes Parties must undertake in order to vary a Land Access Agreement.

### 12.1. Alternative Dispute Resolution

If Parties cannot agree on the variation, the party that proposed the variation may choose to commence an ADR process under the Regulations by issuing a notice to the other party under regulation 37 of the Regulations, refer to [section 6.5](#) of this guideline for further details.

Part 4 [Division 4](#) of the Regulations provides a clear framework for Parties to follow in relation to using ADR processes to reach a variation. ADR offers strategies for resolving conflicts and disputes between the Parties, which may avoid costly and time consuming litigation.

Under the Regulations, Parties are required to participate in ADR for a period of at least **30 days**, unless the Parties request that the ADR process be brought to an end or a variation is reached.

The party that initiated the ADR process will be responsible for:

- the reasonable costs of the other party in participating in an ADR process, including reasonable legal or accounting costs necessarily incurred by the other party in connection with participating in the ADR process
- any reasonable costs necessarily incurred in connection with the other party using a suitably qualified person to provide advice or reports on any relevant matter for the purposes of the ADR process
- the costs of the ADR Convenor in conducting the ADR process.

If the other party agrees to the ADR Process and ADR Convenor within the nominated period, Parties may participate in an ADR Process to negotiate a variation. Read more about participating in ADR Process at [section 12.3](#) of this guide.

In some circumstances, the other party may not respond to the notice within the nominated period, or may not agree to the suggested ADR Process or ADR Convenor.

Under [regulation 38](#) of the Regulations, if Parties are unable to agree on ADR, the party that gave the notice may apply to the CEO and request that a mediation process is conducted by a member of the Mediators Panel. Read more about the Mediators Panel at [section 12.2](#) of this guide.

## 12.2. Mediation conducted by a member of the Mediators Panel

The Mediators Panel was established by the Minister under the Regulations and is made up of qualified mediators. Details of these mediators, including their qualifications and experience, can be found on the [Panel Mediators Register](#) published on the Department's website.

Under [regulation 38](#) of the Regulations, a party may apply to the CEO to request that a mediation process is conducted by a member of the Mediators Panel using the [Appoint a Member of the Mediators Panel for Variation Application PR r38](#).

The initiating party must undertake the processes outlined at [section 12.1](#) of this guideline before an application to appoint a Panel Mediator to conduct a mediation can be made.

The CEO will appoint a member of the Mediators Panel to conduct a mediation. Appointment is carried out on a rotational basis after actual or potential conflicts of interest, and such other matters, are considered. The mediation process is outlined at [section 12.3](#) of this guide.

## 12.3. Participating in ADR

The ADR Process may be suggested in the notice under [regulation 37](#) of the Regulations or may be a mediation conducted by a member of the Mediators Panel.

The ADR Convenor may be suggested by the initiating party on the notice issued under [regulation 38](#) of the Regulations or may be a Panel Mediator.

Under [regulation 25](#) of the Regulations, the ADR Convenor will set the date, time and manner of the process and notify the Parties at the earliest opportunity.

Meetings may be in person, via telephone or video, via other electronic means. Either party may request to be represented by a lawyer or assisted by another person.

The party seeking the variation must provide a draft of the variation, or of the Land Access Agreement as varied, when participating in an ADR Process. The other party may also choose to provide a draft variation for the process; however, is not a requirement under the Regulations.

The ADR Convenor will use their best endeavours to bring Parties to a negotiated outcome in reaching a variation. Under the Regulations, Parties are required to participate in ADR for a period of at least **30 days**, unless the Parties request that the ADR process be brought to an end or a variation is reached.

If the Parties reach a variation in writing during the ADR Process, the ADR Process will end. The party that proposed the variation is required to submit the variation to the Department's Land Access Team for approval by the Minister. Read more about the variation approval at [section 12.6](#) of this guideline.

