



**NEW ZEALAND**  
PETROLEUM & MINERALS

# Minerals Guidance: Annual summary reports for prospecting and exploration permits

DECEMBER 2023





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

## **Ministry of Business, Innovation and Employment (MBIE) Hīkina Whakatutuki – Lifting to make successful**

MBIE develops and delivers policy, services, advice and regulation to support economic growth and the prosperity and wellbeing of New Zealanders. MBIE combines the former Ministries of Economic Development, Science and Innovation, and the Departments of Labour, and Building and Housing.

### **MORE INFORMATION**

Information, examples and answers to your questions about the topics covered here can be found on our website: [www.mbie.govt.nz](http://www.mbie.govt.nz).

### **DISCLAIMER**

This document is a guide only. It should not be used as a substitute for legislation or legal advice. The Ministry of Business, Innovation and Employment is not responsible for the results of any actions taken on the basis of information in this document, or for any errors or omissions.

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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.

**On 2 December 2021 some provisions under the Crown Minerals (Decommissioning and Other Matters) Amendment Act came into force. This guide is being reviewed and will be updated in due course.**

### **Due 31 March on Form 13 or our online permitting system**

Annual summary reports are due **31 March** for the previous calendar year.

You must provide your annual summary report for prospecting or exploration permits on our **online permitting system** or **Form 13**.

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.

### **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).

### **Prospecting and exploration activities**

The regulations require that you provide us with a summary of all prospecting and exploration activities. This information includes drilling and geochemical information and also whether any work has been done that looks at the feasibility of mining on that land.

#### ***Drilling information***

The forms have been developed to include spaces for you to provide information about:

- what stage the drilling is at
- what type of drilling was used
- the number of holes drilled
- the metres drilled and
- the number of assays completed, analysing the amount of mineral in a drill sample.

There is also space for you to include any other information about drilling activities performed under the permit.

#### ***Geochemical information***

You also need to provide us with information about any geochemical analysis that was completed under the permit during the previous calendar year. The forms ask you to give the progress of any geochemical activities and the type and number of samples that have been taken.

### *Appraisal of mine feasibility*

You need to give us information about any work you've done under the permit to determine whether a mine in your permit area is possible. This includes any estimates you have of the amount of mineral resource in the permit area or any mining studies that have been undertaken.

### **Estimate of total in-ground resource**

You also need to provide us with an estimate of the total in-ground resource. This is the permit holder's estimate of the total mineral resource 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 but will give us the full picture of New Zealand's minerals resources.

### **Report on expenditure on prospecting and exploration activities**

You must provide information on what you spent on prospecting and exploration. This must be in \$NZD for each of the following categories that are relevant:

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

## **ADDITIONAL REQUIREMENTS FOR TIER 1 PERMIT HOLDERS**

### **Reports and records for prospecting and exploration activities**

In your annual summary report Tier 1 permit holders must also list any reports and records created during the previous year that relate to prospecting and exploration activities in relation to the permit.

### **Up to date estimate of the resource**

Tier 1 permit holders must also provide us with an up-to-date estimate of the resource. This must be made according to the Canadian National Instrument, the JORC Code or the South African Code.

A spatial definition of the resource estimate will need to be provided. This can be in the form of a map or model but should give an understanding of the location of the resource estimate area within the permit.

### **Iwi engagement report**

Tier 1 permit holders must also provide an annual report of their engagement with iwi and hapū whose rohe (tribal area) includes some or all of their permit area, or who may be directly affected by their permit.

It's helpful if permit holders explain:

- who they met with
- what they discussed
- what the result of the discussion was, and
- when they met.

We have guidance on our website that outlines information that could be included in an iwi engagement report. We encourage you to follow the guidance as closely as is practicable.

### **Guidance on iwi engagement reports**

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<sup>1</sup> Joint Ore Reserves Committee

You are required to share a draft copy of your iwi engagement report with the relevant iwi and hapū for them to review and provide comment. Iwi and hapū must be given a reasonable opportunity to do this. Comments you receive from iwi and hapū on the draft report must be included in the final report that is submitted to NZP&M.

At the request of a relevant iwi or hapū, a permit holder may be required to attend a meeting with NZP&M and iwi and hapū to discuss an iwi engagement report or draft iwi engagement report, including any matter relating to the quality of the engagement between the permit holder and iwi or hapū.

From 1 April 2024, iwi and hapū feedback provided on iwi engagement reports and in any iwi engagement review meetings must be considered by NZP&M decision makers before granting certain types of permits.

When we review a report we may follow up with relevant iwi/hapū to discuss the content of the report to form a clear picture of the engagement that has occurred.



#### **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).



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New Zealand Government

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