



Rialtas na hÉireann
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GSRO Stakeholder Guidance Document

Mineral and Petroleum – Exploration and
Production
2023

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Table of Contents

Introduction.....	1
Minerals.....	1
Petroleum.....	1
Mineral Exploration.....	3
Apply for a new Prospecting Licence.....	3
Review a Prospecting Licence.....	4
Renew a Prospecting Licence.....	5
Surrender a Prospecting Licence.....	6
Declare a Statement of Interest.....	7
Assign a Prospecting Licence.....	7
Proposed Joint Ventures.....	8
Environmental Screening of Exploration Activities.....	9
Submit Weekly Progress Reports.....	9
Licence Holders obligations to Report and Remediate an Incident.....	10
Accommodate a Site Visit.....	10
Licence Revocation.....	11
Mineral Production.....	11
Apply for or Renew a State Mining Facility.....	11
Pay Dead Rent and Royalties.....	13
Mineral Rights Holder claim for Compensation.....	13
Inspections of State Mining Facilities.....	14
Report an Incident.....	14
Surrender a State Mining Facility.....	15
Appendix 1.....	16
Minerals Legislation.....	16
Useful Links.....	16

Introduction

The Geoscience Regulation Office (GSRO) is charged with the responsibility for implementing a stable, robust and transparent regulatory framework that supports Government policy. This document aims to give our stakeholders an overview of how to interact with the GSRO with regard to key regulatory processes.

Please note that this document does not purport to be a legal document but is provided for guidance only and to assist our stakeholders in engaging with the GSRO.

Minerals

In December of 2022, the Department published a [policy statement on Mineral Exploration and Production](#). The Policy Statement serves as a frame of reference for policy makers, regulators and stakeholders. As the regulator, the GSRO implements a regulatory framework that supports this Government policy in line with existing legislation. The relevant legislation covering these activities can be found in Appendix 1 of this document.

The various application/licensing processes for Mineral Exploration and Production for which the GSRO has responsibility are set out in this document below.

Petroleum

As outlined in the [Policy Statement on Petroleum Exploration and Production published in August 2022](#)¹, the Programme for Government contains a commitment to end the issuing of new authorisations for the exploration and extraction of gas on the same basis as the decision taken in 2019 by the previous Government in relation to oil exploration and extraction.

This commitment was made effective immediately upon the current Government taking office. No new applications for new petroleum authorisations have been accepted since June 2020. In addition, there will be no future licensing rounds. Government subsequently decided, on 2 February 2021, to place this commitment on a statutory footing. This was

¹ Policy Statement on Petroleum Exploration and Production in Ireland in accordance with the Climate Action and Low Carbon Development (Amendment) Act 2021, Department of the Environment, Climate and Communications, 2022.

achieved on commencement of the Climate Action and Low Carbon Development (Amendment) Act 2021 on 7 September 2021.

Section 21 of the Climate Action and Low Carbon Development (Amendment) Act 2021 amends the Petroleum and Other Minerals Development Act 1960 to restrict the Minister's power to grant new petroleum authorisations by repealing certain sections of the 1960 Act. Saving provisions, however, provide that the Minister may grant successor authorisations to holders of existing authorisations (and further successor authorisations in the future, depending on the stage of the authorisation). This means that holders of existing authorisations are not affected by these changes and may apply to progress their authorisations through the licensing stages towards a natural conclusion, which may include expiry, relinquishment, production or rejection.

In implementing this Government policy, the GSRO as the regulator will therefore continue to assess all applications relating to existing authorisations in accordance with Section 9A of the Petroleum and Other Minerals Development Act, 1960, as amended, and Section 3 of the [Licensing Terms for Offshore Oil and Gas Exploration, Development and Production](#). This includes assessment of the technical competence of the applicant and the financial resources available to it in order to undertake the work programme and any other commitments pursuant to the relevant petroleum authorisation.

Please contact the GSRO via email (GSRO@decc.gov.ie), with regard to all applications relating to existing authorisations.

