## How to use this document

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

Filling out all the information in this template will help us make a timely decision on the 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 you need to. Expand the boxes if you need more room for your answers. The notes under each heading give guidance, tips and reminders of what you can provide.
2. **Fill out the application form (APP-01)** by using the [online permitting system (OPS)](https://www.nzpam.govt.nz/permits/online-permitting-system/) or by downloading it: [Application for a new minerals permit [PDF 353KB]](https://www.nzpam.govt.nz/assets/Uploads/permits/permit-forms/minerals-app-01-application-form.pdf) You will need to provide personal information.
3. **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).
4. **Attach all other supporting information to your application through OPS or email it to us with this template.** This could include bank statements, proposed permit map, supporting letters etc.

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| 1 | Application contact details |

This is the person we will be contacting about the application.

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| Application contact name:  *First name and last name.* |  |
| Email: |  |
| Phone: |  |

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| 2 | Application area |

You are required to provide a map of the proposed permit area which you can upload to your application through the online permitting system (OPS) or email it into us. The mapping standards for minerals permit applications set out guidance which can be used to help you plot your proposed permit area.

Refer to the [Mapping standards for minerals permit applications [PDF 215KB]](https://www.nzpam.govt.nz/assets/Uploads/permits/minerals-guidelines/mapping-standards-for-minerals-permit-applications.pdf)

**Upload your map to the OPS when you make your application, or email them to us at** [**NZPAM@mbie.govt.nz**](mailto:NZPAM@mbie.govt.nz)**.**

Before applying, you should make sure that the land and minerals are available to be permitted. Use the Minerals Permit Webmap to check if the land is available for permit applications.

[The Minerals Permit Webmap](https://www.nzpam.govt.nz/maps-geoscience/minerals-webmaps/)

**Clearly identify the location and the size of the application area.**

An application for a prospecting permit should only include land that you are intending to investigate. If you are not planning to prospect the whole area, the unused areas should be removed from your application.

Ordinarily, a prospecting permit application will be for an unbroken area of land that is:

* no larger than 500 square kilometres for an onshore permit, or
* no larger than 5,000 square kilometres for an offshore permit.

If your application area doesn’t meet those criteria, you must justify why the proposed area is appropriate.

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| Are you applying for an area that is broken or an area larger than the ordinary limit?  No  Yes. If so, provide reasoning as to why you consider it necessary: |

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| 3 | Duration |

**State how long you want the permit for.**

The duration of a prospecting permit will ordinarily be considered for the minimum period necessary to meet the conditions of the work programme and for up to 2 years.

There is an ability to apply for a further 2-year extension of duration.

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| 4 | Geology of the application area |

**Provide a description of the regional and local geology of the application area, and how it relates to the resource or deposit you will prospect.**

Explain why the proposed work programme is appropriate to the geology and mineral potential of the application area.

You can support this with a geological map of the application area.

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| 5 | Existing knowledge of the mineral potential |

**Provide** **details of any existing knowledge of the potential mineral resources in the permit area.**

If the land has already been identified as likely to contain mineral deposits or occurrences, or the objective of the work programme is broader than this, then an exploration permit is likely to be more appropriate for the area.

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| 6 | History of the permit area |

**Provide** **details of any historical prospecting, exploration, and mining activities in the permit area.**

This should include:

* when the activities were undertaken
* the type of work undertaken
* the methods and analytical techniques used
* your sources of information, including mineral report numbers if applicable
* how this information has informed the proposed work programme.

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NZP&M has a Geodata Catalogue that you can use to find information relating to prospecting, exploration, and mining relevant to your application area.

[Access the Geodata Catalogue](https://www.nzpam.govt.nz/maps-geoscience/geodata-catalogue/)

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| 7 | Proposed work programme |

**Propose a work programme for the permit. A work programme states the specific activities that you propose to undertake.**

The final work programme will be decided in negotiation with NZP&M when your application is assessed.

The Minister will ordinarily decline a prospecting permit application unless the proposed work programme:

* has the purpose of identifying land likely to contain exploitable mineral deposits,
* will add materially to the knowledge about the minerals within the area, and
* is appropriate to the size and term of the permit sought.

The work programme for a prospecting permit typically consists of a single, two-year stage, and is limited to activities that would be considered ‘prospecting’ under the Crown Minerals Act. These include:

* geological mapping
* geochemical sampling, e.g., rock chip or soil using hand or handheld methods
* geophysical surveying
* taking samples by hand or handheld methods, and/or
* taking small samples offshore by low-impact mechanical methods.

NZP&M interprets this to exclude most drilling.

Unless the work programme includes new or improved sampling techniques or proposes to prospect for any mineral that has not been previously prospected for in the same area, an application for a prospecting permit will ordinarily be declined if the area has previously been prospected or explored.