### 12.3.1. If ADR is unsuccessful

If the Parties do not reach a variation in writing, after participating in an ADR Process for at least **30 days**, the process may be terminated by the party seeking the variation or the ADR Convenor. The Parties may request for the ADR Process to be brought to an end at an earlier date.

## 12.4. Terminating an ADR process

The ADR Process may be terminated if:

- the Parties have participated in an ADR Process for at least **30 days** and either:
  - the party seeking the variation requests for the ADR Process to be brought to an end, or
  - the ADR Convenor decides to bring the process to an end.
- the Parties request for the ADR Process to be brought to an end.

## 12.5. Tribunal determination

If the ADR process is terminated, the party seeking the variation may apply to the Tribunal for a variation to be determined.

Applications are made under the [Northern Territory Civil and Administrative Tribunal Act 2014](#) in line with the [Northern Territory Civil and Administrative Tribunal Rules 2016](#). The party may make an application to the Tribunal to commence a proceeding using the Tribunal's [Initiating Application](#) and paying the associated fee.

The party submitting an initiating application to the Tribunal must also provide a copy of the application to the CEO, refer to [section 6.8](#) of this guideline for further details.

Following a hearing, the Tribunal may make an order for the variation of a Land Access Agreement. A Tribunal determination is legally binding. It may be possible to challenge a decision made by the Tribunal.

If the Designated Person is the Occupier, the Interest Holder must notify the Land Owner that the Tribunal has made an order for a variation, refer to [section 6.4](#) of this guideline for further details.

The party that sought the variation must apply to register the variation with the Minister and pay the associated fee. An application must be made within **28 days** after the variation is made using the [Land Access Agreement Variation Approval/Registration Application PR r39](#).

## 12.6. Approval of a variation

**Note:** This process does not apply to a variation that is made by order of the Tribunal. However, the variation must be registered on the Access Agreement Register, refer to [section 12.7](#) of this guideline for details about how to register the variation.

If Parties reach a variation in writing via direct negotiations or an ADR process, the party that sought the variation must apply to get the variation approved by the Minister. An application must be made using the [Access Agreement Variation Approval/Registration Application PR r39](#) and the associated fee must be paid.

The NTG is not a party to the variation but is responsible for ensuring that the agreement meets the minimum requirements under the Regulations.

If approved, the variation will be recorded on the Access Agreement Register.

If the Designated Person is the Occupier, the Interest Holder must notify the Land Owner that a variation been approved by the Minister, refer to [section 6.4](#) of this guideline for further details.

## 12.7. Registration of a variation

An Access Agreement Register was established by the Minister under the Regulations. All variations are recorded on the register.

If the Parties have reached a variation through direct negotiations or an ADR Process, the Minister will add the variation to the Access Agreement Register after it is approved.

If the Parties have reached a variation by order of the Tribunal, the party that sought the variation must apply for registration of the variation. An application must be made, within 28 days of the variation being made, using the [Land Access Agreement Variation Approval/Registration Application PR r39](#) and the associated fee must be paid.

## 13. Regulation and Compliance Enforcement

### 13.1. Regulatory role of the Land Access Team

The Regulations provide the overarching governance framework in relation to land access practices in the Northern Territory. This includes some punitive measures for the Department to address legislative non-compliance. E.g. infringements or prosecution.

The Department's Land Access Team administers the Regulations and is responsible for compliance enforcement action to address legislative contraventions.

While the primary responsibility for complying with the Regulations and Land Access Agreements lies with the Interest Holders/Designated Persons, the Land Access Team must regulate performance to monitor and prevent non-compliance, promptly identify legislative contraventions and effectively address non-compliance.

The Land Access Team may become aware of non-compliance with the Regulations: during day to day operations, by conducting routine or random audits, upon receiving complaints from Interest Holders or Designated Persons, or by following inspections or conferences conducted as Authorised Officers under the Regulations.