Mineral Exploration

Apply for a new Prospecting Licence

Introduction: Applying for a new Prospecting Licence

- A Prospecting Licence gives the licence holder exclusive rights to explore for specific minerals within the specified licence area.
- No mining activities can be undertaken on a Prospecting Licence.
- A Prospecting Licence will normally be valid for six years (except where a shorter period is warranted).
- When applying for a Prospecting Licence, details required by the GSRO include:
 - Reasons why you are applying for particular minerals, with sufficient detail of your proposed exploration programme.
 - Details of previous experience in prospecting for minerals to prove evidence of technical ability.
 - Details on the amount of capital available for activities under the licence (consider the minimum expenditure requirements).
 - Character, Technical and Financial references
 - Fit and Proper Person Declaration
 - Public Liability Insurance cover indemnifying the Minister against any claims arising under the licence for the period of the licence. Please refer to "[TERMS AND PROCEDURES FOR PROSPECTING LICENCES UNDER MINERALS DEVELOPMENT ACTS, 1940 TO 1995](#)".
- All applications are processed on a 'First come - First served' basis except for competition ground.
- Where licences have been surrendered, terminated, or have been offered but declined, in the previous three months, a competition is held by the GSRO. Previously unavailable ground may also be released through competition. Competitions are held 4 times a year and runs for two months.
- Competition applications will be considered on their respective merits. An evaluation team will evaluate the candidate companies' applications against weighted criteria. There may be multiple applications that will need to be assessed by the competition panel.
- The licence(s) will be offered to the successful applicant. Should the successful applicant choose to decline the licence offer, the licence(s) will then be offered to the next best qualified application.
- For licences awarded under competition, the licensee will be required to fully meet the expenditure commitments and work programme stipulated in their successful application.

Steps: Applying for a new Prospecting Licence

Step No.	Step	Detail
1	Applicant downloads application form	Applicants download the Application for a Prospecting Licence Form .
2	Applicant completes application form	Applicant completes Application for a Prospecting Licence Form.
3	Applicant submits application form	Applicant must submit the form, via email, to gsro@decc.gov.ie marked in the subjectline "PL Application_Company Name - For the attention of GSRO Licensing Team". Applicant must supply extra information, if requested.
4	Applicant submits payment (€190 per area)	Applicant is required to make a payment. An application for a Prospecting Licence is only valid if accompanied by the required payment (€190 per area). All payments must be made by Electronic Funds Transfer (EFT). Remittance advice quoting Customer ID should be sent to AccountsReceivable@decc.gov.ie after making payment. If Applicant does not have an existing Customer ID, one can be obtained by contacting GSRO. Please also ask your bank to quote your 5-digit Customer ID when paying so that the GSRO can identify your payment. Please direct payment to: <ul style="list-style-type: none"> ○ <i>Account Name:</i> Department of the Environment, Climate and Communications ○ <i>Bank:</i> Danske Bank ○ <i>IBAN:</i> IE31 DABA 9515 9900 0010 58 ○ <i>BIC/Swift Code:</i> DABAIE2D

5	GSRO accepts application	GSRO accepts application (on receipt of correct form and payment) and advises Applicant of receipt of application.
6	GSRO assesses application	GSRO assesses application and if the GSRO is satisfied with the application, issues a provisional letter of offer. If the GSRO is unsatisfied with the application the Applicant is notified.
7	Applicant accepts GSROs provisional letter of offer	Applicant submits written acceptance on company headed paper, to the criteria set out in the provisional letter of offer and pays the consideration fee.
8	GSRO advertises Prospecting Licence	GSRO advertises the intent to grant the Prospecting Licence in a local paper, Garda stations in the area, Geological Survey Ireland and local Council offices.
9	Public can submit comments	Once advertised, the Public can make submissions for or against the application, using the online submission form or by post to; Geoscience Regulation Office, Department of the Environment, Climate and Communications, 29-31 Adelaide Road, Dublin, D02 X285. Submissions must be lodged within 30 days of advertisement.
10	GSRO assesses submissions (if received)	GSRO assesses valid submissions received from the public following the advertisement.
11	GSRO communicates final decision on the Application	GSRO advises Applicant (and persons who have submitted comments, if applicable) if licence is granted or refused. If an Applicant is successful, the GSRO issues final letter and Licence document.

Review a Prospecting Licence

Introduction: Review of a Prospecting Licence

Prospecting Licences will be granted normally for a period of 6 years divided into three periods of two years. Failure by a Licensee to carry out a satisfactory work and expenditure programme in each two-year period and to report satisfactorily on same may at the absolute discretion of the Minister, result in immediate revocation of the Licence.

When a Prospecting Licence is up for review, the requirements of the GSRO, include:

- Detailed account of work already undertaken under the licence
- Completed Summary of Work Form (refer to the GSRO [expenditure requirements guidance](#))
- Completed Statement of Qualification Form

Steps: Review of a Prospecting Licence

Step No.	Step	Detail
1	GSRO sends reminder notification to Licence Holder	GSRO sends notification letter to Licence Holder 2 months in advance of review date.
2	Licence Holder downloads summary of work form	Licence Holders are required to download a Summary of work form and Statement of Qualification for Exploration Reports .
3	Licence Holder completes form	Licence Holder completes a Summary of Work Form and Statement of Qualification for exploration Reports (if not already submitted in the last year).
4	Licence Holder submits summary of work form	Licence Holder must submit the Forms along with the work reports, block report and data for the licence area via email, to gsro@decc.gov.ie , marked in the subject line "PL Review_Company Name - For the attention of GSRO Licensing". Licence Holder must supply extra information, if requested.
5	GSRO accepts summary of work form	GSRO accepts summary of work form and advises Licence Holder of receipt of form.
6	GSRO assesses form	GSRO carries out review of licence (technical evaluation). And if the GSRO is satisfied with the exploration carried out to date, issues a

