

Fast-track Application Portal

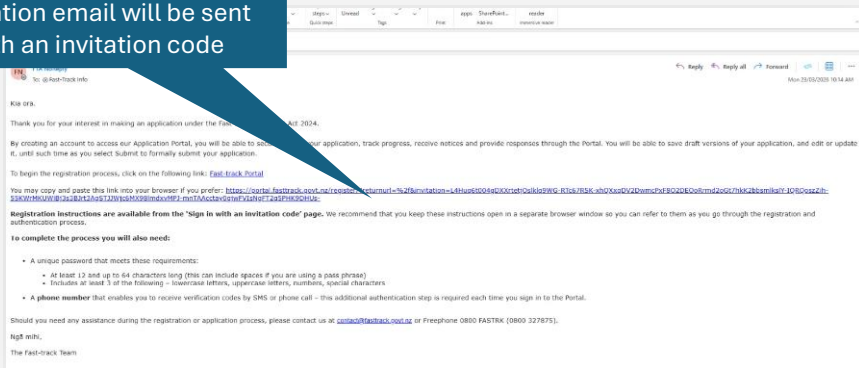
Appendix: Application Portal

- 1: Portal Registration & Password Reset
- 2: Creating a new Substantive Application

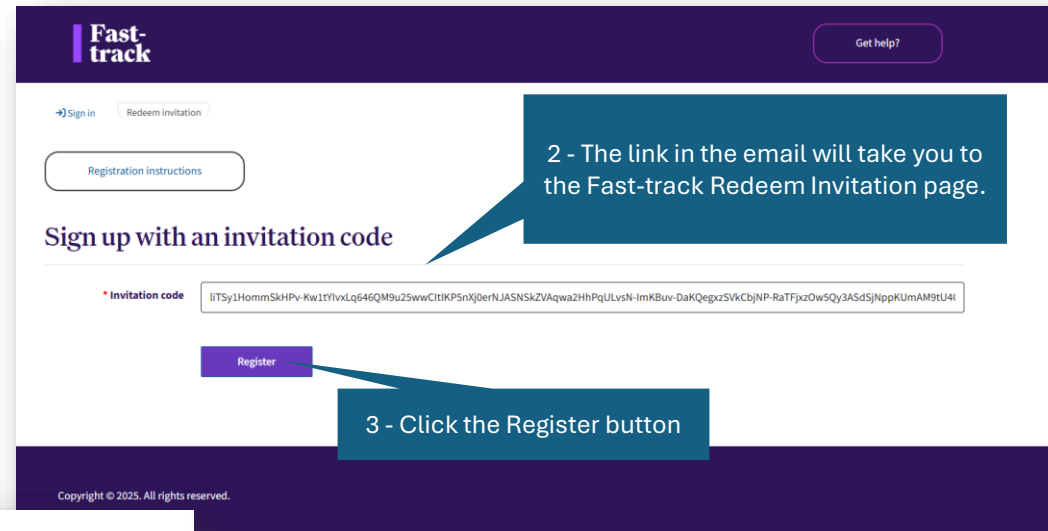
Portal Registration & Password Reset

Portal Registration (for all Portal users): Part 1

1 - A Fast-track portal invitation email will be sent with an invitation code



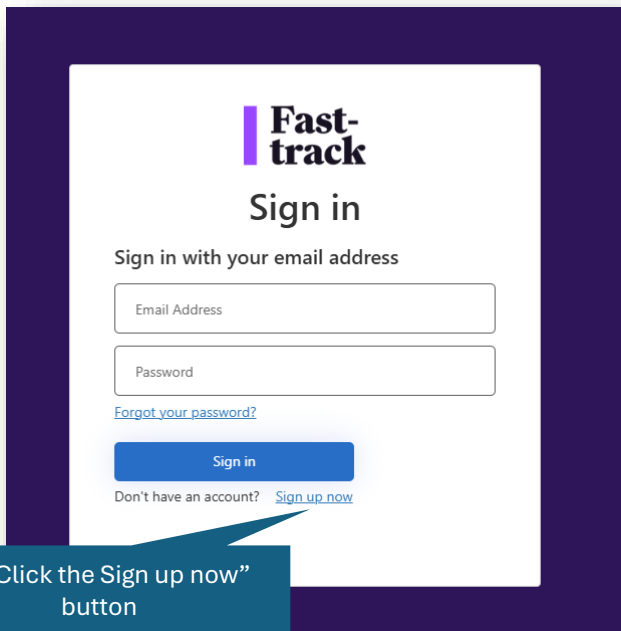
2 - The link in the email will take you to the Fast-track Redeem Invitation page.



