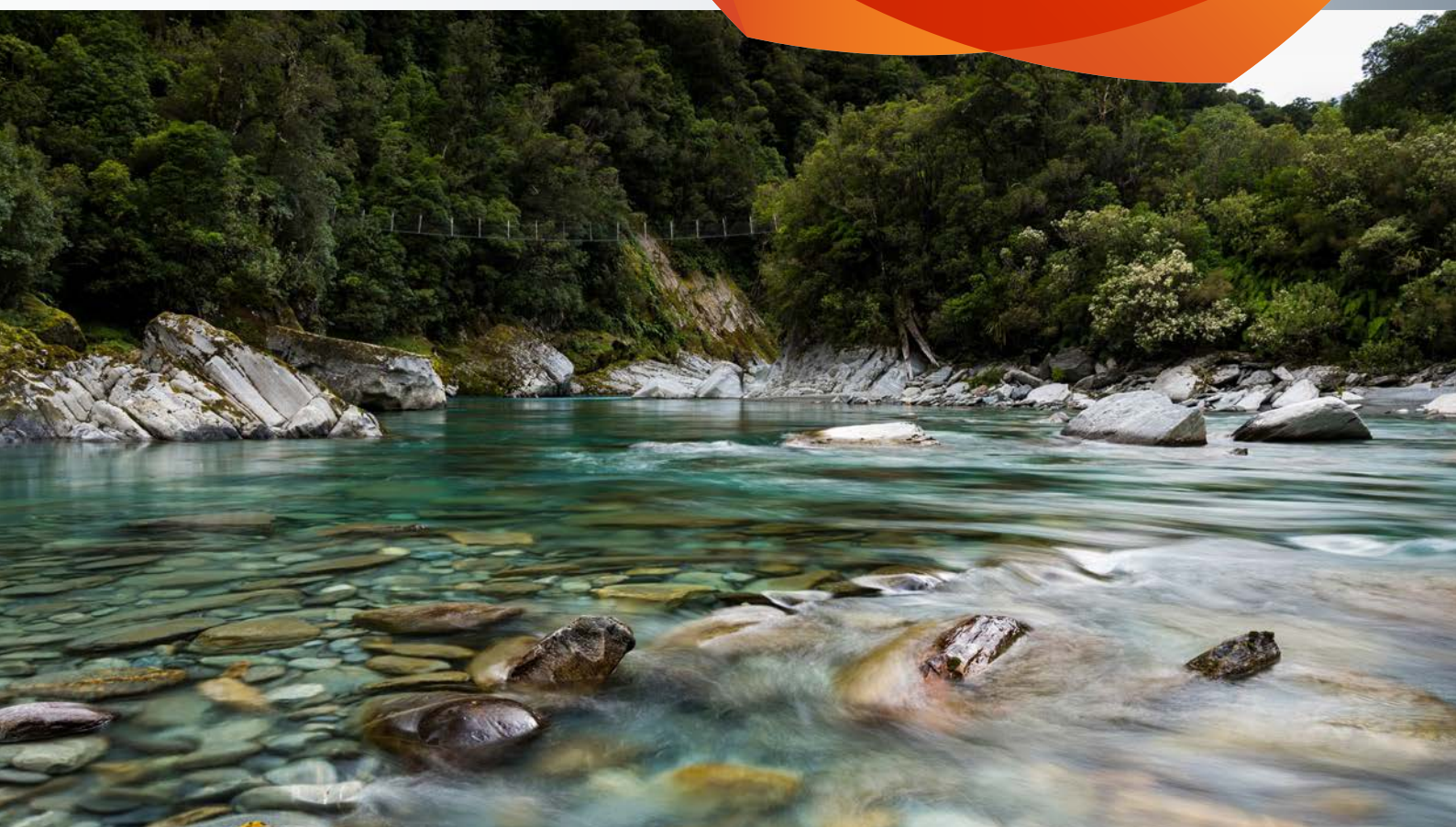




**NEW ZEALAND
PETROLEUM & MINERALS**

Supporting Information Guidance for Tier 3 mining permit applications

SEPTEMBER 2025



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

Te Kāwanatanga o Aotearoa
New Zealand Government



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

Ministry of Business, Innovation and Employment (MBIE) Hīkina Whakatutuki – Lifting to make successful

MBIE develops and delivers policy, services, advice and regulation to support economic growth and the prosperity and wellbeing of New Zealanders.