		provisional letter of offer and invoice for the consideration fee.
7	Licence Holder accepts GSROs provisional letter of offer	Licence Holder submits written acceptance to the criteria set out in the provisional letter of offer and pays the consideration fee.
8	Licence Holder submits payment	Licence Holder is required to make a payment of consideration fee. All payments must be made by Electronic Funds Transfer (EFT). Remittance advice quoting Customer ID should be sent to AccountsReceivable@decc.gov.ie after making payment. If Applicant does not have an existing Customer ID, one can be obtained by contacting GSRO. Please also ask your bank to quote your 5-digit Customer ID when paying so that the GSRO can identify your payment. Please direct payment to: <ul style="list-style-type: none"> ○ <i>Account Name:</i> Department of the Environment, Climate and Communications ○ <i>Bank:</i> Danske Bank ○ <i>IBAN:</i> IE31 DABA 9515 9900 0010 58 <i>BIC/Swift Code:</i> DABAIE2D

Renew a Prospecting Licence

Introduction: Renewal of a Prospecting Licence

- You need to apply for a Prospecting Licence renewal before it is due to expire as all activities can only be carried out under an active valid Licence. The renewal of a Prospecting Licence will typically be valid for six years.
- When applying to renew a Prospecting Licence, the requirements of the GSRO, include:
 - Provision of the original Prospecting Licence document
 - Detailed account of work already undertaken under the existing licence
 - Completed Summary of Work Form (refer to the GSRO [expenditure requirements guidance](#))
 - Completed Statement of Qualification Form

Steps: Renewal of a Prospecting Licence

Step No.	Step	Detail
1	GSRO sends reminder notification to Licence Holder	GSRO sends notification letter to Licence Holder 3 months in advance of renewal expiry date.
2	Licence Holder downloads renewal form	Licence Holders download a Prospecting Licence Renewal Application Form , Summary of work form and a Statement of Qualification for Exploration Reports (if not already submitted in the last year).
3	Licence Holder completes renewal form	Licence Holder completes a Prospecting Licence Renewal Application Form, Summary of work form and a Statement of Qualification (if not already submitted in the last year).
4	Licence Holder submits renewal form	Licence Holder must submit the Forms along with the original licence documents, block report, work reports and associated data via email, to gsro@decc.gov.ie , marked in the subject line "PL Renewal_Company Name - For the attention of GSRO Licensing". Licence Holder must supply extra information, if requested.
5	GSRO accepts renewal form	GSRO accepts renewal form and advises Licence Holder of receipt of renewal form.
6	GSRO assesses renewal form	GSRO assesses renewal form (technical evaluation). And if the GSRO is satisfied with the exploration carried out to date, issues a provisional letter of offer and invoice for the consideration fee.
7	Licence Holder accepts GSROs provisional letter of offer	Licence Holder submits written acceptance to the criteria set out in the provisional letter of offer and pays the consideration fee.
8	GSRO advertises prospective Licence	GSRO advertises the intent to grant the Prospecting Licence in a local paper, Garda stations in the area, Geological Survey Ireland and local

	renewal	Council offices.
9	Public can submit comments	Once advertised, the Public can make submissions for or against the application, using the online submission form or by post to; Geoscience Regulation Office, Department of the Environment, Climate and Communications, 29-31 Adelaide Road, Dublin, D02 X285. Submissions may be lodged within 30 days of publication of advertisement.
10	GSRO assesses submissions	GSRO assesses valid submissions received from the public following the advertisement.
11	GSRO recommends grant / refusal	GSRO makes recommendation to Minister to renew or refuse licence renewal.
12	Minister grants / refuses	Minister grants or refuses renewal of licence.
13	GSRO communicates final decision to Licence Holder and Objectors	GSRO advise Licence Holder (and Objectors, if applicable) if licence renewal is granted or refused.

Surrender a Prospecting Licence

Introduction: Surrender of a Prospecting Licence

- If the Licence Holder does not wish to continue holding the licence, the Licence Holder must submit a Prospecting Licence surrender/expiry form.
- If a Licence is surrendered, the Licence Area will be entered in the next available Prospecting Licence Area Competition.
- When surrendering a Prospecting Licence, details required by the GSRO include:
 - An updated report on work carried out under the licence up to the date of surrender (whether or not the company intends to keep the core).

