## How to use this document

You can use this template to provide the supporting information required to accompany an application for a full 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.
* 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 can provide.

1. **Fill out the correct application form (APP-03)** by using the [online permitting system (OPS)](https://www.nzpam.govt.nz/permits/online-permitting-system/) or downloading it: [Application for a full surrender [PDF 370KB]](https://www.nzpam.govt.nz/assets/Uploads/permits/permit-forms/minerals-app-03-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 | Reasons for the surrender |

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

|  |  |
| --- | --- |
| 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: | |

|  |  |
| --- | --- |
| 3 | 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 a permit is unlikely to be granted until all monies owing are paid.

If you don’t owe any money, go to section 4.

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

|  |  |
| --- | --- |
| 4 | Additional documents |

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

If you have any outstanding annual summary reports and/or technical reports, your application to surrender the permit is unlikely to be accepted.

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).

|  |  |
| --- | --- |
| 5 | Relinquishment obligations |

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

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

Do you have any data, records, or reports on any activity under the permit?

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.

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

No. You are required to provide all data, reports, and documents to NZP&M within 40 working days of your surrender application being accepted. This includes all data, reports, and documents relating to activities that were started, but not completed, before the permit was surrendered.

**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 during the life of the permit.