## How to use this document

You can use this template to provide the supporting information required to accompany an application for a partial surrender of a 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 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 information requested 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.
* 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.

1. **Fill out the correct application form (APP-02)** by using the [online permitting system (OPS)](https://www.nzpam.govt.nz/permits/online-permitting-system/) or 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). You will need to provide personal information.
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 through OPS or email it to us with this template.** This could include copies of reports and data related to your permit.

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

|  |  |
| --- | --- |
| 2 | Partial surrender area |

Provide the total area (in hectares or square kilometres) that you are proposing to surrender.

|  |
| --- |
| The permit holder is applying to surrender \_\_\_\_\_\_\_\_\_\_\_\_\_\_ hectares or \_\_\_\_\_\_\_\_\_\_\_\_\_ square km of the permit area. |

Provide a map of the existing permit area showing the boundaries of the area that is to be surrendered and retained. The mapping standards for minerals permit applications set out guidance which can be used to help you plot your 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 it to us at [NZPAM@mbie.govt.nz](mailto:NZPAM@mbie.govt.nz).

**Broken area**

A partial surrender application is unlikely to be accepted if the area being retained is broken.

Is the area you are proposing to retain broken into separate sections? If so, you should provide further information to support your application.

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| --- |
| No – the area being kept is not broken. |
| Yes – provide information to support a broken area |

**Appropriateness of retained area**

Ordinarily when surrendering part of a permit, a permit holder will need to show the area they are proposing to retain can be prospected, explored, or mined in accordance with the work programme of the permit.

Explain how the retained area can be prospected, explored, or mined in accordance with the work programme of the permit:

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| 3 | Reasons for the partial surrender |

Select the reason that best matches why you are partially surrendering the permit. If you select ‘other’ provide reasons why you are surrendering the permit.

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| --- | --- |
| Mining is complete | The results do not warrant further prospecting, exploration or mining |
| Unable to gain resource consent | Unable to gain access to permit area |
| Other, please specify: | |

|  |  |
| --- | --- |
| 4 | Money owing to the Crown |

Complete this section if the permit holder owes any money to the Crown. This can be money owing in relation to the permit being surrendered, or any other permit held by the permit holder or associated parties. For example, unpaid fees or royalties.

An application to surrender part of a permit is unlikely to be granted until all monies owing are paid.

If you don’t owe any money, go to section 5.

|  |  |
| --- | --- |
| **Details of any money owing** | **Amount owing in NZ$** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

|  |  |
| --- | --- |
| 5 | Additional documents |

You have obligations to provide certain information and records in accordance with your permit, the Act, and the Regulations.

If you have any outstanding requirements, such as annual summary reports and/or technical reports, your application to surrender part of the permit may be delayed or not accepted.

Outstanding annual summary reports can be submitted online via the OPS. Alternatively, you can email any outstanding documents to [NZPAM@mbie.govt.nz](mailto:NZPAM@mbie.govt.nz).

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| 6 | Relinquishment obligations |

If your partial surrender is accepted then any data, records, or reports generated from activities under the part of the permit you are proposing to surrender are required to be submitted to NZP&M within 40 working days.

Do you have any data, records, or reports on any activity in the part of the permit you are proposing to surrender?

No. You are required to provide a statement to NZP&M confirming this within 40 working days of your surrender application being accepted.

Yes. Have you submitted all data, records, or reports from these activities to NZP&M?

Yes. Indicate the Mineral Report (MR) number(s) relating to these submissions.

**Note** you are required to provide a list of the documents previously supplied, indicating which of those documents relates to the entire permit area, the area being surrendered, and the area being retained.

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| --- |
| MR Number(s): |

No. You will need to submit those data, records, or reports to NZP&M within 40 working days of your partial surrender application being accepted.

**Note** when submitting this information, you should include a list of the documents being supplied, indicating which of those documents relates to the entire permit area, the area being surrendered, and the area being retained.

**Note for Tier 1 permits** you must also supply a copy of all reports, records, and maps that relate to targets or prospects identified by the permit holder in the area being partially surrendered.

Data submissions can be made at any time before the 40 working day deadline and should be emailed to [data.submissions@mbie.govt.nz](mailto:data.submissions@mbie.govt.nz).