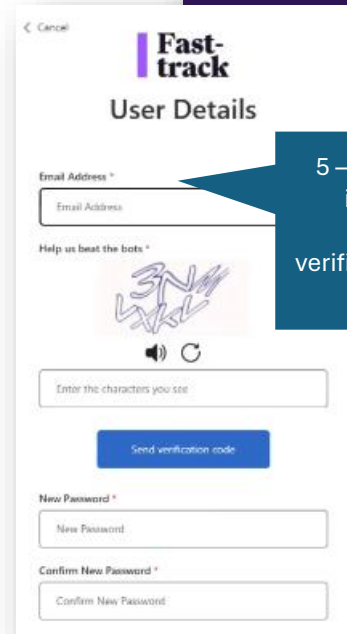
3 - Click the Register button

On the Sign up with an invitation code screen, the invitation code should be pre-populated. If it is not, copy it from the email we sent you and paste it into the Invitation code field.

4 - "Click the Sign up now" button



5 - Enter the email address the invitation was sent to then complete the CAPTCHA verification puzzle and click "Send verification code"



Verify your email address

Thanks for verifying your dilmosagno@necub.com account!

Your code is: 115298

6 - Check your email for the verification code

Sincerely,
FTA Dev B2C

This message was sent from an unmonitored email address. Please do not reply to this message.



Portal Registration (for all Portal users): Part 2

User Details

E-mail address verified. You can now continue.

Email Address *

Help us beat the bots *

Success!

3NMVXXV

Change e-mail

New Password *

The password must be between 12 and 64 characters.
The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

An invalid character was provided.

Confirm New Password *

Confirm New Password

13:16

Add account

WHAT KIND OF ACCOUNT ARE YOU ADDING?

- Personal account >
- Work or school account >
- Other (Google, Facebook, etc.) >

Add work or school account

Sign in

Scan QR code

Cancel

Fast-track

Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.

GET IT ON Google Play | Download on the App Store

Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

Scan the QR code
Using your app scan this QR code and click "Continue"

Can't scan? Try this

Still having trouble?

Continue

Fast-track

Enter the verification code from your authenticator app.

Enter your code *

648506

Verify

7 – Once the verification code has been verified, create a secure password and click on the “Create” button at the bottom of the screen.

8 – Download or open your preferred Authenticator app. In the Microsoft app, tap + to add an account then tap “work or school account” and select “Scan QR code”. The Registration Instructions page on the portal provides step-by-step guidance for this.

9 – Hold up your phone to scan the QR code on the screen. Once the app shows your new ID has been set up and is generating a six-digit code, click on “Continue”.

10 – Check your Authenticator app for the verification code. Enter the code and click on the “Verify” button

CONGRATULATIONS !!!
You now have access to the Fast-track portal. Further instructions will follow.

Portal Registration (for all Portal users): Part 3

Fast-track Kurt Angle

Fast-track Application Portal

Terms and Conditions of Use

1. Introduction

1.1 Scope of terms and conditions

These Terms and Conditions govern your use of the Fast-track application portal (the Portal). The Portal is hosted and operated by the Environmental Protection Authority (EPA), in accordance with and subject to the Fast-track Approvals Act 2024 (FTAA). Terms defined in the FTAA have the same meaning when used in these Terms and Conditions.

8.2 Limitation of liability

To the maximum extent permitted by law, the EPA shall not be liable for any claim, loss, demand or damages of any kind whatsoever (including for negligence, breach of contract or breach of statutory duty), whether direct, indirect, incidental, or consequential, including but not limited to loss of profits, business interruption, or loss of data, arising out of or in connection with your use of or inability to use the Portal.

