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Permits

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Permit contacts

Each permit has a number of contacts attached to it to enable the permit to be managed by different people in an organisation or company.

This page provides you with information about each of the contacts on a permit, what they can do, what they can't do, what they can see in the online permitting system (OPS) and how to become that contact type.

If you hold a permit in your own name or through your own company, when granted a new permit you will be automatically assigned to each of these roles. However, you can choose to give authority to an agent or someone else to file permit applications or changes on your behalf.

The contact types are shown below. Click on the heading to see all of the information about each contact.

Application contact

The application contact is the person we communicate with about an application. The application contact receives all communication about the progress of an application, including any application fee invoices.

The application contact must be an individual and cannot be an organisation. There can only be one application contact on any application.

Once an application is granted the application contact has no further role in the day-to-day management of the permit, unless they are also the permit administrator.

What the application contact can do

The application contact can:

- view all applications on the online permitting system (OPS) that they are the designated application contact for, provided they are registered to use the OPS
- submit change applications
- submit energy resource levies (if required).

What the application contact cannot do

The application contact cannot submit an annual summary report or view any non-application related information for the permit.

How to become an application contact

If you are not a permit holder or permit participant, to be authorised as an application contact the applicant or permit holder will need to provide an APP-10 Application authority when submitting an application for a new permit, or an application to make a change on an existing permit.

If you wish to change an application contact after they have been assigned, use the APP-11 – Change a contact form.

[APP-11 – change a contact form \[PDF 412KB\]](#)

How to use the online permitting system (OPS) as an application contact

To view the OPS as an application contact you need to have a RealMe login and be registered to use the OPS. You only need to register to use the OPS once.

[Register to use the OPS](#)

[Get a RealMe account](#)

Permit administrator

The permit administrator is the ongoing contact person we communicate with about a permit. The permit administrator must be an individual and cannot be an organisation. There can only be one permit administrator on any permit.

The permit administrator:

- receives all communication about the permit not directed to the fee administrator, royalty administrator, energy resource levies administrator, geotechnical contact, or audit contact (if they are not also designated as those roles). This includes all communication around upcoming compliance requirements
- by default assumes the geotechnical contact role for a permit, when the permit is first granted unless somebody else is designated to this role. The geotechnical contact role can be assigned to someone else at any time using the APP-11 change a contact form
- by default assumes the fee administrator role for a permit, when the permit is first granted. The fee administrator role can be assigned at any time using the APP-11 change a contact form.

[APP-11 - change a contact form \[PDF 412KB\]](#)

What the permit administrator can do

The permit administrator can:

- view all permits, documents and fees in the online permitting system (OPS) that they are the designated permit administrator for, provided they are registered to use the OPS
- submit an annual summary report for a permit
- submit change applications
- submit energy resource levies (if required).

How to become a permit administrator

If you are not a permit holder or permit participant, to be authorised as a permit administrator the applicant or permit holder will need to provide an *APP-10 Application authority* when submitting an application for a new permit, or an application to make a change on an existing permit.

If you wish to change an application contact after they have been assigned, use the APP-11 Change a contact form.

[APP-11 - change a contact form \[PDF 412KB\]](#)

How to use the online permitting system (OPS) as a permit administrator

To view permits that you are the permit administrator for on OPS you need to have a RealMe login and register to use the OPS. You only need to register to use the OPS once.

[Register to use the OPS](#)

[Get a RealMe account](#)

Geotechnical contact

A geotechnical contact is the permit contact for geotechnical matters on a permit. A geotechnical contact must be an individual, but you can have more than one geotechnical contact on a permit.

If no one is appointed as the geotechnical contact, the permit administrator will automatically be assigned to this role.

What a geotechnical contact can do

The main role of a geotechnical contact in the online permitting system is to file the annual summary report on a permit. A geotechnical contact can also submit energy resources levies, if required.

What a geotechnical contact cannot do

A geotechnical contact cannot see information about the permit on the OPS or submit change applications.

How to become a geotechnical contact

If you are not a permit holder or permit participant, to be authorised as a geotechnical contact you need to complete an APP-11 change a contact form.

[APP-11 - change a contact form \[PDF 412KB\]](#)

How to use the online permitting system (OPS) as a geotechnical contact

To view permits that you are the geotechnical contact for on OPS you need to have a RealMe login and register to use the OPS. You only need to register to use the OPS once.

[Register to use the OPS](#)

[Get a RealMe account](#)

Participant and operator participant

A **permit participant** is a person or company who holds a participating interest in a permit.

A **participating interest** is the share of a permit that the permit participant holds. This share is recorded on the permit as a percentage. If there is only one person who holds the permit they are the sole permit participant.

The **operator participant** is the permit operator – i.e. the person or company who is responsible for the day to day management of activities under the permit.

If no permit administrator has been appointed, the permit operator will default as the permit administrator and we will send all communication about the permit to the participant.

What the permit participant can do

When a permit participant is an individual they can do anything on the permit because they are the owners of the permit. If the permit participant is a company they will need to authorise staff to:

- view permits, documents and fees in the Online Permitting System (OPS)
- submit an annual summary report for a permit
- submit change applications
- submit energy resource levies (if required).

How to use the online permitting system (OPS)

To view your permits on OPS you need to have a RealMe login and register to use the OPS. You only need to register to use the OPS once.

[Register to use the OPS](#)

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