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| --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| Before you fill in the form **This is an approved form in accordance with regulation 18 of the Petroleum Regulations 2020.**The terms “interest holder” and “designated person” are defined at regulation 3 of the [Petroleum Regulations 2020](https://legislation.nt.gov.au/en/Legislation/PETROLEUM-REGULATIONS-2020). The designated person may be the owner or occupier of the relevant land. * An owner may hold a freehold title or Crown/pastoral lease.
* An occupier may hold:
	+ a lease or sublease over a freehold title
	+ a sublease or under lease over a Crown/pastoral lease.

Check the [NT Land Register](https://nt.gov.au/property/land/find-land-records/how-to-search-for-land-titles) to ascertain who the designated person is before completing and issuing this notice. The designated person may be:* an individual/s
* a company or association
* a trustee.

Provide any additional information via attachments to this notice, nothing the existence of any attachments within this notice.  |
| Fields marked with asterisk (\*) are mandatory. |
| Interest holder (i.e. the holder of the petroleum title) |
| Name/s:\* |  |
| A.B.N./A.C.N.:\* |  |
| Petroleum interest reference (i.e. exploration permit, production licence or retention licence number):\* |  |
| Contact person:\* |  |
| Telephone:\* |  | Email:\* |  |
| Postal address:\* |  |
| Subject land ((i.e. land over which access is sought for petroleum activities) |
| Property name (e.g. station name, if applicable):\* |  |
| Parcel reference/s (e.g. NT Portion 456):\* |  |
| Pastoral lease number (e.g. PPL 123, if applicable):\* |  |
| Designated person (i.e. the owner or occupier of the land – refer to the NT Land Register) |
| Name/s (this may be an individual, corporation or trustee – refer to the NT Land Register):\* |  |
| A.B.N./A.C.N.:\* |  |
| Contact person:\* |  |
| Telephone (if known):\* |  | Email (if known):\* |  |
| Postal address:\* |  |
| Request for designated person to enter into an alternative dispute resolution (ADR) process for access agreement negotiations\* |
| A negotiation notice was given to <Insert the designated person's name> on <Insert the date that the negotiation notice was given> requesting that negotiations be undertaken in good faith between <Insert interest holder name> and <Insert designated person's name> for the purpose of reaching a mutually acceptable access agreement.As we have not been able to successfully negotiate the final terms of an access agreement within the minimum 60 day period, <Insert interest holder name> is requesting that <Insert designated person's name> agrees to participate in an ADR process. |
| Proposed ADR process\* |
| Process<Enter proposed type of ADR process, e.g. conciliation, facilitated negotiation, case appraisal or mediation process. A process cannot be arbitration> |
| Costs\* |
| <Insert the interest holder's name> will bear the cost of the ADR process including:* reasonable legal or accounting costs necessarily incurred by <Insert the name of the designated person> in connection with participating in the ADR process
* reasonable costs necessarily incurred by <Insert the name of the designated person> in connection with engaging a suitably qualified person to provide advice or reports (e.g. land valuation, agronomy, land capability or sustainability) on any relevant matter
* the costs of the ADR convenor in conducting an ADR process.
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| Proposed ADR convenor (i.e. an independent ADR convenor) |
| Name of proposed ADR convenor:\* |  |
| Business/company name (if applicable):\* |  |
| Telephone:\* |  | Email:\* |  |
| Postal address:\* |  |
| Summary of matters that are the subject of dispute:\* |  |
| Nominated period |  |
| Deadline for designated person to agree to participate in proposed ADR **process** (must be at least 14 days after sending this notice ie: the earliest date for the deadline is the 15th day after sending this notice, to comply with Subsection 28(1) of the *Interpretation Act 1978):\** |  |
| A draft access agreement is attached to this notice:\* (a draft access agreement must be provided at the ADR process) | Yes/No |
| Authorised representative/delegate giving this notice |
| Signature:\* |  |
| Name:\* |  |
| Position held/title:\*  |  |
| Date:\* |  |
| Further information**If agreement on ADR process and ADR convenor is reached**If the designated person and the interest holder agree on the proposed type of ADR process and the ADR convenor, then the parties can participate in an ADR process and attemptto negotiate and finalise an access agreement.**If agreement on ADR process and/or ADR convenor is not reached**If an agreement on the ADR process and the ADR convenor to be used has not been reached by the end of the nominated period, or the designated person has not responded to this notice by the end of the nominated period either party may apply to the CEO of the Department of Mining and Energy (CEO) to appoint a member of the Mediators Panel to conduct a mediation. Applications must be made using the approved [Application to appoint a member of the Mediators Panel](https://nt.gov.au/__data/assets/word_doc/0004/972706/application-to-appoint-a-member-of-the-mediators-panel.docx)*.* Notification to CEOUnder regulation 50 of the Petroleum Regulations 2020, an interest holder must provide the CEO of the Department of Mining and Energy with a copy of this notice **within 7 days** after the notice has been given to the designated person. The notice may be submitted via:Email to:LandAccess.DME@nt.gov.au Post to: Land Access TeamEnergy Development BranchDepartment of Mining and EnergyGPO Box 4550DARWIN NT 0801Deliver to:Land Access TeamEnergy Development BranchDepartment of Mining and EnergyLevel 4, Paspalis Centrepoint Building48-50 Smith Street Mall, Darwin NT 0800If you require any further information contact the Land Access Team on 08-8999-5240 or email LandAccess.DME@nt.gov.au. |
| End of form |