



NEW ZEALAND
PETROLEUM & MINERALS

Changes to the Online Permitting System



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

[New Zealand Government](http://www.newzealand.govt.nz)

What is Changing?

Old Version

NEW ZEALAND
PETROLEUM & MINERALS

Online permitting system

nzpam portal > Online permitting system

Logged in as: Janice Goodie | Collections (1) | Quick Reports (4) | Account management | Log out

Home Permits

Apply for a permit or Submit a return | View permits, returns and applications

Online Applications and Returns

Apply for a Permit

Click [here](#) to read Important information before starting a permit application.
DO NOT use this website to apply for a petroleum exploration permit or any permit to be allocated by public tender. For more information on tenders please refer to the Permits section of the website.

Submit a compliance return

You can use this site to submit Annual reports for Minerals and Petroleum permits. Annual reports are required on activities related to a permit for each calendar year (1 January to 31 December). If a permit expires or is revoked, surrendered or relinquished, the annual report is for the period 1 January to the date the permit ceases.

Submit Energy Resource Levy return

Please use this site to submit your monthly Energy Resource Levy returns.

* indicates a required field.

The links to 'Apply for a Permit or Submit a return' and 'View permits...' (circled) have been moved.

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Welcome Janice Goodie

You can use the system to

- Search the public register for
 - Minerals and petroleum permits
 - Current applications for new permits or changes to existing ones
 - Newly Available Acreage (NAA) and Tender contest rounds that are currently open
- Apply for a new permit
- Submit an Annual Summary Return or an Energy Resource Levy Return
- Manage your existing permits, including applying for changes
- View your permits, returns and applications
- Add an existing permit to manage

For instructions on using the search form below follow the link to [Public Search](#)

To now 'View Permits, returns and applications', you will have to:

1. Click 'Home'
2. Click 'View your permits, returns and applications'

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Apply for a permit or submit a compliance return

Select an option below

Choose one of the following application or compliance return types.

If you are making an application, please ensure that you have reviewed the appropriate application guide at <https://www.nzpam.govt.nz/permits> and that you have prepared the required supporting information.

If you are submitting a compliance return, please refer to the Annual reports for permits section of the website. <https://www.nzpam.govt.nz/permits>.

- Application for Minerals Permit
- Application for Petroleum Permit
- Minerals Annual Summary Report
- Minerals ERL Return
- Petroleum Annual Summary Report
- Petroleum ERL Return

Continue >

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Apply for a permit or submit a compliance return

Select an option below

Choose one of the following application or compliance return types.

If you are making an application, please ensure that you have reviewed the appropriate application guide at <https://www.nzpam.govt.nz/permits> and that you have prepared the required supporting information.

If you are submitting a compliance return, please refer to the Annual reports for permits section of the website. <https://www.nzpam.govt.nz/permits>.

- ▼ Minerals Compliance
 - Minerals Annual Summary Report
 - Minerals ERL Return
- ▼ Minerals New Application
 - Application for Minerals Permit
- ▼ Petroleum Compliance
 - Petroleum Annual Summary Report
 - Petroleum ERL Return
- ▼ Petroleum New Application
 - Application for Petroleum Permit

Continue >

The option list for applications and compliance returns (outlined red area) is set out differently in the new version.

New Feature

We have introduced a 'Pickup where I left off' option.

Previously, users could not resume an incomplete application. Now you have the option to pickup where you left off.

The screenshot displays the 'Online permitting system' interface. At the top, there is a navigation bar with the title 'Online permitting system' and a breadcrumb trail 'nzpam portal > Online permitting system'. Below this, a user is logged in as 'Janice Goodie' with options for 'Collections (1)', 'Quick Reports (4)', 'Account management', and 'Log out'. The main content area shows a 'Permits' tab selected, with a success message: 'Your partial submission (20TMP-000037) has been successfully saved. To resume the submission, go to the My permits, returns and applications section and click the Resume link.' Below this, a section titled 'My permits, returns and applications' contains a table with columns for 'Date' and 'Action'. A dialog box titled 'Resume Application: Select Application Page Flow Step' is overlaid on the table, offering two options: 'Start from the beginning' (unselected) and 'Pick up where I left off' (selected). The dialog box has 'OK' and 'Cancel' buttons. At the bottom of the page, there is a footer with a 'Back to top' link and a 'Navigation' section containing 'Contact Us' and 'Copyright'.

