## How to use this document

Use this template to provide the supporting information required to accompany an application for an extension of duration for an exploration permit under the [Crown Minerals (Minerals Other than Petroleum) Regulations 2007](https://www.legislation.govt.nz/regulation/public/2007/0399/latest/DLM1120013.html) (the Regulations) and the [Crown Minerals Act 1991](https://www.legislation.govt.nz/act/public/1991/0070/latest/DLM242536.html) (the Act).

Filling out all the required information in this template will help us make a timely decision on your application.

What you need to do:

1. **Download this template and fill it out on a computer.**

* Provide the requested information under the headings to the best of your ability.
* Type your answers into the input boxes and fields or check the tick boxes when applicable.
* You can insert tables and pictures into the boxes if needed.
* Expand the boxes if you need more room for your answers.
* The notes under each heading give guidance, tips and reminders of what you need to provide.

1. **Fill out the application form (APP-02)** by using the [online permitting system (OPS)](https://www.nzpam.govt.nz/permits/online-permitting-system/) or by downloading it: [Application to change a permit [PDF 514KB]](https://www.nzpam.govt.nz/assets/Uploads/permits/permit-forms/minerals-app-02-application-form.pdf)
2. **Send us your filled out template** by uploading it to your application through OPS or by emailing it to us at [nzpam@mbie.govt.nz](mailto:nzpam@mbie.govt.nz).
3. **Attach all other supporting information to your application form.** This could include maps, or other documents that you think would support your application.

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| 1 | Permit details | | |
| Permit number: | |  |
| Name of permit holder: | |  |

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| 2 | Application timeframe |

An application to extend the duration of an exploration permit should be submitted at least 90 days before the expiry date of the permit in accordance with section 36(4B) of the Act. If the application is to be submitted with less than 90 days before the expiry date you must provide compelling reasons why the application is being submitted late, and a decision will be made on whether the application will be accepted.

The application is being made at least 90 days before the permit expires.

The application is being made with less than 90 days before the permit expires. If so, provide reasons why:

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| 3 | Area |

Provide a map of the permit area showing the area proposed to be retained for the extension of duration period (in hectares or square kilometers).

**You can upload the map to your application through the online permitting system (OPS) or email it into us. If you are making any changes to the existing permit area, you should use the mapping standards to help you plot your permit area.**

Refer to the [Mapping standards for minerals permit applications [PDF 215KB]](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nzpam.govt.nz%2Fassets%2FUploads%2Fpermits%2Fminerals-guidelines%2Fmapping-standards-for-minerals-permit-applications.pdf&data=05%7C02%7CRobyn.McClymont%40mbie.govt.nz%7C0e5d10b3a48e415895ff08dd1ed99ec1%7C78b2bd11e42b47eab0112e04c3af5ec1%7C0%7C0%7C638700642199885300%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=BD%2ByIEqiEqc96CQQ4%2BEGfhl6SOztWO1A6kzRRvyGEXw%3D&reserved=0)

An exploration permit should only include land that you are intending to investigate. If you are not planning to explore the whole area during the extension period the unused areas should be removed from your permit. Ordinarily, an extension of duration for an exploration permit application will be for an area that is unbroken, and not larger than the greater of:

1. one half of the original permit area, or
2. 150 hectares.

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| Is the area proposed to be retained for the extension period an unbroken area?  Yes.  No. If so, provide reasoning as to why you consider it necessary, with reference to clauses 4.6(2) and (3) of the Minerals Programme: |

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| Select whichever **one** of the options below applies to the area proposed to be retained for the extension period.  No more than 50% of the original permit area will be retained for the extension period.  More than 50% of the original permit area will be retained, but the total area will be 150 ha or smaller.  More than 50% of the original permit area will be retained, and the total area will be larger than 150 ha. If selecting this option, provide reasoning as to why you consider it necessary to retain this area: |

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| 4 | Duration |

**Indicate the extension period that you are applying for. For exploration permits an extension of duration under section 36 cannot result in a permit duration of more than 10 years from the date of commencement of the permit.**

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| 5 | Proposed work programme for the extension period |

Propose a minimum work programme for the extension period. If you have applied or intend to apply to change the conditions of the existing work programme, make a note of those proposed changes here too.

An example of a work programme for a Tier 2 exploration permit is provided below. A work programme for an extension of duration should build on the work programme of the initial permit term.