8.3 Force majeure

The EPA shall in no event be liable for any loss or damage arising from your use of or inability to use the Portal if such failure or delay is caused by circumstances beyond its reasonable control, including but not limited to natural disasters, wars, pandemics, or technical failures.

9. Termination of access

9.1 EPA's right to terminate access

The EPA reserves the right to suspend or terminate your access to the Portal at any time, with or without notice, to ensure the security or integrity of the Portal or if you violate these Terms and Conditions. The EPA may also suspend access to or operation of the Portal for any other reason.

10. Amendments

10.1 Right to amend terms and conditions

The EPA reserves the right to amend these Terms and Conditions at any time. Any changes will be posted on the Portal, and you will be prompted to re-accept amended terms during a log-on process.

11. Governing law

11.1 Application of New Zealand law

These Terms and Conditions are governed by and construed in accordance with the laws of New Zealand.

11.2 Jurisdiction for disputes

Any disputes arising out of or in connection with these Terms and Conditions shall be subject to the exclusive jurisdiction of the New Zealand courts.

12. Severability

12.1 Partial invalidity

If any provision of these Terms and Conditions is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be severed from the remaining provisions, which shall continue in full force and effect.

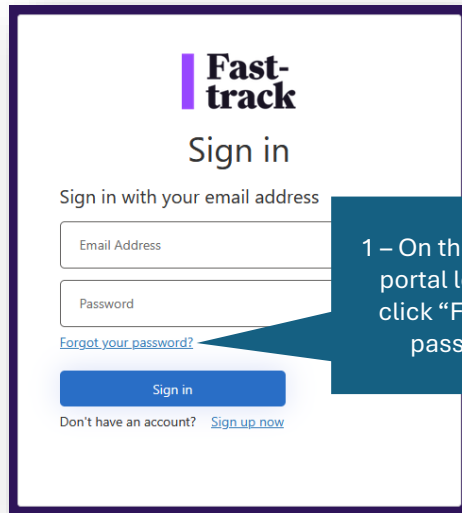
I agree to all the Terms and Conditions outlined above

Submit

Copyright © 2025. All rights reserved.

The Portal T&Cs need to be accepted before any further action in the portal.

Password Reset (for all Portal users)



Fast-track
Sign in

Sign in with your email address

Email Address

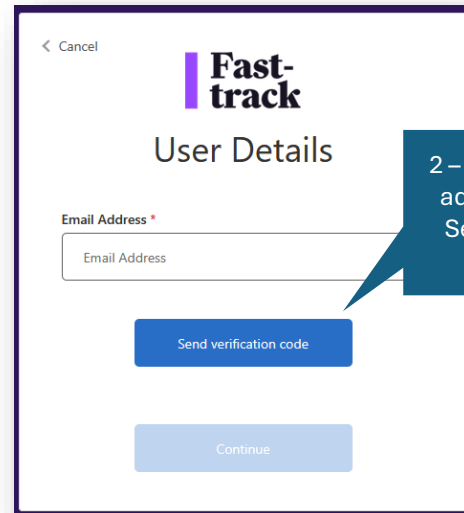
Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

1 – On the Fast-track portal login page, click “Forgot your password?”