Steps: Surrender of a Prospecting Licence

Step No.	Step	Detail
1	Licence Holder downloads surrender form	Licence Holders are required to download a Prospecting Licence Surrender/Expiry Form .
2	Licence Holder completes surrender form	Licence Holder completes Prospecting Licence Surrender/Expiry form.
3	Licence Holder submits surrender form	Licence Holder must submit the surrender/expiry form, via email, to gsro@decc.gov.ie , marked in the subject line "PL Surrender_Company Name - For the attention of GSRO Licensing". Licence Holder must supply extra information, if requested.
4	GSRO accepts surrender form	GSRO accepts surrender/expiry form and advises Licence Holder of receipt of surrender/expiry form.
5	GSRO assesses surrender form	GSRO assesses surrender/expiry form (technical review) to determine if surrender can proceed.
6	GSRO processes surrender of Licence	GSRO processes surrender of Licence.
7	GSRO make Licence Area available	GSRO make Licence Area available in next Prospecting Licence Area Competition.

Declare a Statement of Interest

Introduction: Declare a Statement of Interest

- A company which has not reached the stage of making a formal application for a Prospecting Licence may establish its interest in an area by written submission of a "Statement of Interest" on the standard form.
- A Statement of interest is only valid for 6 months.
- A company may not hold more than twenty (20) Statements of Interest at any one time.
- It should be noted that more than one company may hold a Statement of Interest over a particular area; however, no action will be taken on these Statements of Interest until a formal application for a Prospecting Licence has been received.
- In the event a Prospecting Licence application is submitted for an area (or part of an area) held under the Statement of Interest, the company that holds the Statement of Interest will be notified that an application has been received.
- A company who holds a Statement of Interest can apply for a Prospecting Licence over the area or part of the area.
- Application must be made within two weeks of notification. Failure to reply by that date will be taken as a withdrawal of the Statement of Interest.
- If an application is made, the original applicant will be notified, and is entitled to submit a revised application. If the applications overlap, then they will be considered on their respective merits without regard to the fact that one application had been received prior to the other.
- The acceptance by the GSRO of a Statement of Interest should not be regarded as in any way binding on the Minister to grant a Prospecting Licence.

Steps: Declare a Statement of Interest

Step No.	Step	Detail
1	Applicant downloads Statement of Interest form	Applicants are required to download a Statement of Interest Form .
2	Applicant completes Statement of Interest form	Applicants completes Statement of Interest form.
3	Applicant submits Statement of Interest form	Applicant must submit the Statement of Interest form, via email, to gsro@decc.gov.ie , marked in the subject line "Statement of Interest_Company Name - For the attention of GSRO Licensing". Applicant must supply extra information, if requested.
4	GSRO receives Statement of Interest form	GSRO advises Applicant of receipt of Statement of Interest form.
5	GSRO reviews Statement of Interest form	GSRO reviews and validates Statement of Interest form. Applicant must supply extra information, if requested.
6	GSRO registers Statement of Interest form	GSRO registers Statement of Interest form and communicates to the Applicant that the Statement of Interest form has been registered.

Assign a Prospecting Licence

Introduction: Assign a Prospecting Licence

Prospecting Licences may be assigned from one party to another within the following parameters:

- In all cases, assignments are only approved on the basis that the interest being transferred is not bought or sold.
- The transfer must be undertaken by a Deed of Assignment (in accordance with the standard template which is provided by the GSRO).
- Assignment of Prospecting Licences is only allowed between related companies within a group such

as a subsidiary company or sister companies. As a matter of policy, Assignments are not permitted between unrelated companies.

- Assignments are allowed between Joint Venture partners where under an approved Joint Venture the licensee assigns all or part of its interest in the licence.
- Where a licence is granted to two or more licensees, any of the licensees may assign all or part of their interest to the other licensee.

Steps: Assigning a Prospecting Licence		
Step No.	Step	Detail
1	Licence Holder informs GSRO of request to assign licence	Licence Holders are required to notify the GSRO of their request to assign a Prospecting Licence.
2	GSRO issues request form	GSRO issues licence holder with assignment request form.
3	Licence Holder completes form	Licence Holder completes the assignment request form.
4	Licence Holder submits assignment request form	Licence Holder must submit the assignment request form on Company headed paper as a pdf via email, to gsro@decc.gov.ie marked in the subject line "Assignment Request - For the attention of GSRO Compliance/Enforcement". Applicant must supply extra information, if requested.
5	GSRO receives request	GSRO acknowledges receipt.
6	GSRO assesses request	GSRO assesses request. Further information must be provided by Licence Holder, if required.
7	GSRO approves / refuses assignment of Licence	GSRO approves or refuses assignment of Licence.
8	GSRO communicates final decision	GSRO advises Licence Holder if assignment of licence is approved or refused.
9	GSRO transfers Licence to other entity (if granted)	If approved the GSRO arranges with the licence holder for a Deed of Assignment to be executed by both parties.

Proposed Joint Ventures

Introduction: Proposed Joint Ventures

Joint Venture Agreements, which impact on the ownership and/or operation of existing Prospecting Licences, are generally only considered after the first 2-year phase of a Prospecting Licence has been completed by the Licensee to the satisfaction of the Minister.