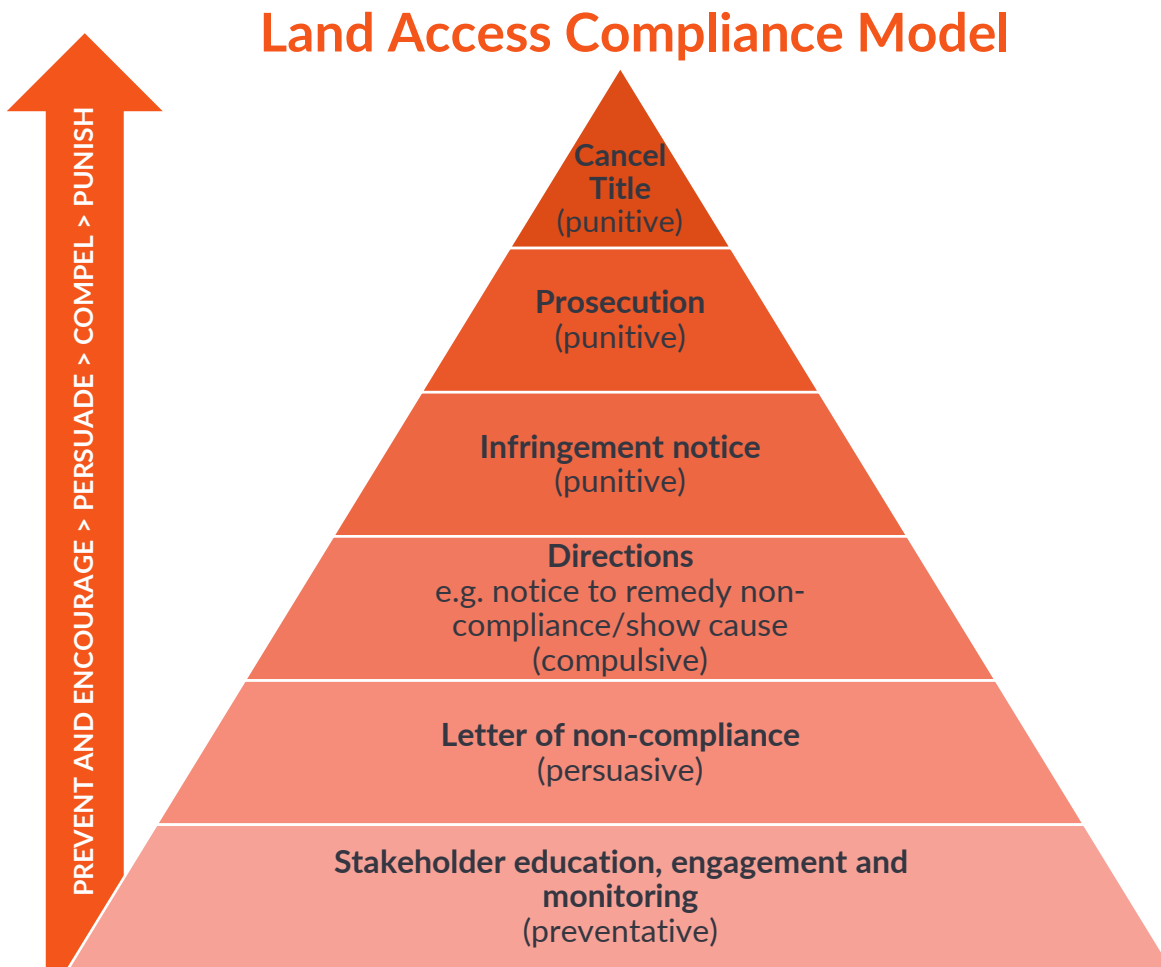
### 13.2. Land Access Team's compliance model

The Land Access Team's compliance enforcement model (Figure 3) is intended to be commensurate to the:

- nature/class of non-compliance
- potential or incurred level of risk, harm or loss caused by the non-compliance
- culpability of the offender, including their history of non-compliance/reckless behaviour
- potential or incurred threat to industry, the environment, Northern Territory Government or the public.

