



**NEW ZEALAND**  
PETROLEUM & MINERALS

# Minerals Guidance

Annual summary reports for  
prospecting and exploration permits



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HĪKINA WHAKATUTUKI

Every permit holder is required to provide an *Annual Summary Report* to us each year. An annual summary report summarises the activities the permit holder carried out on the permit in the previous calendar year. It gives us information about how the permit is being used and helps us determine whether you are complying with your work programme. These reports also provide us with valuable information about New Zealand's minerals.

### **Due 31 March on Form 13 or our online permitting system**

Annual summary reports are due **31 March** for the previous calendar year.

You must provide your annual summary report for prospecting or exploration permits on our **online permitting system** or **Form 13**.

The forms and our online permitting system are both set up to ask for the information we need from you for you to comply with the requirements. You need to fill in all of the form as accurately as possible. An explanation of what the form asks for can be found below.

### **General information**

You need to provide us with the:

- permit holder's name and address
- permit type
- permit number
- reporting period (if it's for the previous year it will be from 1 January to 31 December of the previous year).

### **Prospecting and exploration activities**

The regulations require that you provide us with a summary of all prospecting and exploration activities. This information includes drilling and geochemical information and also whether any work has been done that looks at the feasibility of mining on that land.

#### ***Drilling information***

The forms have been developed to include spaces for you to provide information about:

- what stage the drilling is at
- what type of drilling was used
- the number of holes drilled
- the metres drilled and
- the number of assays completed, analysing the amount of mineral in a drill sample.

There is also space for you to include any other information about drilling activities performed under the permit.

#### ***Geochemical information***

You also need to provide us with information about any geochemical analysis that was completed under the permit during the previous calendar year. The forms ask you to give the progress of any geochemical activities and the type and number of samples that have been taken.

#### ***Appraisal of mine feasibility***

You need to give us information about any work you've done under the permit to determine whether a mine in your permit area is possible. This includes any estimates you have of the amount of mineral resource in the permit area or any mining studies that have been undertaken.

## Estimate of total in-ground resource

You also need to provide us with an estimate of the total in-ground resource. This is the permit holder's estimate of the total mineral resource in the ground in the permit area. This estimate is not limited by resource classification codes.

Estimates based on resource classification codes (such as JORC<sup>1</sup>) are designed for the investment community and create a gap between reported mineral resources and reserves and what is actually in the ground. The permit holder's estimate should include resource that doesn't necessarily have the prospect of economic extraction but will give us the full picture of New Zealand's minerals resources.

## Report on expenditure on prospecting and exploration activities

You must provide information on what you spent on prospecting and exploration. This must be in \$NZD for each of the following categories that are relevant:

- mapping, geochemical, geophysical, drilling, appraisal and data compilation
- other spending, such as on consents and administration.

## ADDITIONAL REQUIREMENTS FOR TIER 1 PERMIT HOLDERS

### Reports and records for prospecting and exploration activities

In your annual summary report Tier 1 permit holders must also list any reports and records created during the previous year that relate to prospecting and exploration activities in relation to the permit.

### Up to date estimate of the resource

Tier 1 permit holders must also provide us with an up-to-date estimate of the resource. This must be made according to the Canadian National Instrument, the JORC Code or the South African Code.

A spatial definition of the resource estimate will need to be provided. This can be in the form of a map or model but should give an understanding of the location of the resource estimate area within the permit.

### Iwi engagement report

Tier 1 permit holders must also provide an annual report of their engagement with iwi and hapū whose rohe (tribal area) includes some or all of their permit area, or who may be directly affected by their permit.

It's helpful if permit holders explain:

- who they met with
- what they discussed
- what the result of the discussion was, and
- when they met.

Before filing the iwi report, we encourage you to give the iwi you met with a chance to review the information to make sure they agree with your comments.

If no engagement with iwi took place it's helpful for you to explain why.

When we review a report we may follow up with relevant iwi/hapū to discuss the content of the report to form a clear picture of the engagement that has occurred.

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<sup>1</sup> Joint Ore Reserves Committee



### NEED MORE HELP?

If you need help preparing your annual summary report, please contact us by:

- phone on 0508 263 782 (within New Zealand) or +64 3 962 6179 (from overseas), or
- email [nzpam@mbie.govt.nz](mailto:nzpam@mbie.govt.nz).

## DISCLAIMER

*This document is a guideline only and is not intended to cover every possible situation. If this guideline is inconsistent with the Act, relevant Minerals Programme or relevant regulations, the Act, Programme and regulations prevail.*

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