Steps: Proposed Joint Ventures		
Step No.	Step	Detail
1	Licence Holder notifies GSRO	Licence Holders are required to notify the GSRO of any proposed joint venture.
	GSRO issues form	GSRO issues Joint Venture Approval form to Licence holder.
2	Licence Holder completes form	Licence Holder completes the joint venture approval form.
3	Licence Holder submits joint venture agreement form	Licence Holder must submit the joint venture approval form on its Companies headed paper as a pdf via email, to gsro@decc.gov.ie marked in the subject line "Joint Venture Approval - For the attention of GSRO Compliance/Enforcement".
5	GSRO receives application	GSRO acknowledges receipt.
6	GSRO assesses	GSRO assesses the proposal. Further information must be provided by

	application	Licence Holder, if required.
7	GSRO approves / refuses joint venture	GSRO communicates assessment outcome to licence holder.

Environmental Screening of Exploration Activities

Introduction: Environmental Screening of Exploration Activities

Prospecting Licence holders that plan to carry out exploration activities on a Prospecting Licence are required to apply for such activities through a submitted work programme. This work programme is screened as part of the licence application, renewal or review process. Additional environmental screening will be required for the following activities:

- Drilling, Trenching, Seismic Surveys, Bulk Sampling and Deep Overburden Sampling using a motorised auger within 1.5km of a designated site.
- Activities within or in close proximity to a designated site such as a European (Natura) site, Natural Heritage Area or proposed Natural Heritage Area.
- Any activity that is proposed to be undertaken, but which was not listed in the licensee's submitted work programme.

Steps: Environmental screening of exploration activities

Step No.	Step	Detail
1	Licence Holder downloads the environmental screening form and guidance	Licence Holders download the Environmental Screening Forms and associated guidance .
2	Licence Holder completes environmental screening form	Licence Holder completes Environmental Screening Forms.
3	Licence Holder sends environmental screening form to GSRO	Licence Holder sends the environmental screening forms to the GSRO via email to, gsro@decc.gov.ie marked in the subject line "Screening of additional activities - For the attention of GSRO Compliance/Enforcement".
4	GSRO assesses screening submissions	GSRO assesses and validates screening submissions. If required the Licence holder may be asked to provide additional environmental screening documentation for AA, Aarhus, EIA criteria assessment or EIA screening.
5	GSRO publishes and issues determination	GSRO publishes on gov.ie and issues the determination to the licence holder. The GSRO advises of any conditions associated with the determination.
6	GSRO monitors Licence Holder	GSRO monitors Licence Holder activities. This monitoring process requires interim reporting from the Licence Holder (see weekly progress report).

Submit Weekly Progress Reports

Introduction: Submitting weekly progress reports

Prospecting Licence holders are required to submit a weekly report for all exploration drilling activity.

Weekly reporting will also be required for all trenching and seismic survey activity. The weekly progress report can be applied to trenching, filling in only where applicable. What is required when submitting reports for seismic surveys can be found in the guidance document: ["Seismic Data Acquisition, Reporting and Submission: Mineral Exploration Guidance Document"](#)

Steps: Submit weekly progress reports		
Step No.	Step	Detail
1	Licence Holder downloads the report	Licence Holder to download the Weekly Progress Report
2	Licence Holder completes the report	The licence holder is required to complete the weekly activity report for trenching or drilling. Please note the details required for reporting on seismic surveys can be found in the guidance document: " Seismic Data Acquisition, Reporting and Submission: Mineral Exploration Guidance Document "
3	Licence Holder submits the report	The licence holder submits the weekly activity report via email to, gsro@decc.gov.ie marked in the subject line "Weekly Activity Report_Company Name - For the attention of GSRO Compliance/Enforcement". The first report on each activity must be submitted 2 days before mobilisation. Subsequent reports on each activity must be submitted by close of business on the Wednesday of each week thereafter.
4	GSRO reviews the report	GSRO reviews the weekly report and may ask for further information/data.

Licence Holders obligations to Report and Remediate an Incident

Introduction: Obligations to report and remediate an incident	
Note: This is only applicable to holders of a Prospecting Licence.	
<ul style="list-style-type: none"> • Prospecting Licence holders are required to notify the GSRO of an incident occurring within the Prospecting Licence area. • The licence holder must complete the online incident form. • The GSRO should be informed of any incidents within 12hrs of it happening. 	
For all non-Prospecting Licence Holders wishing to report an incident please email GSRO@decc.gov.ie	

Steps: Report and remediate an incident / Licence breach		
Step No.	Step	Detail
1	Licence Holder notifies GSRO of incident / Licence breach	Licence Holder notifies GSRO of incident by completing the online Incident Report Form .
2	Licence Holder develops and submits remediation plan	GSRO may request the Licence Holder to develop and submit a plan to remediate incident. GSRO to provide guidance to Licence Holder, at the time, on the detail that should be included in remediation plan.
3	GSRO receives remediation plan	GSRO advises Licence Holder of receipt of remediation plan.
4	GSRO assesses remediation plan	GSRO reviews remediation plan.
5	GSRO approves remediation plan	Following engagement with Licence Holder, GSRO approves remediation plan.
6	GSRO monitors remediation activities	GSRO monitors remediation activities. This monitoring process requires interim reporting from the Licence Holder at pre-agreed intervals.