The model includes preventative, persuasive, compulsive and punitive compliance enforcement measures. While the model allows for a gradual approach to compliance and enforcement, immediate/strong action may be taken if a person deliberately or repeatedly fails to comply with the Regulations or with a Land Access Agreement, or commits an offence and the level of risk, threat or loss is high.

Figure 3: Land Access compliance model



### 13.3. Classes of breaches under the Regulations

The below tables outline two classes of breaches under the Regulations. The ^ symbolises that the non-compliance is an offence under the Regulations.

Table 13. Administrative breaches

Class 1: Details of non-compliance/offence (breaches are administrative in nature)	Regulation
<b>Failure to notify CEO of change to Designated Person (within 14 days)</b> (This breach can only be committed by a Designated Person)	13(4)(b)
<b>Failure to comply with an approved access agreement</b> (This breach can be committed by an Interest Holder or a Designated Person)	13(6)
<b>Failure to serve copy of negotiation notice on Land Owner (within 14 days)</b> (This breach can only be committed by an Interest Holder)	15(6)
<b>Failure to register determined Land Access Agreement (within 28 days)</b> (This breach can only be committed by an Interest Holder)	33(2)
<b>Failure to apply for approval and registration of Land Access Agreement variation (within 28 days)</b> (This breach can be committed by an Interest Holder or a Designated Person)	39(2)
<b>Failure to notify the CEO of certain steps and occurrences (within 7 days)^</b> (This offence can be committed by an Interest Holder or a Designated Person)	50(3)
<b>Failure to notify Land Owner of notifiable occurrence (within 7 days)^</b> (This offence can only be committed by an Interest Holder)	51(4)

Table 14. Serious breaches

Class 2: Details of non-compliance/offence (breaches are more serious in nature)	Regulation
<b>Commencing regulated operations without an approved Land Access Agreement^</b> (This offence can only be committed by an Interest Holder)	47(1)
<b>Failure to comply with items 1, 6 or 10 of Schedule 2 of the Regulations^</b> (This offence can only be committed by an Interest Holder)	48(2)
<b>Conducting activities outside the ambit of an approved Land Access Agreement or variation^</b> (This offence can only be committed by an Interest Holder)	49(2)
<b>Failure to notify Designated Person of Low Impact Activities (at least 14 days before activity commencement)^</b> (This offence can only be committed by an Interest Holder)	52(4)
<b>Failure to comply with responsibilities associated with Low Impact Activities^</b> (This offence can only be committed by an Interest Holder)	53(2)
<b>Failing to conduct airborne survey with minimal disturbance to livestock^</b> (This offence can only be committed by an Interest Holder)	55(2)
<b>Continuing regulated operations after 1 January 2022 without an approved Land Access Agreement^</b> (This offence can only be committed by an Interest Holder)	69(7)

## 14. Appendix A – Change to Designated Person Notice PR r13

The following Table includes information about how to complete the [Change to Designated Person Notice PR r13](#).

Table 15. Information to be included in notice

Information to be included in notice	
<b>Designated Person</b>	Refer to <a href="#">section 3</a> of this guideline
<b>Subject land</b>	Refer to <a href="#">section 4</a> of this guideline
<b>Interest Holder</b>	Refer to <a href="#">section 3</a> of this guideline
<b>Petroleum interest reference number</b>	This is the EP, RL or L number
<b>Date property acquired</b>	The date that the transfer of land was registered on the Land Register
<b>Date received a copy of the land access agreement</b>	The date that the Interest Holder provided the new Designated Person with a copy of the Land Access Agreement
<b>Land access agreement execution date</b>	The date that the Land Access Agreement was initially executed between the Interest Holder and previous Designated Person
<b>Land access agreement reference</b>	When a Land Access Agreement is registered on the Access Agreement Register it is given a reference number. The Interest Holder give the Designated Person the reference number for the relevant Land Access Agreement.

## 15. Appendix B –Negotiation Notice PR r15

The following Table includes information about how to complete the [Negotiation Notice PR r15](#).