MORE INFORMATION

Information, examples and answers to your questions about the topics covered here can be found on our website: www.mbie.govt.nz

DISCLAIMER

This document is a guide only. It should not be used as a substitute for legislation or legal advice. The Ministry of Business, Innovation and Employment is not responsible for the results of any actions taken on the basis of information in this document, or for any errors or omissions.

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How to use this document

This document is a guide to help you provide the supporting information required to accompany a Tier 3 minerals mining permit application form (**APP 01-T3**).

Filling out all the requested information in this template will help us make a timely decision on your application.

What you need to do:

1. Read this guide alongside the APP 01-T3

This guide matches the sections of the APP 01-T3 application form for a Tier 3 mining permit. Read the form and guide together and provide the requested information under the headings to the best of your ability.

2. Fill out the APP-01T3

You can apply either through our **Online Permitting System (OPS)** or by submitting a paper form.

3. Attach all other supporting information to your application through OPS or email it into us with this template

This could include bank statements, proposed permit map, supporting letters etc.

4. Send us your filled out application

Done by uploading it to your application through OPS or by emailing it to us at nzpam@mbie.govt.nz

In preparing their application, applicants will need to familiarise themselves with the relevant legislation and the rules and regulations, listed below.

- › **The Crown Minerals Act 1991 (the Act)**
- › **The Crown Minerals (Minerals other than Petroleum) Regulations 2007**
- › **The Crown Minerals (Minerals Fees) Regulations 2016**
- › **The Minerals Programme for Minerals (Excluding Petroleum) 2025 (the 'Minerals Programme')**

Together, the legislation, rules and regulations establish the legal requirements for submitting minerals permit applications and the framework New Zealand Petroleum and Minerals (NZP&M) uses to evaluate applications. This guide is intended to help applicants navigate the application form, but it does not replace the need to refer directly to the legislation for a clear understanding of the legal requirements underpinning minerals permit application.

Applicants may wish to seek legal advice to fully understand the rules and regulations relevant to petroleum permit applications.

Section 1 Contacts

Provide all relevant contact details in this section of the application form.

Application contact

Each application requires an 'application contact' who will be the sole point of contact for an application. This means the application contact will receive all communications about the progress of an application, including any application fee invoice.

This must be an individual person, not an organisation.

This may be a person who is advising or is acting on behalf during the application process but not necessarily the person who will be the permit holder.

Permit administrator

The Permit administrator is the ongoing primary contact on matters to do with the permit and by default assumes the Geotechnical contact role and fee administrator for a permit, when the permit is first granted.

This must be an individual person, not an organisation.

Section 2 Permit Operator and Participants

Provide all relevant contact details of the proposed permit operator and any details where a permit will be divided among different permit participants.

Permit operator

Permits can only be granted to individual persons or legal entities.

Select the type of permit operator but note that organisations that are not recognised as legal entities, such as trusts, will need to provide details of individual persons.

If the permit is held by a single individual person or legal entity then they are also the permit operator, and are responsible for the day-to-day management of activities under the permit.

Permit interests

Permits may be divided between different permit participants, with their own percentage interest in that permit.

If you're applying to have a permit that is split between different permit participants, then provide details of each permit participant and their relevant permit percentage. Also specify which permit participant is the permit operator, that is, the participant responsible for the day-to-day management of activities under the permit.

Every additional permit participant needs to provide their details by completing and attaching an **APP-09**.

Section 3 Permit Details

Ensure you read the criteria for Tier 3 and provide all relevant details about your proposed permit, including size, location and estimates about mining.

