



**NEW ZEALAND**  
PETROLEUM & MINERALS

# Minerals Guidance

Annual summary reports  
for Tier 2 mining permits



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HĪKINA WHAKATUTUKI

Every permit holder is required to provide an *Annual Summary Report* to us each year. An annual summary report summarises the activities the permit holder carried out on the permit in the previous calendar year. It gives us information about how the permit is being used and helps us determine whether you are complying with your work programme. These reports also provide us with valuable information about New Zealand's minerals.

### **Due 31 March on Form 14B or our online permitting system**

Annual summary reports are due **31 March** and cover the previous calendar year – from 1 January to 31 December. You must provide your annual summary report for your Tier 2 mining permits on our **online permitting system** or **Form 14B**.

The forms and our online permitting system are both set up to ask for the information we need from you for you to comply with the requirements. You need to fill in all of the form as accurately as possible. An explanation of what the form asks for can be found below. The numbering in this guide correlates to the numbering used in the form.

### **General information**

You need to provide us with the:

- permit holder's name and address
- permit type
- permit number
- reporting period (if it's for the previous year it will be from 1 January to 31 December of the previous year).

## **1. MINING PRODUCTION**

Your annual summary report needs to provide a summary of mine production. The online permitting system and form 14B ask for information about:

- **mineral production** – the total volume of mineral produced from the permit including stockpiles. This needs to be recorded for each mineral mined on the permit
- **overburden mined** – the amount of waste rock or soil removed that was over the mineral deposit
- **ore mined** – the total volume or weight of ore removed from its original place
  - *Alluvial gold permits* - this is the amount of wash gravel/gold-bearing gravel mined that is not overburden. It will usually be the volume of gravel put through the gold screen.
  - *Permits for quarrying operations* - this is the volume or weight of rock mined that can be sold as a raw product or processed to a saleable product.
  - *Coal permits* - this is the amount of coal extracted.
- **ore/coal stockpiled** – the ore that has been mined but is stockpiled rather than processed
- **materials processed** – the material processed from ore mined and ore from stockpiles
  - *Alluvial gold permits* - this is the volume of material put through a gold screen.
  - *Permits for a quarrying operation* - this is the amount of rock put through a crushing or separation system to form a saleable product.
  - *Permits for coal* - this is the amount of coal put through a wash plant.

If there was no mining production carried out on the permit you must explain why.

## 2. FORECAST PRODUCTION

You also need to provide information about the production levels estimated for the following calendar year. If no production is forecast you must provide a reason.

## 3. SUMMARY OF THE MINING AND PROCESSING METHODS FOR THE NEXT YEAR

If we ask for it, you need to provide information about planned mining activities and processing methods (excluding hobby or recreational operations) you have for the following year. These activities will include the proposed:

- location
- extent
- direction of mining, and
- time when the operations are planned to take place in the next calendar year.

You will need to include appropriate maps and plans of these operations.

### Simple mine plan

If we ask for it, permit holders for Tier 2 mining permits (excluding hobby permits) are also required to submit a simple mine plan for operating mining permits. Simple Tier 2 plans only need to show:


- the permit boundary
- the area mined in the previous calendar year
- the area proposed to be mined in the following calendar year
- the direction of the mining.

An example Tier 2 mine plan is shown below.

### Example Tier 2 mine plan



#### Legend

 Permit boundary  Area planned to be mined in 2018  Area mined in 2017  Direction of mining

## 4. ESTIMATE OF TOTAL IN-GROUND RESERVES AND RESOURCES – MINING PERMITS FOR COAL ONLY

For coal mining permits, you also need to provide us with an up-to-date estimate of the total in-ground resource. This is the permit holder's estimate of the mineral in the ground in the permit area. This estimate is not limited by resource classification codes.

Estimates based on resource classification codes (such as JORC<sup>1</sup>) are designed for the investment community and create a gap between reported mineral resources and reserves and what is actually in the ground. The permit holder's estimate should include resource that doesn't necessarily have the prospect of economic extraction and gives us the full picture of New Zealand's mineral resources.

You must include the inferred, indicated, and measured resources and the proven and probable reserves.

## 5. PROSPECTING AND EXPLORATION WORK OR ANY OTHER ACTIVITIES

If any other activities have been undertaken on the permit these should also be reported in the *other activity* box in the annual summary report form.

## 6. REPORT ON EXPENDITURE ON PROSPECTING AND EXPLORATION ACTIVITIES

You are also required to provide us with information about the money spent on prospecting and exploration. This must be in \$NZD for each of the following that are relevant:

- mapping, geochemical, geophysical, drilling, appraisal and data compilation
- other expenditure such as consents and administration.

### **i** NEED MORE HELP?

If you need help preparing your annual summary report, please contact us by:

- phone on 0508 263 782 (within New Zealand) or +64 3 962 6179 (from overseas), or
- email [nzpam@mbie.govt.nz](mailto:nzpam@mbie.govt.nz).

## DISCLAIMER

*This document is a guideline only and is not intended to cover every possible situation. If this guideline is inconsistent with the Act, relevant Minerals Programme or relevant regulations, the Act, Programme and regulations prevail. This guideline has no binding legal effect and should not be used as a substitute for obtaining independent legal advice.*

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1 Joint Ore Reserve Committee