

UNDER SECTION 23A & SECTION 32, CROWN MINERALS ACT

Change an application contact, permit administrator and/or fee administrator on one or more applications and/or permits

This form is to be used by a permit holder to appoint a party to one or more of the following roles on one or more of their applications or permits held under the Crown Minerals Act (1991):

- Application contact
- Permit administrator
- Fee administrator

Only an individual may be appointed to the role of Application contact or Permit administrator; a Fee administrator may be an individual or an organisation, such as an accounting company. See Appendix 1 for full role descriptions.

This form may be used to appoint the same party to roles on multiple applications and/or permits for the same permit holder (ie exactly the same permit participant or combination of permit participants). A separate form should be used for each different party appointed to a role(s).

Role appointments made using this form replace any previous appointments to those roles.

- Please note that information provided on this form is treated confidentially but may be subject to release under the provisions of the Official Information Act 1982. If this is the case, we may consult with you before the material is considered for public release.
- You have the right under the Privacy Act 1993 and/or the Official Information Act 1982 to access information held about you by New Zealand Petroleum & Minerals and request that this information be corrected if necessary.
- To change a Royalty administrator, ERL administrator or Audit contact role for each permit participant, use an APP-12.

SECTION 1: PARTY TO BE APPOINTED

Complete EITHER Section 1.1 OR Section 1.2.

If the party to be appointed is:

- an individual, complete Section 1.1
- an organisation (Fee administrator role only), complete Section 1.2

1.1 To be completed if the party to be appointed is an individual:

Please provide details of the party to be appointed to the role(s) in Section 3.

Name:	
Organisation (if relevant):	

Postal address:	
Email address:	
Preferred contact method:	<input type="checkbox"/> Post <input type="checkbox"/> Email (a preferred method must be indicated)
Primary phone:	
Secondary phone:	

1.2 To be completed if the party to be appointed is an organisation (Fee administrator role only):

Please provide details of the party to be appointed to the role(s) in Section 3.

Organisation:	
Preferred contact (if relevant):	
Postal address:	
Email address:	
Preferred contact method:	<input type="checkbox"/> Post <input type="checkbox"/> Email (a preferred method must be indicated)
Primary phone:	
Secondary phone:	

SECTION 2: PERMIT HOLDER DETAILS

2.1 Permit holder details

Include all participants listed on the permit (or all proposed participants on an application).

Please provide details of the permit holder:

Full name(s):	
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SECTION 3: AUTHORITY DETAILS

3.1 Permit and application roles

By signing below, I/we authorise the party named in Section 1 to be appointed to the role(s) indicated in this section.

The Chief Executive will treat this authority to act in this role(s) as continuing to have effect until the Chief Executive receives a copy of written notice revoking it.

The Crown will not be liable for any action (or omission) by the Chief Executive taken in accordance with this authority.

This authority does not preclude the Chief Executive from choosing, in his or her sole discretion, to deal directly with the applicant, permit holder or any permit participant about any permit, and vice versa.

Enter the permit and/or application number(s) to which this appointment of role/(s) relates.

Use a tick (✓) to indicate which roles the party is to be appointed to (see Appendix 1 for role definitions).

Permit or application number: ¹	Permit administrator: ²	Fee administrator:	Application contact: ²
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ These must relate to permits or applications held or to be held by the permit holder identified in Section 2.1.

² For this role, the party named in Section 1 must be an individual.

3.2 Authorised signature(s)³

This form must be signed by the permit holder (all permit participants) listed in Section 2.1 and the party being appointed to the role(s).

In signing below each person declares to the Chief Executive of the Ministry of Business, Innovation and Employment (Chief Executive) that all information provided in this form is true and correct to the best of their knowledge, and that they are authorised to sign this form.

Authorised signature(s):	
Name:	
Position of signatory:	
Organisation:	
Date:	
Authorised signature(s):	
Name:	
Position of signatory:	
Organisation:	
Date:	
Authorised signature(s):	
Name:	
Position of signatory:	
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Authorised signature(s):	
Name:	
Position of signatory:	
Organisation:	
Date:	
Authorised signature(s):	
Name:	
Position of signatory:	
Organisation:	
Date:	

³ Where the participant is a company, partnership, society, trust or other legal entity, this form must be signed in accordance with the relevant legislative requirements, constitution, or rules by a person or agent with the requisite authority.

APPENDIX 1: ROLE DEFINITIONS

Application contact role

The application contact is the sole point of contact for an application.

An application contact:

- receives all communications about the progress of an application, including any application fee invoice
- can view all applications for which they are the Application contact (where they have an NZP&M online permitting system account)
- can, as part of an application for a new permit, nominate the future permit administrator
- must be an individual.

Permit administrator role

The permit administrator is the ongoing primary contact on matters to do with the permit.

A permit administrator:

- receives all communications regarding the permit not directed to the fee administrator, royalty administrator, ERL administrator, geotechnical contact, or audit contact. This includes all communication around upcoming obligations
- can view all permits for which they are the permit administrator (and where they have an NZP&M online permitting system account)
- by default assumes the Geotechnical contact role for a permit, when the permit is first granted, however this can be assigned at any time by email
- by default assumes the Fee administrator role for a permit, when the permit is first granted, however this can be assigned at any time using this form
- must be an individual.

Fee administrator role

The fee administrator is the permit contact on matters to do with annual fees.

A fee administrator:

- receives all communications, including invoices, regarding annual fees on the permit
- may be an individual or an organisation (eg an accounting firm); if not specifically appointed, will default to permit administrator.

Geotechnical contact role

The geotechnical contact is the permit contact on geotechnical matters.

A geotechnical contact:

- may be contacted on geotechnical matters
- must be an individual; if not specifically appointed, will default to Permit administrator.

Note: A geotechnical contact can be appointed by an existing Permit administrator by email to nzpam-minerals@mbie.govt.nz (Minerals applications and permits) or nzpam-petroleum@mbie.govt.nz (Petroleum applications and permits).

For definitions of the Royalty administrator, ERL administrator and Audit contact roles, search for “Contact roles” on the NZP&M website: www.nzpam.govt.nz

This completed form is to be forwarded to nzpam@mbie.govt.nz or mailed to the NZP&M postal address below. If sending by email, please include “APP-11” and relevant permit and application numbers in the subject line.

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

PO Box 1473, Wellington 6140,
New Zealand

FREEPHONE (WITHIN NEW ZEALAND): 0508 263 782
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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.