Table 16. Information to be included in notice

Information to be included in notice	
<b>Petroleum interest reference number</b>	This is the EP, RL or L number
<b>Interest Holder's contact details</b>	The Designated Person must be able to get in contact with the Interest Holder when and where applicable using these contact details
<b>Designated Person</b>	Refer to <a href="#">section 3</a> of this guideline
<b>Subject land</b>	Refer to <a href="#">section 4</a> of this guideline
<b>Land Owner</b>	Refer to <a href="#">section 3</a> of this guideline. The Interest Holder must notify the Land Owner (if not the Designated Person) within <b>14 days</b> after the notice is issued to Designated Person.
<b>Proposed Regulated Operations</b>	Refer to <a href="#">section 5.2</a> of this guideline. This must be descriptive and use non-technical terms where possible. Example: undertaking 200km 2D seismic survey, clearing of seismic area, clearing and establishing access tracks, undertaking environmental monitoring and rehabilitation activities.
<b>Term of Land Access Agreement</b>	The proposed term must not exceed the balance of the term of the petroleum interest i.e. the expiry date. Be as specific as possible when specifying the maximum period sought i.e. '3 years from the date that the Minister for Mining and Energy approves the Land Access Agreement' or 'until 31 January 2030'. If the maximum period of time is sought, then consider including the expiry date of the petroleum interest and indicate that the term of the Land Access Agreement is subject to any further extensions/renewals. Refer to <a href="#">section 9.1.3</a> of this guideline.
<b>A request that the Designated Person enters into negotiations for a Land Access Agreement</b>	This information has been pre-filled in the notice. Enter the Interest Holder or Designated Person details where applicable.
<b>Statement that the Interest Holder will pay reasonable costs that the Designated Person may necessarily incur during negotiations</b>	This information has been pre-filled in the notice. Enter the Interest Holder name where applicable.
<b>Proposed negotiation start date</b>	This is the date that the Interest Holder wishes to commence negotiations with the Designated

<b>Information to be included in notice</b>	
	<p>Person. It cannot be the date that the Interest Holder issues the notice to the Designated Person.</p>
<b>Information about the Petroleum Interest held by the Interest Holder</b>	<p>The purpose of this provision is to provide the Designated Person with information about the entity that it will be negotiating with, and its plans for the Petroleum Interest.</p> <p>This may be information about any joint venture arrangements, the minimum technical works program and any planned future petroleum activities that will be undertaken on the land.</p>
<b>A plan and description of the area of the land where access is sought</b>	<p>The purpose of the plan and description is to inform the Designated Person of where an Interest Holder proposes to conduct its Regulated Operations.</p> <p>The plan must enable the Designated Person to readily identify the subject area. At a minimum, the Interest Holder should include the relevant Petroleum Interest, land parcel, intended routes, identifying markers such as bores, paddocks or access tracks, and a legend.</p>
<b>Draft Land Access Agreement</b>	<p>This Interest Holder may attach a draft Land Access Agreement to the notice to facilitate negotiations with the Designated Person. It is not mandatory at this stage.</p>

## 16. Appendix C –Alternative Dispute Resolution Notice PR r18

The following Table includes information about how to complete the [Alternative Dispute Resolution Notice PR r18](#).

Table 17. Information to be included in notice

Information to be included in notice	
<b>Petroleum interest reference number</b>	This is the EP, RL or L number
<b>Interest Holder</b>	Refer to <a href="#">section 3</a> of this guideline
<b>Designated Person</b>	Refer to <a href="#">section 3</a> of this guideline
<b>Subject land</b>	Refer to <a href="#">section 4</a> of this guideline
<b>Request for Designated Person to participate in ADR process</b>	This part of the form is pre-filled with the information required to be given to the Designated Person. Only insert details into the relevant fields highlighted grey.
<b>Costs</b>	This part of the form is pre-filled with the statement required to be given by the Interest Holder to the Designated Person in relation to the costs for negotiating a Land Access Agreement. Only insert details into the relevant fields highlighted grey.
<b>Proposed ADR process</b>	An ADR process may be a dispute resolution process of any type, but not arbitration. Common ADR processes are conciliation, facilitated negotiation, case appraisal and mediation. If a different ADR process is proposed, then tick the box marked as 'Other' and provide details about the ADR process.
<b>Proposed independent ADR convenor</b>	The Interest Holder must propose an independent ADR convenor to undertake the ADR process that does not have a conflict of interest with either party.

