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Annual reports

Annual reports are required on activities under a petroleum permit for each calendar year.

A calendar year is 1 January to 31 December. If a permit expires, is revoked, is surrendered, or relinquished then the annual report is for the period 1 January to the date the permit ceases.

The relevant regulations are [sections 38 through 41 of the Crown Minerals \(Petroleum\) Regulations 2007](#). The Chief Executive will request additional information from permit holders in early January.

All reports are due 31 March.

Report templates

Production under a permit

If there has been production under the permit, complete the following:

- [r39 & r41 Report Template - Mining \[DOCX 530KB\]](#)
- [Resources and Reserves Template \[XLSX 76KB\]](#) - Please note we are currently updating this template. The 2019 version will be available no later than 31 January 2019.
- [Production Data Template \[XLSX 636KB\]](#) - The status of any well active under the permit must be submitted in this template. Please note we are currently updating this template. The 2019 version will be available no later than 31 January 2019.

Discovery under a permit

If there has been a discovery under the permit, complete the following:

- [r38 & r41 Report Template - Exploration \[DOCX 481KB\]](#)
- [Resources and Reserves Template \[XLSX 76KB\]](#) - Please note we are currently updating this template. The 2019 version will be available no later than 31 January 2019.
- [Production Data Template \[XLSX 636KB\]](#) - The status of any well active under the permit must be submitted in this template. Please note we are currently updating this template. The 2019 version will be available no later than 31 January 2019.

Well drilling or re-entering under a permit

If a well has been drilled or re-entered under the permit, complete the following:

- [r38 & r41 Report Template - Exploration \[DOCX 481KB\]](#)

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- [Production Data Template \[XLSX 636KB\]](#) - The status of any well active under the permit must be submitted in this template. Please note we are currently updating this template. The 2019 version will be available no later than 31 January 2019.

In all other cases

In all other cases, complete the following:

- [r38 & r41 Report Template - Exploration \[DOCX 481KB\]](#)

Iwi and hapū engagement report

All permit holders must submit a report on their engagement with iwi and hapū whose rohe includes some or all of the permit area or who are directly affected by the permit.

Guidelines have been developed to provide direction to permit holders when writing their engagement reports.

[Iwi Engagement Reporting Guidelines \[PDF 409KB\]](#)

Last updated: 17 January 2017

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