Accommodate a Site Visit

Introduction: Accommodating a site visit	
The GSRO are entitled to enter into and upon the Licensed Area for the purpose of verifying compliance with the conditions of a Licence.	

Steps: Accommodate a site visit		
Step No.	Step	Detail
1	GSRO carries out site visit	GSRO carries out site visit. Please note the GSRO may organise a site visit at short notice or in some instances may not provide notice before visiting a site visit.
2	GSRO follows up with Licence Holder	GSRO follows up with Licence Holder i.e. sends site visit report to Licence Holder and advises of any necessary actions to be taken.
3	GSRO monitors Licence Holder	GSRO monitors Licence Holder actions. This monitoring process may require interim reporting from the Licence Holder at pre-agreed intervals.

Licence Revocation

Introduction: Licence Revocation
The Minister may at any time, if the Minister considers that there are reasonable grounds for so doing, revoke a Licence.

Steps: Comply with notice to revoke Licence		
Step No.	Step	Detail
1	GSRO carries out ongoing Licence review process	GSRO reviews activity of Licence Holder under a Prospecting Licence on an ongoing basis.
2	GSRO engages with Licence Holder in respect of non-compliance	GSRO will communicate with Licence Holder, as required, on issues of non-compliance if identified and will engage with Licence Holder on actions to be taken.
3	GSRO notifies Licence Holder of intent to revoke	GSRO will communicate with Licence holder with the intent to revoke the Licence where engagement with Licence Holder has not reached satisfactory resolution. Such notice affords one final opportunity for compliance issues to be resolved within a defined period.
4	GSRO revokes Licence	If compliance issues have not been resolved the GSRO formally revokes the Licence.
5	GSRO makes Licence Area available	GSRO make Licence Area available in next Prospecting Licence Area Competition.

Mineral Production

Apply for or Renew a State Mining Facility

Introduction: Apply for or Renew a State Mining Facility
<ul style="list-style-type: none"> A state-mining facility gives the licence/lease holder exclusive rights to produce specific minerals within the specified licence area. Minerals can be in State ownership or privately owned. Regardless of ownership, mineral production requires a State Mining Facility from the Minister. This can be either a State Mining Lease under the Minerals Development Act 1940 for minerals in State ownership, or a State Mining Licence where the right to work minerals is vested in the Minister under the Minerals Development Act 1979. As a matter of policy, the Minister will only accept an application from the holder of a valid Prospecting Licence, State Mining Lease, Licence or Permission over the area in question. In addition, consent of the Minister is required to make a valid Planning Application for such minerals. Typical conditions of a Mining Licence or Lease require adherence to best practice, ensuring full extraction of the minerals, prevention of subsidence, and proper rehabilitation of the mineral workings. Royalties are charged, and compensation must be paid if privately-owned minerals are Licensed under the 1979 Act. Examples of royalties and information on the taxation of minerals are included in: Fiscal Framework (2011).

Introduction: Apply for or Renew a State Mining Facility

- Two other main permits are required before a new mineral development can be started. These are:
 - Planning Permission under the Planning and Development Acts. (Please note where the Minister is the person who has legal interest in the area, Applicants will be required to obtain Ministerial consent to make a Planning Application).
 - Integrated Pollution Control Licence (for all but small developments of non-metallic minerals)/ Industrial Emissions Licence from the Environmental Protection Agency.