Fast-track
User Details

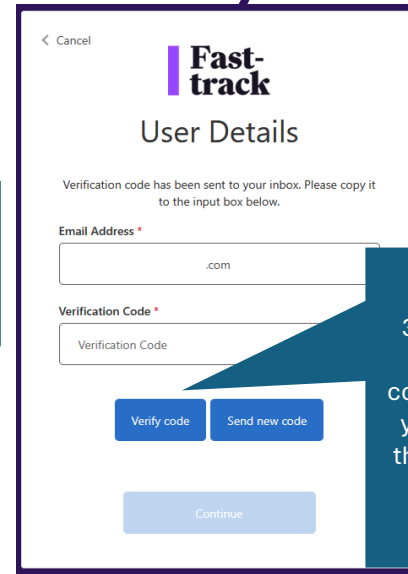
Email Address *

Email Address

Send verification code

Continue

2 – Enter your email address and click Send verification code



Fast-track
User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

.com

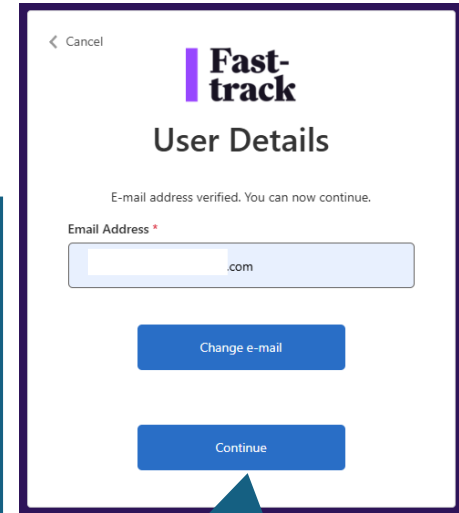
Verification Code *

Verification Code

Verify code Send new code

Continue

3 – An email with the Verification code will be sent to your email, enter the code and click Verify code



Fast-track
User Details

E-mail address verified. You can now continue.

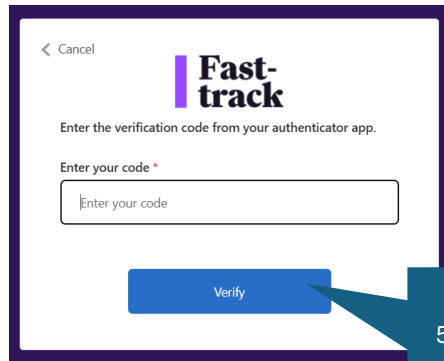
Email Address *

.com

Change e-mail

Continue

4 – Click Continue



Fast-track

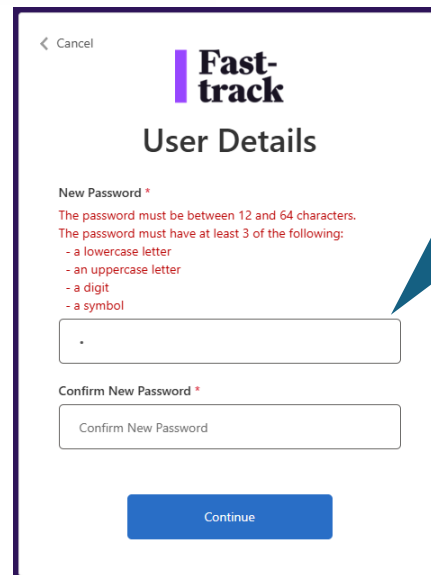
Enter the verification code from your authenticator app.

Enter your code *

Enter your code

Verify

5 – Please enter a code from your authenticator App



Fast-track
User Details

New Password *

The password must be between 12 and 64 characters.
The password must have at least 3 of the following:

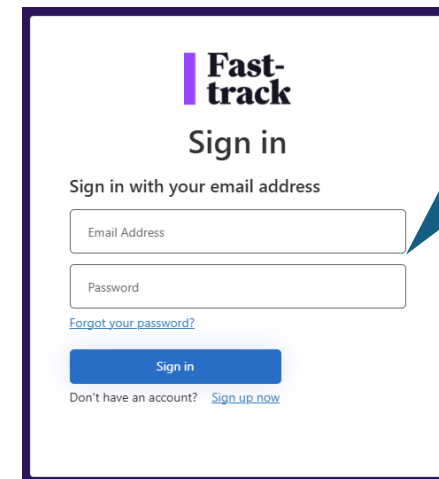
- a lowercase letter
- an uppercase letter
- a digit
- a symbol

Confirm New Password *

Confirm New Password

Continue

6 – Create a new password as per the rules defined and click continue



Fast-track
Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

7 – Login into the Portal using your email and new password

2: Creating a new Substantive Application

New Substantive Application – Option 1 (for Applicant Users only)

Fast-track Home Applications Request Annie Jung

Welcome to the Fast-track Portal

Please see the guidance below based on your role in the Fast-track process.

