

Refund request form

Important information before you apply

Application fees for minerals and petroleum permit applications are generally non-refundable.

Refunds can only be provided in exceptional circumstances where those circumstances also justify a refund. A refund is not automatic, regardless of whether your application is withdrawn before a decision is made, rejected for assessment, or refused/declined. Each request is assessed on its individual merits.

Refund requests are **unlikely to be approved** where they are based on:

- › a change of mind after applying
- › business, commercial, or financial decisions
- › financial hardship (from the payment of the fee or arising during processing)
- › misunderstandings of application requirements
- › applications that were submitted incomplete or not ready for processing.

Before you complete this form

Please review the refund criteria and guidance on our website before submitting this form

www.nzpam.govt.nz/permits/refunds. Requests that do not clearly meet the criteria are unlikely to result in a refund.

Using this form

Please complete all sections of the form and attach any supporting documents. Incomplete requests may be delayed or declined.

Sending us this form

This completed form, along with any supporting documents, should be emailed or posted to New Zealand Petroleum & Minerals at the addresses below.

Email: nzpam@mbie.govt.nz

Address: PO Box 1473, Wellington 6140, New Zealand

About the information you provide

Please note that information provided with your request is treated confidentially but may be subject to release under the **Official Information Act 1982**. If this occurs, we may consult with you before the material is considered for public release.

The personal information you must include in this form is necessary to process your request. You have the right under the **Privacy Act 2020** and/or the **Official Information Act 1982** to access information held about you by New Zealand Petroleum & Minerals and request that this information be corrected if necessary.

The information you provide in this form may be used for regulatory compliance or enforcement purposes according to the Ministry of Business Innovation and Employment's **Transparency Statement**.

SECTION 1: APPLICANT CONTACT DETAILS

Applicant name:
e.g. Individual (first and last name), business, or organisation

Did you pay the application fee that you are seeking a refund for?

☐

Yes, I did

☐

No, the original payee was a different individual, business, or organization

If not, please enter the name of original payee:
e.g. Individual (first and last name), business, or organisation

Please provide one preferred method of contact (either email, phone, or postal address).

Email:

Phone:

Postal address:

Suburb:

City:

Country:

Postcode:

SECTION 2: PERMIT APPLICATION DETAILS

Permit application number (if known):

Application type:
e.g. 'Application for minerals prospecting permit'

Date application fee was paid:

Amount of application fee:

SECTION 3: REFUND REQUEST

Describe the circumstances that led to your refund request and explain why you consider those circumstances to be exceptional. Briefly explain:

- › what happened and when it occurred
- › why the circumstances were beyond your control and not reasonably foreseeable
- › how they prevented the application from being accepted, processed, or reasonably progressed.

SECTION 4: SUPPORTING EVIDENCE

List and attach any supporting evidence (for example correspondence, reports, screenshots, or other documentation) that may support your refund request.

SECTION 5: BANK ACCOUNT DETAILS

Please provide the details of the bank account any refund is to be credited to. New Zealand bank accounts are preferred. You must provide evidence of the bank account number. This can be a screenshot, deposit slip, bank statement or letter. Written authorisation (email or letter) is required from the original fee payer if the refund is to be paid to a different person or organisation.

Name of account holder:	
Bank account number:	
Bank name:	

If the refund is to be paid to an international account, please provide the following additional details.

BSB:	
Bank SWIFT code:	
Country where bank is located:	
Bank account currency:	

Please note that the bank fee incurred in any telegraphic transfer from overseas by the permit applicant (or any fee charged on receipt of the refund by the account holder's bank) will not be included in the amount refunded.

SECTION 6: DECLARATION

I declare that all information provided in this refund request form is true and correct to the best of my knowledge and that I am authorised to sign this form. Where the applicant is a company, partnership, society, trust or other legal entity, the request must be signed in accordance with the relevant legislative requirements, constitution, or rules by a person or agent with the requisite authority.

Signature:	
Legal name:	
Position of signatory:	
Organisation:	
NZBN:	
Date:	

SECTION 7: DOCUMENT CHECKLIST

Completed refund request form.	☐
Any supporting evidence (for example correspondence, reports, screenshots, or other documentation) that may support your refund request.	☐
Proof of bank account. This can be a screenshot, deposit slip, bank statement or letter. The bank logo, account number and account holder's name must be included.	☐
Written authorisation (email or letter) from the original payee if the refund is to be paid to a different person or organisation.	☐

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NZP&M is a branch of the New Zealand Ministry of Business, Innovation and Employment. We manage New Zealand's Crown Mineral Estate. Our aim is to maximise the gains to New Zealand's economy from development of these resources, a key component to the government's Business Growth Agenda. To support this aim we endeavour to educate and inform New Zealanders, including consultation with indigenous stakeholders and local government.