Fixed work programme

Tier 3 has a fixed work programme that is set out in legislation and cannot be changed. For example, Tier 3 permit holders cannot vary their work programme to include other minerals than gold.

For the relevant legislation that sets out the work programme for Tier 3, see here: **Crown Minerals Act 1991, section 2BA**

Permits for Tier 3 are limited to the use of small-scale mining equipment. If you intend to use heavy machinery, such as excavators, your application will fall outside of scope for a Tier 3 permit and you should instead consider applying for a **Tier 2 mining permit**.

Proposed mining methods

Please tick the relevant tools and mining methods that you will use, and which are allowed for under a Tier 3 work programme.

Make sure the total horsepower of all your machinery combined does not exceed 10 horsepower.

Proposed permit area

Detail the size (in hectares) of your application's permit area.

Before detailing the size of your application's permit area, also make sure your permit area is appropriate for Tier 3.

Meaning of an appropriate permit area

Availability of land

Make sure the land you're applying for is available for permitting. In most cases a permit cannot overlap with existing permit areas. Use the Minerals Permit Webmap to check if the land is available, found here: **The Minerals Permit Webmap**.

Land that is unavailable for permitting under Tier 3 also includes land specified in **Schedule 4 of the Crown Minerals Act 1991**.

Other legislation may also restrict permitting, for example the Marine Mammals Protection Act 1978, the Marine and Coastal Area (Takutai Moana) Act 2011, and Treaty | te Tiriti settlement legislation.

Size limits

A Tier 3 permit can only have an area size of 50 hectares or less. If you apply for more than 50 hectares, or if you apply over a broken area, your application will not be accepted.

Unbroken permit area

Your permit area must be continuous and unbroken. This also means no connecting land of convenience, otherwise known as 'dumb-belling'.



Example of a permit area with connecting land of convenience that is not allowed.

No adjoining Tier 3 permits by same person

Tier 3 permits cannot be adjoining where they're owned by the same permit holder or their related party. This is to prevent de-facto permit areas that are larger than the 50 hectare size limit.

Location

Specify where in New Zealand your proposed Tier 3 permit is located.

Beach or river permit

Tier 3 permits can only be on a beach or in a river, or both (such as at a river mouth). Specify what type.

Meaning of beach and river permits under Tier 3

Beach permits

Beach permits can only extend landward not beyond an area which can be effectively worked. For example a Tier 3 permit cannot go onto sand dunes.

River permits

The permit area for Tier 3 permits in rivers must extend from riverbank to riverbank.

Estimate of days spent mining

Provide an estimate of how many days per year you will do mining if granted a permit.

Estimate of gold to be recovered

Provide an estimate of how much gold you expect to recover if granted a permit, in troy ounces per year.

This estimate should align with your statement outlining the basis for your belief that gold is present in the permit area, where relevant (see Section 4 below)

Duration

Set out how long you would like a Tier 3 permit for (in years and months).

Tier 3 permits are not granted for a duration longer than 10 years.

This proposed duration should align with other factors such as your financial capability and estimates of gold to be recovered.

Section 4 Supporting Information

Ensure you provide supporting documentation with your application form. This includes your map and any other evidence you need to include.

A map of the permit area

You must provide a map of your proposed permit area. This map will be used to set out your relevant permit boundary if you're granted a permit.

Mapping guidance

The mapping guidance on the NZP&M website sets out a comprehensive list of factors to consider when providing a map. The mapping guidance also includes helpful visual examples.

See here: www.nzpam.govt.nz/permits/minerals/mapping-guidance-for-minerals-permit-applications

Mapping standards

The Mapping Standards for minerals permit applications sets out a framework for how to plot your proposed permit area.

See here: [Mapping standards for minerals permit applications](#)

Mapping Standards should be read alongside Mapping Guidance.

NZP&M recommends applicants include digital files, as this will reduce the time required to process your application.