We're here to help every step of the way. If you need assistance, feel free to contact our support team at **0800 FASTRK (0800 327 875)** or info@fasttrack.govt.nz.

Please note: for your security, you will be automatically logged out of the system after 1 hour of inactivity, and any unsaved changes will be lost.

Applicants

This space has been designed so that you can securely lodge your Fast-track application, respond to and provide feedback on your application, access key correspondence from the Fast-track Team, and stay informed throughout the processing of your application.

The EPA is collecting your personal information for the purpose of an application under the Fast-track Approvals Act 2024 (the Act) and will use the information you provide in the Portal for this purpose. We are required to collect this information from you under the Act, and providing this information is mandatory. We will store your personal information securely and may share the information with administering agencies or consent authorities under the Act for the purposes of processing your application.

Please refer to the Privacy statement on the Fast-track website for information about your privacy rights and accessing or correcting your personal information. Visit this page: [Privacy statement](#) | [Fast-track website](#).

Publicly available information relating to applications from Listed projects (identified in Schedule 2 of the Act) and Referral projects can be found on the Fast-track website. Visit this page: [Projects](#) | [Fast-track website](#).

I want to...

[Create a new referral application](#) [Create a new a substantive application](#) [Review all my applications](#) [Check correspondence on my existing application](#)

1 – On the Home Page, Click the Create New Substantive button

2 – Complete all the required fields of information, then click “Save” to generate a Unique Reference Number for the project

Guidance for this page

This part collects key information about your project and the authorised person(s) for your project. If you have received a Notice of Decision for a Fast-track referral application, it is important that you enter the Unique Reference Number for that referral here.

Please provide details for all authorised persons.

- For a listed project, the project name should be the same as that identified in Schedule 2 of the Act and the authorised person(s) should be the person(s) specified for the project listed in Schedule 2.
- For a referred project, the authorised person(s) should be the person(s) specified by the Minister as the person(s) authorised to lodge the substantive application under section 27(2).
- For either a listed or referred project, if there is more than 1 authorised person, details should be provided for all authorised persons.

Please provide details of other project contacts where indicated, including agents and a finance contact (if not an authorised person). These details are important for efficient processing of your application.

Subsequent parts in this form refer to the 'applicant' or in some instances 'authorised person'. For the purposes of this form, this means the authorised person (and any agent) specified in this part.

Part 1: Authorised Person Details

Application Information - Substantive

Substantive Application Unique Reference Number

FTAA-2508-1105

3 – You can now exit the Application at any time and resume where you last left off.

New Substantive Application – Option 2 (for Applicant Users only)

Application Type

Referral
Substantive Approval

1 – Click New Substantive Application

Apply Filter

Search

New Referral Application New Substantive Application

Unique Ref. No ↓	Project Name	Applicant Organisation	Application Type	Status
FTAA-2508-1105	hjk		Substantive Approval	Draft
FTAA-2508-1104	AAnnieJungReferral	GOOGLE NEW ZEALAND LIMITED	Referral	Draft
FTAA-2508-1103	AnnieJungReferral	CAP GEMINI SOGETTI LIMITED	Referral	Draft

Please note: for your security, you will be automatically logged out of the system after 1 hour and any unsaved changes will be lost. When drafting an application please click save regularly to avoid being logged out.

3 – Complete all the required fields of information on the “Part 1: Authorised Person Details” tab, then click “Save” to generate a Unique Reference Number for the project and display all the other tabs of required information.

Fast-track

Home Applications Request John Smith

2 – Read the “Before you start – Substantive application” guidance notes on how to complete the application

Before you start - Substantive application Part 1: Authorised Person Details

Guidance for this page

This part collects key information about your project and the authorised person(s) for your project. If you have received a Notice of Decision for a Fast-track referral application, it is important that you enter the Unique Reference Number for that referral here.

Please provide details for all authorised persons.

- For a listed project, the project name should be the same as that identified in Schedule 2 of the Act and the authorised person(s) should be the person(s) specified for the project listed in Schedule 2.
- For a referred project, the authorised person(s) should be the person(s) specified by the Minister as the person(s) authorised to lodge the substantive application under section 27(2).
- For either a listed or referred project, if there is more than 1 authorised person, details should be provided for all authorised persons.

