

Making applications to the OIR

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1. Background

The Offshore Infrastructure Regulator (OIR) is provided with functions and powers under the *Offshore Electricity Infrastructure Act 2021* (OEI Act). The OIR is responsible for regulating work health and safety, **infrastructure integrity**¹ and environmental management of **offshore infrastructure activities**² in the **Commonwealth offshore area**³.

2. Purpose

This guideline is intended to assist licence holders and other parties who are preparing to formally submit documents and make regulatory applications to the OIR for assessment and review. The purpose of this information is to streamline the applications process and minimise the necessity for resubmissions due to administrative deficiencies.

3. Scope

This guideline applies to electronic regulatory document applications made via the OIR online submissions portal [Home | OIR](#) or by completing editable application PDF forms available on the OIR's website at <https://www.oir.gov.au/>. Specifically, this guideline covers the following applications:

- design notifications
- management plans (including initial plan approval applications, plan revision approval applications, management plan summaries)
- safety zone applications, variations and revocations
- protection zone applications, variations and revocations
- diving safety management systems.

This guideline does not cover applications for licences and authorisations under the applied work health and safety (WHS) provisions of the OEI Act framework.

¹ See section 8 of the OEI Act

² Ibid

³ Ibid

Further, this guideline does not cover routine assessment related correspondence or responses to requests for further written information that should be electronically submitted via email to offshorerenewables@oir.gov.au.

In addition, this guideline also does not apply to incident notifications that must be reported to the OIR via telephone or a written report. For further information about incident notifications, please refer to our Notification and reporting of incidents, events and occurrences guideline.

4. Relevant legislation

The following Commonwealth legislation gives direction to the OIR and provides the legal framework relevant to making applications to the OIR:

- *Offshore Electricity Infrastructure Act 2021* (OEI Act)
- Offshore Electricity Infrastructure Regulations 2022 (OEI Regulations)
- *Work Health and Safety Act 2011* (Cth) (WHS Act) as applied under the OEI Act
- Work Health and Safety Regulations 2011 (Cth) (WHS Regulations) as applied under the OEI Regulations

5. Guidance

5.1. Key considerations for preparing regulatory applications

- when preparing documents and regulatory applications, information should be tightly scoped to address regulatory requirements in the context of the what the applicant is seeking approval for
- the OIR encourages early engagement on applications to minimise the need for re-submission due to administrative deficiencies
- information superfluous to addressing regulatory requirements should be avoided
- a person commits an offence under the *Criminal Code Act 1995* if they knowingly supply false or misleading information to a Commonwealth entity.

5.2. Making applications

Applications can be submitted online via the OIR online application portal [Home | OIR](#) or by completing downloadable editable PDF forms available on the OIR's website and submitting the application to offshorerenewables@oir.gov.au. The OIR's preferred method of submission is via the online application portal.

Please ensure all mandatory fields are completed when making applications to the OIR. If you encounter any difficulties when making applications, please contact us via email at offshorerenewables@oir.gov.au.

Certain applications require an application fee to be paid. These applications will only be considered valid once full payment has been made. Split or partial payments will not be accepted. Further information about application and assessment fees is available in our Regulatory fees and levies policy.

Once your application has passed any completeness checks and is processed by the OIR, you will receive a confirmation of receipt email.

Online applications

The online forms specify particular documents that are required to be uploaded as part of an application. The OIR's preference is to receive consolidated documents, unless otherwise specified. For example, a management plan that includes relevant attachments in a single file is preferable to multiple separate attachment files. The size limit for each individual file is 256MB.

Email applications

There are no specific limits on the number of documents that can be attached to each email application. Where multiple documents may need to be submitted to the OIR as part of a single application, it is the OIR's preference that the individual documents are combined into a ZIP folder and attached to the relevant application. The size limit for each email is 35MB.

If you experience any difficulties submitting your application due to attachment sizes, we suggest adjusting the resolutions of the images and maps included. For all enquiries regarding applications please contact us via email at offshorerenewables@oir.gov.au

5.3. Format and technical specifications

The OIR requires:

- electronic documents to be in A4 format
- electronic documents to be provided in Adobe portable document format (PDF) with bookmarks based on section headings and text searchability
- drawings to be in PDF format are at their full size for scalability (e.g., A1 drawings should be provided at A1 size)
- electronic documents to be unlocked and not protected in any way
- documents to include version document control identification and page numbers.

Maps

Offshore infrastructure project and/or licence activity location maps should be at a suitable size and scale, include a scale bar, legend, information caption and labels as required in legible fonts. In addition, it is requested that maps be of publishing quality (e.g. 150 dpi or greater), file size preferably no larger than 2MB and file type preferably in JPG (.jpg, .jpeg) or PNG (.png) format.

Coordinates

All coordinates must be provided in GDA94 geocentric data set.

5.4. Controlled documents

The OIR does not participate in document control systems of other organisations. Applications that are made to the OIR, if legitimate, become Commonwealth records and will be managed accordingly.

6. Post-application expectations

Once applications have been made, a lead assessor will be assigned, and applicants will be notified. Enquiries regarding specific applications should be directed to your lead assessor in the first instance.

When making regulatory applications to the OIR for assessment, applicants and licence holders should be mindful of the statutory timeframes stipulated in the OEI Regulations for the OIR to provide notification of a decision (e.g. 60 days for design notifications, management plans, safety and protection zones and diving safety management systems).

6.1. Publication of regulatory documents

Applicants must ensure that appropriate quality assurance and quality control processes are in place when preparing management plan summaries and protection zone applications. These summaries and applications should be suitable for publication, free from errors or omissions, and clearly legible.

7. Monitoring

This guideline is to be reviewed periodically by the OIR. Further reviews will be undertaken as a result of changes to legislation, through feedback elicitation or as a result of accumulated experience.

8. Related documents

N-11300-PL2222 – Policy - Cost recovery

N-11300-PL2064 – Policy – Regulatory fees and levies

N-04401-PL2048 – Policy – Assessment

N-04402-GL2063 – Guideline – Design notification

N-04403-GL2084 – Guideline – Management plan content

N-04405-GL2115 – Guideline – Safety and protection zones

N-03402-GL2083 – Guideline – Notification of incidents, events and occurrences