A statement outlining the basis for your belief that gold is present in the permit area

Allocating Crown land for mining permits must be efficient, and there must be a reasonable expectation for gold to be present.

It is important that your application for a Tier 3 mining permit is supported by a statement outlining the basis for your belief that gold is present in the permit area. This may include any previous mining permits over the area, or scientific research that has revealed gold in the area.

Applications for Tier 3 permits in areas that do not have a credible basis for gold may be declined.

A statement of your technical capability

You must state any technical qualifications and skills or experience you have that are relevant to a Tier 3 mining permit operation. This could include any training, experience or knowledge that you have in relation to the proposed mining method and equipment. For example, you could indicate if you have previously held a permit for mining gold, if you have worked with other permit holders on other permits, or if you have general gold fossicking experience.

A statement of your financial capability

You must demonstrate you have financial capability to carry out the proposed work programme. In most cases you will need to prove you have enough money to cover the start-up costs of the operation.

Depending on your circumstances, this could be demonstrated by supplying at least one of the following:

- › A copy of a personal bank statement(s). The bank statement should:
 - state your name
 - include the date that the statement was issued, which should be no more than three months before the application is submitted
 - cover a period of at least one month, and
 - show a closing balance that exceeds the estimated start-up cost of the operation and the first year of expenditure on the work programme.
- › A statement of your financial position which lists your assets and liabilities, and shows you have net assets that exceed the estimated start-up cost of the operation and the first year of expenditure on the work programme.
- › If you are applying as a private company, the latest audited financial statements of the company which demonstrate that the company has enough money to cover the estimated start-up cost of the operation and the first year of expenditure on the work programme.
- › Any other information that you feel supports your financial capability. This can include a schedule of the mining equipment that you already own.

Refer to our **Guidance on financial capability** for more information.

Permit expenditure estimates

Your financial capability will need to match what you estimate to be the amount of money you expect to spend setting up the mining operation and how much money you expect to spend on an ongoing basis. As part of your financial capability be sure to include:

- › Estimated start-up cost
- › Estimated annual expenditure
- › A breakdown of the costs you have estimated. This can include:
 - the cost of buying or renting any equipment
 - fuelling and maintaining equipment
 - travels costs to and from the permit area, etc.

Anything else you consider relevant to support your application

Provide any other supporting information you think will be helpful to include with your application. This could be anything from financial estimates of your mining, to any examples of rental agreements for equipment you have.

Section 5 Application Fee

Ensure you pay your application fee **before** submitting your application, otherwise your application will not be processed.

For further information about annual fees and royalties, which may be payable on an ongoing basis once a permit is granted, please see our website here: **Minerals permit fees, royalties and ERLs**

Section 6 Declaration

Every person listed in the application form, including any and all permit participants need to sign the application form.

Section 7 Other Details

In considering your application, we may ask you for other information during the application process. Read the following information and be ready to provide the relevant formation to us if we request it, even if you do not include it upfront with your application.

Good industry practice

Before granting a permit, we must be satisfied that the proposed operation is consistent 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.'

You may wish to include with your application an explanation of:

- › what skills, training and experience you have to undertake the mining in a skillful, safe and effective manner, and
- › what systems and processes you have in place to avoid, mitigate and manage operational risks, including health and safety risks.

Compliance history

A good history of compliance is something that is considered when deciding to grant a permit. Please provide details of any known non-compliance with previous or current permits or licenses you have held. This includes:

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

You should also provide an explanation for why these instances occurred and how you intend to prevent these instances occurring again if you are granted a permit.

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

www.nzpam.govt.nz
nzpam@mbie.govt.nz

PO Box 1473, Wellington 6140,
New Zealand

NZP&M is a branch of the New Zealand Ministry of Business, Innovation and Employment. We manage New Zealand's Crown Mineral Estate. Our aim is to maximise the gains to New Zealand's economy from development of these resources, a key component to the government's Business Growth Agenda. To support this aim we endeavour to educate and inform New Zealanders, including consultation with indigenous stakeholders and local government



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