Please provide details of other project contacts where indicated, including agents and a finance contact (if not an authorised person). These details are important for efficient processing of your application.

Subsequent parts in this form refer to the 'applicant' or in some instances 'authorised person'. For the purposes of this form, this means the authorised person (and any agent) specified in this part.

Part 1: Authorised Person Details

Application Information - Substantive

Substantive Application Unique Ref No.

Project Name *

Is this substantive application for a: *

Referral Application Unique Reference Number

New Substantive Application - 3 (for Applicant Users only)

The screenshot shows the 'Fast-track' application interface. At the top, there is a dark purple navigation bar with the 'Fast-track' logo on the left and 'Home', 'Applications', 'Request', and 'John Smith' on the right. Below this is a breadcrumb trail: 'Before you start - Substantive application' followed by tabs for 'Part 1: Authorised Person Details', 'Part 2: General pre-lodgement requirements', 'Part 3: Type of approval(s) sought', 'Checklists', 'Part 4: Requirements for substantive application', 'Project Area', 'Documents', 'Part 5: Personal or otherwise sensitive information', and 'Part 6: Signature'. A 'Save' button is located in the top right corner of the content area. The main content area is titled 'Part 5: Personal or otherwise sensitive information' and contains three checklist items, each with an unchecked checkbox. At the bottom of the content area, there are two buttons: 'Save' and 'Back to top'. Three callout boxes provide instructions: 1. '1 - Navigate to any tab on the Application by clicking on the Tab name' (pointing to the 'Part 5' tab). 2. '2 - Click the "Save" button to Save your changes' (pointing to the 'Save' button in the top right). 3. '3 - Click the "Back to top" button to jump to the top of the screen' (pointing to the 'Back to top' button).

1 – Navigate to any tab on the Application by clicking on the Tab name

2 – Click the “Save” button to Save your changes

3 – Click the “Back to top” button to jump to the top of the screen

New Substantive Application - 4 (for Applicant Users only)

Fast-track Home Applications Request John Smith

Before you start - Substantive application Part 1: Authorised Person Details Part 2: General pre-lodgement requirements **Save**

Part 3: Type of approval(s) sought Checklists Part 4: Requirements for substantive application **Project Area** Documents

Part 5: Personal or otherwise sensitive information Part 6: Signature

Guidance for this page

Use this page to enter project site information for your application. This information is required, in addition to the location information requirements of the Act, to assist us in processing your application.

Please provide a map with the project area clearly indicated, along with a general description of the project area.

Project Area

1 – Click “Create Project Area” to create a new location record (Multiple locations can be created if required)

Create Project Area

Project Area Name ↑	Type	Latitude	Longitude	Description	Legal Description	Titles
There are no records to display.						

Save **Back to top**

1 General 2 Addresses 3 Documents

Project Area Name *

Type

Latitude

Longitude

Map Coordinates

Description

Legal Description

Titles

Next

2 - Complete all the required fields before clicking “Next”

1 General 2 Addresses 3 Documents

Addresses

Create Addresses

Street 1	Street 2	Street 3	City	Postal Code	Country
There are no records to display.					

Previous **Next**

3 – Click “Create Address” to create an Address record (Multiple Addresses can be created if required)

New Substantive Application - 5 (for Applicant Users only)

Create

Search Address

Addresses

- 100 Airport Avenue, Invercargill Airport, Invercargill 9810
- 106 Airport Avenue, Invercargill Airport, Invercargill 9810
- 3 Airport Access Road, Milson, Palmerston North 4414
- 69 Airport Avenue, Invercargill Airport, Invercargill 9810
- 77 Airport Avenue, Invercargill Airport, Invercargill 9810
- 82 Airport Avenue, Invercargill Airport, Invercargill 9810
- 84 Airport Avenue, Invercargill Airport, Invercargill 9810
- 96 Airport Avenue, Invercargill Airport, Invercargill 9810

Street 1 *

Street 2

Street 3

City

Postal Code

Country

Submit

1 – Use NZ Post to search for an Address linked to the location or add the details manually, then click “Submit”

Fast-track Home Applications Request John Smith

Before you start - Substantive application Part 1: Authorised Person Details Part 2: General pre-lodgement requirements Part 3: Type of approval(s) sought Checklists Part 4: Requirements for substantive application Project Area Documents Part 5: Personal or otherwise sensitive information Part 6: Signature Save

Guidance for this page

Use this page to enter project site information for your application. This information is required, in addition to the location information requirements of the Act, to assist us in processing your application.