Steps: Apply or Renew for a State Mining Facility

Step No.	Step	Detail
1	Applicant applies to GSRO	Subject to the Applicant having obtained the required Planning Permission and Integrated Pollution Control Licence or Industrial Emissions Licence, Applicants may proceed to apply for a State Mining Facility. When applying Applicants are required to send a formal letter on company headed paper, stating the it is a State Mining Lease or Licence being applied for, what minerals are being applied for, accompanied by a map showing the area, and the appropriate application fee to the GSRO via email to gsro@decc.gov.ie marked in the subject line "Application for State Mining Facility - For the attention of GSRO Licensing Team".
2	GSRO acknowledges receipt of letter	GSRO acknowledges the receipt of Applicants letter and may request the Applicant to submit further information.
3	Applicant submits payment (First Time Applicants Only)	Applicant makes payment: An application for a state mining facility Licence is only valid if accompanied by the required payment All payments must be made by Electronic Funds Transfer (EFT). An application fee is charged as set out in <i>S.I. No. 259 of 1996 - MINERALS DEVELOPMENT REGULATIONS, 1996.</i> Remittance advice quoting Customer ID should be sent to AccountsReceivable@decc.gov.ie after making payment. If Applicant does not have an existing Customer ID, one can be obtained by contacting GSRO. Please also ask your bank to quote your 5-digit Customer ID when paying so we can identify your payment. Please direct payment to: <ul style="list-style-type: none"> ○ <i>Account Name:</i> Department of the Environment, Climate and Communications ○ <i>Bank:</i> Danske Bank ○ <i>IBAN:</i> IE31 DABA 9515 9900 0010 58 ○ <i>BIC/Swift Code:</i> DABAIE2D
4	GSRO assesses application	GSRO assesses application from a technical perspective as well as from a financial and administrative perspective (i.e. mineral ownership). Support information may vary with each application as determined by the GSRO.
5	GSRO and Applicant negotiate royalty and dead rent	GSRO and Applicant negotiate royalty and dead rent.
6	GSRO advertises letter of intention	GSRO advertises letter of intention to offer State Mining Facility in Iris Oifigiúil and one daily newspaper for 2 consecutive weeks.
7	GSRO contacts persons regarding claims	GSRO sends notice, as far as is practicable, to any person who has claimed to be entitled to have an estate or interest in the minerals concerned.
8	Public can make submission	Once advertised, the Public can make submissions for or against the application, using the online submission form or by post to; Geoscience Regulation Office, Department of the Environment, Climate and Communications, 29-31 Adelaide Road, Dublin, D02 X285. Submissions must be lodged within 30 days of advertisement.
9	GSRO assesses submissions (if received)	GSRO assesses valid submissions received from the public following the advertisement.
10	GSRO communicates final decision on the Application	GSRO advises Applicant (and persons who have submitted comments, if applicable) if State Mining Facility is granted or refused. If an Applicant is successful, the GSRO issues final letter and State Mining Facility.

Pay Dead Rent and Royalties

Introduction: Pay Dead Rent and Royalties

Dead Rent is collected on State Mining Facilities every six months. This is collected whether the mines have extracted minerals or not.

Royalties are collected if minerals are extracted. Royalties are calculated based on the form 6 returns.

The Dead Rent already paid is deducted from the amount of Royalties due.

Steps: Pay Dead Rent and Royalties

Step No.	Step	Detail
1	GSRO requests Dead Rent payment	GSRO issues letter and invoice by email, requesting the payment of Dead Rent. A Form 6 is also issued to the State Mining Facility Holder (SMF Holder).
2	GSRO calculates royalties	GSRO calculates royalties due from figures supplied on Form 6.
3	GSRO notifies SMF Holder	GSRO notifies SMF Holder of royalties due.
4	SMF Holder submits payment	SMF Holder pays dead rent and royalties: State-mining facilities only remain valid if relevant dead rent and royalties are paid by the SMF Holder to the GSRO. All payments must be made by Electronic Funds Transfer (EFT). Payment is due within 30 days of the invoice date. Remittance advice quoting Customer ID and Invoice Number should be sent to AccountsReceivable@decc.gov.ie after making payment. Please also ask your bank to quote your 5-digit Customer ID when paying so we can identify your payment. Please direct payment to: <ul style="list-style-type: none"> o <i>Account Name:</i> Department of the Environment, Climate and Communications o <i>Bank:</i> Danske Bank o <i>IBAN:</i> IE31 DABA 9515 9900 0010 58 o <i>BIC/Swift Code:</i> DABAIE2D
5	GSRO receives payment	GSRO advises SMF Holder of receipt of payment.

Mineral Rights Holder claim for Compensation

Introduction: Mineral Rights Holder claim for Compensation

A claim for compensation can be made during the application process for a SMF or during the lifetime of an SMF by any person who may be a mineral rights holder in the area covered by the SMF and considers themselves to have a claim to compensation as described in Section 20 of the Minerals Development Act 1979.

Generally, the potential mineral rights holder is represented by a legal professional – for ease of reference in the process, we will use the term “claimant” throughout the process.

Steps: Mineral Rights Holder claim for Compensation

Step No.	Step	Detail
1	Claimant makes contact with GSRO	Potential mineral rights holder (at this stage referred to as claimant) contacts GSRO. GSRO provide the claimant with a Form 5 (<i>Claim for Compensation</i>) for completion
2	Claimant provides GSRO a completed Form 5	Claimant provides GSRO with a completed Form 5, allowing GSRO to progress the claim. The compensation process cannot progress without a completed Form 5 provided by Claimant
3	GSRO revert to CSSO for advice	GSRO contacts the Chief States Solicitors Office for advice on what documents should be provided by claimant
4	GSRO informs and liaises with Claimant	GSRO informs to the claimant on what documents are required to process the claim.