## 17. Appendix D – Alternative Dispute Resolution Agreement Variation Notice PR r37

The following Table includes information about how to complete the [Alternative Dispute Resolution Agreement Variation Notice PR r37](#).

Table 18. Information to be included in notice

Information to be included in notice	
<b>Petroleum interest reference number</b>	This is the EP, RL or L number
<b>Approved access agreement reference</b>	When a Land Access Agreement is registered on the Access Agreement Register it is given a reference number. Refer to the Land Access Agreement approval letter for the reference number.
<b>Applicant</b>	The party to the Land Access Agreement that is seeking the variation.
<b>Other party to the land access agreement</b>	The other parties to the Land Access Agreement.
<b>Subject land</b>	Refer to <a href="#">section 4</a> of this guideline
<b>Request to enter into an ADR process for variation to land access agreement</b>	This part of the form is pre-filled with the information required to be given to the other party. Only insert details into the relevant fields highlighted grey.
<b>Costs</b>	This part of the form is pre-filled with the statement required to be given to the other party in relation to the costs for negotiating a variation to a Land Access Agreement. Only insert details into the relevant fields highlighted grey.
<b>Proposed ADR process</b>	An ADR process may be a dispute resolution process of any type, but not arbitration. Common ADR processes are conciliation, facilitated negotiation, case appraisal and mediation. If a different ADR process is proposed, then tick the box marked as 'Other' and provide details about the ADR process.
<b>Proposed independent ADR convenor</b>	The party seeking the variation must propose an independent ADR convenor to undertake the ADR process that does not have a conflict of interest with either party.

## 18. Appendix E – Land Access Agreement Decision Notice to Landowner PR r51

The following Table includes information about how to complete the [Land Access Agreement Decision Notice to Landowner PR r51](#).

Table 19. Information to be included in notice

Information to be included in notice	
<b>Petroleum interest reference number</b>	This is the EP, RL or L number
<b>Approved access agreement reference</b>	When a Land Access Agreement is registered on the Access Agreement Register it is given a reference number. Refer to the Land Access Agreement approval letter for the reference number.
<b>Interest holder</b>	Refer to <a href="#">section 3</a> of this guideline
<b>Landowner</b>	An owner of the land, which may be the holder of an NT freehold title, a pastoral or Crown lease. Refer to the Land Register.
<b>Subject land</b>	Refer to <a href="#">section 4</a> of this guideline
<b>Notifiable occurrence</b>	Tick the relevant box and provide the approval/determination date

## 19. Appendix F - Low Impact Activities Notice PR r52

The following Table includes information about how to complete the [Low Impact Activities Notice PR r52](#).