An example of a work programme for a prospecting permit is provided below.

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| **Example work programme:**  *1. Within 24 months of the commencement date of the permit, the permit holder shall (to the satisfaction of the chief executive):*   1. *complete a literature review of all relevant reports and data;* 2. *complete a programme of geological mapping of the permit area;* 3. *complete a geophysical survey;* 4. *complete a programme of geochemical rock chip and / or soil sampling for a minimum of 200 samples;* 5. *if appropriate, delineate targets to advance to exploration; and* 6. *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.* |

**Use this space to propose your own work programme:**

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**Provide answers for the following points in the boxes below.**

* The objective of the proposed work programme
* The technical rationale for the proposed work programme
* How the proposed work programme will materially add to the existing knowledge of the mineral in the permit area.

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* The estimated timeframe required to complete the prospecting activities, including rationale
* The estimated timeframe required to complete the processing and analysis of results, including rationale
* Why you think the work programme is appropriate for the duration sought.

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* Explain whether the work programme proposes to use new or improved sampling, analytical or survey techniques, or proposes to prospect for any mineral that has not previously been prospected for in part or all of the permit area

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* Explain whether the proposed prospecting activities will investigate the full extent of the land to be covered by the permit. This can be supported with a map of the application area showing where prospecting will take place. Upload any/all of these documents to the OPS when you make your application, or email them to us at [NZPAM@mbie.govt.nz](mailto:NZPAM@mbie.govt.nz).

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| 8 | Permit expenditure |

Provide an estimate for the minimum amount of money that you expect to spend for the duration of the permit. When doing this you should include a breakdown of the costs of each work programme obligation (refer to section 7).

Below is an example of a cost breakdown for a prospecting permit.

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| ***Work programme obligation*** | ***Estimated cost*** |
| *Undertake a literature review* | *$5,000* |
| *Complete geological mapping* | *$10,000* |
| *Complete a geophysical survey* | *$20,000* |
| *Complete a programme of geochemical sampling – 200 samples* | *$8,000* |
| *If appropriate, delineate exploration targets* | *$5,000* |
| *Technical reporting* | *$5,000* |
| ***Total (whole duration)*** | ***$53,000*** |

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

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| **Work programme obligation** | **Estimated cost** |
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| **Total (whole duration)** |  |

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

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| 9 | Good industry practice |

**Provide a statement as to whether the prospecting operation 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 is required to undertake the prospecting in a skillful, safe, and effective manner
* whether you will prospect the permit area using a suitable method in accordance with the work programme of the permit, and
* what systems and processes are in place to avoid, mitigate and manage operational risks, including health and safety risks.

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| 10 | Technical capability |

State the qualifications, skills and/or experience you have that is relevant to the proposed work programme. This should include any training, experience or knowledge that you have in relation to the proposed prospecting activities.

If you are planning to subcontract this work, you should include any experience that you have managing a project of this nature. You should also include the names and experience of any contractors that you are planning to engage.

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| 11 | Financial capability |

**To grant your application we need to be satisfied that you have financial capability to carry out the activities proposed in your work programme.**

Provide evidence that demonstrates that you have the financial capability to carry out the proposed work programme (refer to section 8 above). For prospecting permits, this means you should be able to demonstrate sufficient funding for the whole of the proposed work programme, including the annual permit fee.

Use the guidance on financial capability linked below to determine what supporting information you need to provide.

Refer to the [Guidance on financial capability [PDF 164KB]](https://www.nzpam.govt.nz/assets/Uploads/permits/minerals-guidelines/c13bca465d/guidance-financial-capability-determinations.pdf)

**Upload any/all of these documents to the online permitting system when you make your application or email them to us at** [**NZPAM@mbie.govt.nz**](mailto:NZPAM@mbie.govt.nz)**.**

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| 12 | Compliance history |

Provide details of any known non-compliance with previous or current permits or licenses you have held (including any overseas). This includes:

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

You should also provide an explanation for why the non-compliance occurred and how you intend to prevent non-compliance from occurring again if you are granted a permit.

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

Select the option that applies:

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| Do you hold, or have you previously held, another permit or license in New Zealand or overseas?  No Yes  If yes, please provide the permit numbers: |
| Please provide details or history of any non-compliance in relation to these permits. |

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| 13 | Additional information |

Use this space to provide a statement on any additional information that you consider relevant to support this application. In doing so, you should refer to the information set out in chapter 8 of the [Minerals Programme for Minerals (Excluding Petroleum) 2013](https://www.nzpam.govt.nz/assets/Uploads/our-industry/rules-regulations/minerals-programme-2013.pdf).

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