Please provide a map with the project area clearly indicated, along with a general description of the project area.

Project Area

Create Project Area

Project Area Name ↑	Type	Latitude	Longitude	Description	Legal Description	Titles
Auckland Harbour Bridge	Land			Auckland Harbour Bridge	Auckland Harbour Bridge	Auckland Council

Save Back to top Edit

1 General ✓ 2 Addresses ✓ 3 Documents

Project Area Documents

2 – Click “Add files” to upload all location related attachments, then click “Submit”

Add files

Name ↑	Modified	
Bubbles brochure.docx (2662 KB)	17/9/2025 10:52 PM	▼
Coffee Soda.jpg (427 KB)	17/9/2025 10:52 PM	▼
College newsletter.docx (4302 KB)	17/9/2025 10:52 PM	▼

Previous Save project area

3 – Click “Save Project Area” to save all the Project area details

4 – Your Location record has been successfully created, you can edit by clicking the “Edit Location” button

New Substantive Application - 6 (for Applicant Users only)

Part 3: Type of approval(s) sought Checklists Part 4: Requirements for substantive application Project Area Documents

Part 5: Personal or otherwise sensitive information Part 6: Signature

Guidance for this page

This is where you upload all files, consultation documents, and technical reports contained in your application, including any supporting information referred to in the checklists (clearly labelled to ensure documents can be easily identified with the specific Act or Approval they relate to). Please provide separate files, rather than one collated file.

Before uploading your documents, ensure that your files are in the correct **format** (we support all popular formats, such as .pdf, .docx and .xlsx) and **size** (no more than 50MB each). Please note that you cannot upload more than 50MB of files at one time.

Please also provide redacted versions of your application documents that omit all personal or otherwise confidential or commercially sensitive information. We will publish your application documents on the Fast-track website, including any redactions requested by you or required by us under the Fast-track Approvals Act 2024 and Privacy Act 2020.

Documents

This section provides all documents submitted as part of the application. Each page displays a maximum of 50 files. If there are more than 50 files, you can view them by scrolling to the bottom of the page and clicking on the right arrow.

To download and view any file, click on the file link. To download all files, click on the Download all button. This downloads all files to your browser's default download location. You will be asked to confirm that you want to download the total number of files. Please ensure that your browser's default download location is enabled.

Download All Add files

Name ↑ Modified

2 – Click “Download All” to download all attachments as a .zip file

1 – Click “Add files” to upload all project relevant attachments



Add files

Choose files Choose Files 7 files

Overwrite existing files

Add files Cancel

3 – The maximum size for a single attachment is 50Mb. Please ensure your attachments are less than 50Mb.

Frosty design.pptx (96 KB)	5.minutes.ago	
Pinstripes business cards.docx (338 KB)	5.minutes.ago	

4 – Files can be deleted before final submission of the Application

New Substantive Application - 7 (for Applicant Users only)

Related Checklists

In Part 3: Type of approval(s) sought, you have indicated that you should complete the checklists shown below as required. Checklist for approvals you have indicated as not required are shown as n/a.

Once all fields for a checklist have been entered and saved, the checklist will show as completed.