Table 20. Information to be included in notice

Information to be included in notice	
<b>Petroleum interest reference number</b>	This is the EP, RL or L number
<b>Interest Holder's contact details</b>	The Designated Person must be able to get in contact with the Interest Holder when and where applicable using these contact details
<b>Designated Person</b>	Refer to <a href="#">section 3</a> of this guideline
<b>Subject land</b>	Refer to <a href="#">section 4</a> of this guideline
<b>Description of Low Impact Activities</b>	Refer to <a href="#">section 5.1</a> of this guideline. This must be descriptive and use non-technical terms where possible. Example: undertaking an ecological and archaeological survey, or taking 20 soil samples at a depth of 1 metre, or scouting location to undertake 2D seismic survey using a helicopter.
<b>Dates of Low Impact Activities</b>	The Interest Holder must provide at least 14 days notice prior to undertaking the Low Impact Activities. This means the Low Impact Activities may not commence until the 15 <sup>th</sup> day after the notice is given, in order to provide a full 14 days' notice. <sup>1</sup> The Interest Holder may propose a reasonable date range on the notice for when the Low Impact Activities will be undertaken, if the Low Impact Activities may be impacted by other factors such as anticipated high rainfall. If the Interest Holder provides a date range on the notice, then it should contact the Designated Person prior to accessing the land, to ensure that the Low Impact Activities do not interfere with any livestock or pastoral operations associated with livestock. Example: the Low Impact Activities may be undertaken over 2 days (under <i>expected duration of activities</i> ), between 1 June to 14 June 2026, subject to appropriate weather conditions (under <i>proposed date of activities</i> )
<b>Number of people involved</b>	Include the total amount of people that will be accessing the land to undertake the Low Impact

<sup>1</sup> Refer to [Subsection 28\(1\) of the Interpretation Act 1978](#).

Information to be included in notice	
	<p>Activities, including employees, agents and/or contractors.</p>
<b>Vehicles to be used</b>	<p>An Interest Holder must not use a Heavy Vehicle to undertake the Low Impact Activities.</p> <p>Include the make, model and registration of the vehicle/s if known. This will assist the Designated Person in identifying the vehicle when it enters the land.</p> <p>Example: Toyota Land Cruiser with registration number 123 123.</p>
<b>Equipment to be used</b>	<p>An Interest Holder must not use heavy equipment to take rock samples or to carry out activities that have no or low impact on land that comprises or is directly related to testing, monitoring or maintaining infrastructure.</p> <p>Example: a water monitoring device, or any equipment that will be used to test, monitor or maintain a wellhead.</p>
<b>Details of existing infrastructure on the land where the Low Impact Activities will be carried out</b>	<p>Provide details about the existing infrastructure that is nearby or will be accessed while undertaking the Low Impact Activities.</p> <p>Example: a list of wells that will be monitored or maintained, or water bores that will be tested.</p>
<b>Airborne operations</b>	<p>Only complete the section if the Interest Holder will be using an aircraft or drone while undertaking the Low Impact Activities.</p> <p>The purpose of this provision is to allow the Designated Person to readily identify the aircraft/drone and to determine if it will interfere with livestock, any pastoral operations associated with livestock or other aircraft over the area.</p> <p>The Interest Holder should include the make and model of the aircraft or drone and the altitude/s it will be flying.</p> <p>Example: a Bell 206 Jet Ranger Helicopter flying at 700ft and lower when landing.</p>
<b>Helicopter details</b>	<p>Only complete the section if the Interest Holder will be using a helicopter to undertake the Low Impact Activities or to transport workers.</p> <p>The Interest Holder must include details about where the helicopter is expected to land.</p> <p>Example: this may be a description of a well-known location to the Designated Person on the land or it may be included on an attached diagram.</p>
<b>Information about the Petroleum Interest held by the Interest Holder</b>	<p>The purpose of this provision is to provide the Designated Person with information about the</p>

Information to be included in notice	
	<p>entity that it will be negotiating with, and its plans for the Petroleum Interest.</p> <p>This may be information about any joint venture arrangements, the minimum technical works program and any planned future petroleum activities that will be undertaken on the land.</p>
<p><b>A plan and description of the area of the land where the Low Impact Activities will be carried out</b></p>	<p>The purpose of the plan and description is to inform the Designated Person of where an Interest Holder proposes to conduct its Low Impact Activities.</p> <p>The plan must enable the Designated Person to readily identify the subject area. At a minimum, the Interest Holder should include the relevant Petroleum Interest, land parcel, intended routes, identifying markers such as bores, paddocks or access tracks, and a legend.</p>

## 20. Appendix G – Access to Comply with Direction Notice PR r66T

The following Table includes information about how to complete the [Access to comply with direction notice PR r66T](#).