5	GSRO contacts successful claimants	GSRO makes an offer of compensation to claimant on behalf of the Minister to successful claimants.
6	GSRO calculates compensation payment	GSRO calculates compensation payment due to claimant.
7	GSRO makes payment to claimant	GSRO make payment to and notify the claimant or their agent in writing of the compensation amount.

Inspections of State Mining Facilities

Introduction: Inspections of State Mining Facilities

Physical inspections, both on surface and underground, of each of the main State Mining Facilities (SMFs) are undertaken at least twice a year to ensure compliance with terms and conditions of State leases and licences and adherence to best practice.

Steps: Inspections of State Mining Facilities

Step No.	Step	Detail
1	GSRO notifies State Mining Facility Holder (SMF Holder)	GSRO notifies SMF Holder of Mine Inspection.
2	GSRO carries out mine inspection	GSRO carries out Mine Inspection.
3	GSRO reviews mine inspection	GSRO reviews Mine Inspection.
4	GSRO follows up with SMF Holder	GSRO follows up with SMF Holder and sends mine inspection report to SMF Holder and advises of any necessary actions to be taken.
5	GSRO monitors SMF Holder	GSRO monitors SMF Holder completion of actions. This monitoring process may require interim reporting from the SMF Holder at pre-agreed intervals.

Report an Incident

Introduction: Report an incident

Note: This is only applicable to holders of a State Mining Facility (SMF)

- Licence/Lease holders are required to notify the GSRO of an incident occurring within the licence/lease area.
- The licence/lease holder must complete the online incident form.

For all non SMF Holders wishing to report an incident please email GSRO@decc.gov.ie

Steps: Report an incident

Step No.	Step	Detail
1	SMF Holder notifies GSRO of incident	SMF Holder notifies GSRO of incident by contacting the GSRO and completing the online Incident Report Form
2	SMF Holder to engage with GSRO	GSRO may request the SMF Holder to submit additional information as required. The SMF Holder to engage with GSRO as appropriate to bring satisfactory resolution to the matter.
3	GSRO monitors resolution of incident	GSRO monitors the resolution of the incident. This monitoring process may require interim reporting from the SMF Holder at pre-agreed intervals.

Surrender a State Mining Facility

Introduction: Surrender of a State Mining Facility

If the State Mining Facility Holder (SMF Holder) wishes to surrender (i.e. not continue with or renew) the SMF, the SMF Holder must inform the GSRO.

Steps: Surrender of a State Mining Facility

Step No.	Step	Detail
1	SMF Holder informs of intention to surrender	SMF Holder must inform the GSRO of their intention to surrender, via email, to gsro@decc.gov.ie . SMF Holder must supply extra information, if requested.
2	GSRO accepts surrender	GSRO accepts surrender and advises SMF Holder of receipt of surrender application.
3	GSRO assesses surrender	GSRO assesses surrender (technical review) to determine if surrender can proceed.
4	GSRO processes surrender of Licence	GSRO processes surrender of Licence.

Appendix 1

Minerals Legislation

[Minerals Development Act 1940](#)

[S.I. No. 28/1941 - Minerals Development Regulations, 1941](#)

[Minerals Development Act 1979](#)

[S.I. No. 340/1979 - Minerals Development Regulations, 1979](#)

[S.I. No. 319/1994 - Minerals Development \(Amendment\) Regulations, 1994](#)

[Minerals Development Act 1995](#)

[S.I. No. 214/1995 - Minerals Development \(Application Fees For Certain State Mining Facilities\) Regulations, 1995](#)

[S.I. No. 223/1995 - Minerals Development \(Amendment\) Regulations, 1995](#)

[S.I. No. 259/1996 - Minerals Development \(Application Fees For Certain State Mining Facilities\) Regulations, 1996](#)

[Minerals Development Act 1999](#)

[S.I. No. 384/2018 - European Union \(Environmental Impact Assessment\) \(Minerals Development Act 1940\) \(Amendment\) Regulations 2018](#)

[S.I. No. 385/2018 - European Union \(Appropriate Assessment\) \(Minerals Development Act 1940\) Regulations 2018](#)

[S.I. No. 164/2019 - European Union \(Environmental Impact Assessment\) \(Minerals Development Act 1940\) \(Amendment\) Regulations 2019](#)

[Petroleum and Other Minerals Development Act, 1960](#)

Useful Links

[Guidelines for Mineral Exploration](#)

[Environmental Effects of Certain Exploration Methodologies](#)

[Six Monthly Reports to the Oireachtas on Mineral Exploration and Mining in Ireland](#)

[Prospecting Licence Notices](#)

[Policy Statement on Mineral Exploration and Mining](#)

[Policy Statement on Petroleum Exploration and Production in Ireland](#)

[State Mining Facilities](#)