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| **Example work programme:**  *1. Within 96 months of the commencement date of the permit, the permit holder shall (to the satisfaction of the chief executive):*   1. *complete a further programme of drilling and/or test pitting for a minimum of a further 20 drill holes or test pits; and* 2. *prepare a technical report detailing all work completed during this stage of the work programme, including QAQC information and data sufficient to demonstrate levels of accuracy and precision, to be submitted to the chief executive in accordance with the regulations.*     *2. Within 120 months of the commencement date of the permit, the permit holder shall (to the satisfaction of the chief executive):*   1. *complete a further programme of drilling and/or test pitting for a minimum of 20 drill holes or test pits;* 2. *undertake a further programme of bulk sampling of mineralised wash to a maximum of 1,000 m3;* 3. *complete a mineral resource estimate;* 4. *complete appropriate mining studies;* 5. *prepare a technical report detailing all work completed during this stage of the work programme, including QAQC information and data sufficient to demonstrate levels of accuracy and precision, to be submitted to the chief executive in accordance with the regulations* |

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| **Use this space to propose the work programme (include details of any proposed stages) for the extension of duration of the permit:** |

**Provide responses to the following bullet points**

* The objectives of the proposed minimum work programme to be carried out during the proposed extension.

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* A statement of the technical approach to be taken when exploring the land to be retained under the extension period.

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* The results of exploration already undertaken by the permit holder in the permit area to date.

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* A statement of the geology of the land to which the application relates, including whether the land contains defined exploration targets or is contiguous with defined exploration targets, and an explanation of the geology and potential mineralization of the permit area.

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* A summary of past prospecting, exploration, or mining activities that may be relevant to the land covered by the application.

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| 6 | Good industry practice |

**Provide a statement as to whether the proposed exploration is in accordance with good industry practice.**

Good industry practice is defined as ‘acting in a manner that is technically competent and at a level of diligence and prudence reasonably and ordinarily exercised by experienced operators engaged in a similar activity and under similar circumstances but does not include any aspect of the activity regulated under environmental legislation.’

Explain:

what skills, training and experience you have to undertake the exploration in a skillful, safe and effective manner

whether you will explore the permit area using a suitable method in accordance with the work programme of the permit, and

what systems and processes you have in place to avoid, mitigate and manage operational risks, including health and safety risks.

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| 7 | Expenditure for the extension period |

Provide an estimate for the amount of money you expect to spend for each stage of the proposed work programme for the extension period, and estimate the overall minimum expenditure for the proposed extended duration of the permit. When doing this you should include a breakdown of the costs for each work programme obligation (refer to section 7).

Below is an example of a cost breakdown for an exploration permit:

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| ***Stage*** | ***Work programme obligation*** | ***Estimated cost*** |
| ***3*** | *Undertake drilling and / or test pitting for a minimum of 20 holes* | *$20,000* |
| *Technical reporting* | *$3,000* |
| ***Subtotal (stage 3)*** | ***$23,000*** |
| ***4*** | *Undertake further drilling and / or test pitting for a minimum of 20 holes* | *$20,000* |
| *Complete 1 bulk sample (of mineralised wash) to a maximum of 1,000 m3.* | *$5,000* |
| *complete a mineral resource estimate* | *$2,000* |
| *complete appropriate mining studies* | *$2,000* |
| *Technical reporting* | *$3,000* |
| ***Subtotal (stage 4)*** | ***$32,000*** |
|  | ***Total (whole duration)*** | ***$55,000*** |

Use the blank table below to estimate the cost of your minimum work programme.

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| ***Stage*** | ***Work programme obligation*** | ***Estimated cost*** |
| ***3*** |  |  |
| ***Subtotal (stage 3)*** | ***$*** |
| ***4*** |  |  |
| ***Subtotal (stage 4)*** | ***$*** |
|  | ***Total (whole duration)*** | ***$*** |

Use this space to explain how you determined the estimated costs (i.e., if based on quotes or known rates).

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| 8 | Compliance with the permit |

Before granting an extension of duration, we must consider whether the permit holder has complied with the conditions of the permit, the Regulations, and the Act. This includes:

* compliance with the payment of annual fees and royalties
* completion of annual summary reports and technical reporting
* compliance with permit work programme obligations
* revocation of a permit/licence.

You should also provide details of any non-compliance, and provide an explanation for why these instances occurred and how you intend to prevent these instances from occurring during the extension period.

A previous history of non-compliance will not necessarily prevent you from being granted an extension of duration. However, failing to disclose non-compliance may delay a decision on your application.

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| Provide details of any non-compliance with the permit, the Regulations, or the Act: |