Table 21. Information to be included in notice

Information to be included in notice	
<b>Petroleum interest reference number</b>	This is the EP, RL or L number
<b>Former petroleum interest details</b>	This is the former AA, EP, RL or L number
<b>Current/former interest holder</b>	The name and contact details for the party that is accessing the land under its current or former petroleum interest. The Designated Person must be able to get in contact with the current/former Interest Holder when and where applicable using these contact details.
<b>Agent/contractor conducting works or activities</b>	The name and contact details for the agent or contractor that is conducting the works or activities. The Designated Person must be able to get in contact with the agent or contractor when and where applicable using these contact details.
<b>Designated Person</b>	Refer to <a href="#">section 3</a> of this guideline
<b>Subject land</b>	Refer to <a href="#">section 4</a> of this guideline
<b>Direction</b>	Provide details about the direction that was issued by the Minister, Environment Minister, CEO, Environment CEO or Inspector, which requires access to the land to undertake works or activities
<b>Description of the work/activities to be carried out</b>	This must be descriptive and use non-technical terms where possible. Example: Rehabilitating seismic lines in former petroleum interest area.
<b>Proposed date and expected duration</b>	The Interest Holder must provide at least 7 days notice prior to undertaking the works or activities, or a shorter period of time as reasonably required. The Interest Holder may propose a reasonable date range on the notice for when the works or activities will be undertaken, if the works or activities may be impacted by other factors such as anticipated high rainfall. If the Interest Holder provides a date range on the notice, then it should contact the Designated Person prior to accessing the land, to ensure that the works or activities do not interfere with any livestock or pastoral operations associated with livestock.

Information to be included in notice	
	<p>Example: the works or activities may be undertaken over 2 days (under <i>expected duration of activities</i>), between 1 June to 14 June 2026, subject to appropriate weather conditions (under <i>proposed date of activities</i>)</p>
<b>Number of people involved</b>	<p>Include the total amount of people that will be accessing the land to undertake the work/activities, including employees, agents and/or contractors.</p>
<b>Vehicles to be used</b>	<p>Include the make, model and registration of the vehicle/s if known. This will assist the Designated Person in identifying the vehicle when it enters the land.</p> <p>Example: Toyota Land Cruiser with registration number 123 123.</p>
<b>Equipment to be used</b>	<p>Include a list of equipment that will be used to undertake the works or activities.</p> <p>Example: water monitoring device.</p>
<b>Type of aircraft or drone</b>	<p>Only complete the section if the former/current Interest Holder will be using an aircraft or drone while undertaking the work or activities.</p> <p>The purpose of this provision is to allow the Designated Person to readily identify the aircraft/drone and to determine if it will interfere with livestock, any pastoral operations associated with livestock or other aircraft over the area.</p> <p>The Interest Holder should include the make and model of the aircraft or drone and the altitude/s it will be flying.</p> <p>Example: a Bell 206 Jet Ranger Helicopter.</p>
<b>Expected altitude</b>	<p>State the altitude/s that the aircraft or drone will be flying.</p> <p>Example: 700ft or lower when landing.</p>
<b>Helicopter details</b>	<p>Only complete the section if the former/current Interest Holder will be using a helicopter to undertake the work or activities, or to transport workers.</p> <p>The Interest Holder must include details about where the helicopter is expected to land.</p> <p>Example: this may be a description of a well-known location to the Designated Person on the land or it may be included on an attached diagram.</p>
<b>A plan and description of the area of the land, in relation to which access is required</b>	<p>The purpose of the plan and description is to inform the Designated Person of where a</p>

Information to be included in notice	
	<p>former/current Interest Holder proposes to access the land to undertake the works/activities.</p> <p>The plan must enable the Designated Person to readily identify the subject area. At a minimum, the former/current Interest Holder should include the relevant Petroleum Interest, land parcel, intended routes, identifying markers such as bores, paddocks or access tracks, and a legend.</p>