CHECKLIST A – Resource consent, change to or cancellation of a resource consent	Required
CHECKLIST A1 – Subdivision or reclamation resource consent	Required
CHECKLIST A2 – Application including standard freshwater fisheries activity checklist	Required
CHECKLIST B – Certificate of compliance	N/A
CHECKLIST C – Designation or alteration of existing designation	N/A
CHECKLIST D1 – Concession	N/A
CHECKLIST D2 – Amendment or revocation of conservation covenant	N/A
CHECKLIST D3 – Land exchange	Required
CHECKLIST E – Wildlife approval	N/A
CHECKLIST F – Archaeological authority	N/A
CHECKLIST G – Complex freshwater fisheries approval	N/A
CHECKLIST H – Marine consent	N/A
CHECKLIST I – Access arrangements	N/A
CHECKLIST I1 – Mineral mining permit	N/A
CHECKLIST I2 – Petroleum mining permit	N/A
CHECKLIST J – Listed project information requirements	Required

1 – All Checklists required to be completed for the Application are indicated in red as “Required”

CHECKLIST D3 – Land exchange

Checklist D3 must be completed if you are applying for an approval under section 42(4)(f) in clause 27 of Schedule 6.

The substantive application must comply with these requirements. The checklist is designed to ensure that the application does not comply with all requirements, then the EPA must return it to the person who submitted it.

Clause, Schedule 6 **Information required for an approval described in section 42(4)(f) (land exchange) in clause 27 of Schedule 6**

27(a) Please provide a copy of the report provided to the authorised person under section 35. *

See attachment document ABC.docx page 45 Section 7

2 – All fields for a Required Checklist need to be completed

Related Checklists

In Part 3: Type of approval(s) sought, you have indicated that you should complete the checklists shown below as required. Checklist for approvals you have indicated as not required are shown as n/a.

Once all fields for a checklist have been entered and saved, the checklist will show as completed.

CHECKLIST A – Resource consent, change to or cancellation of a resource consent	Completed
CHECKLIST A1 – Subdivision or reclamation resource consent	Completed
CHECKLIST A2 – Application including standard freshwater fisheries activity checklist	Completed
CHECKLIST B – Certificate of compliance	N/A
CHECKLIST C – Designation or alteration of existing designation	N/A
CHECKLIST D1 – Concession	N/A
CHECKLIST D2 – Amendment or revocation of conservation covenant	N/A
CHECKLIST D3 – Land exchange	N/A
CHECKLIST E – Wildlife approval	N/A
CHECKLIST F – Archaeological authority	N/A
CHECKLIST G – Complex freshwater fisheries approval	N/A
CHECKLIST H – Marine consent	N/A
CHECKLIST I – Access arrangements	N/A
CHECKLIST I1 – Mineral mining permit	N/A
CHECKLIST I2 – Petroleum mining permit	N/A
CHECKLIST J – Listed project information requirements	Completed

3 – When a Checklist section has been completed, the Checklist status will indicate as green “Completed”

4 – Files can be deleted before final submission of the Application

New Substantive Application - 8 (for Applicant Users only)

Guidance for this page

This part is where you acknowledge the accuracy and completeness of your application, as well as the costs associated with your application, and confirm that you are authorised to make this application.

Once you have completed this page, do not press the Submit button until you are sure that all the required information has been entered correctly. Once your application is submitted, you cannot edit the application information.

Once your application is submitted, you will receive a confirmation email indicating that your application has been successfully received. If you do not receive this email, or if you believe that information may have been omitted from your application in error, please contact the Fast-track team immediately.

Your application will be regarded as lodged once the EPA has received all necessary fees and levies associated with the application.

Part 6: Signature

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct, and that I am authorised to make this application. *

I understand that the EPA can recover actual and reasonable costs incurred in relation to this application. *

I understand all fees, charges or levies payable under the Fast-track Approvals (Cost Recovery) Regulations 2025 must be paid for this application to be regarded as lodged (section 43(1)(j)). *

Guidance note: Once you submit your application through the portal, the EPA Finance Team will issue an invoice for both the levy and the application fee. This invoice will be emailed directly to the finance contact you listed in Part 1 of your application.

I agree to sign this application electronically and that my electronic signature will be deemed to be provided in accordance with the Contract and Commercial Law Act 2017. I accept this electronic signature as valid and binding. *

Print Full Name *

Electronic Signature *

Signature of Authorised Person (or person authorised to make application).

Date *

Fast-track Home Applications Request Dipesh Cag Gemini

Before you start - Substantive application Part 1: Authorised Person Details Part 2: General pre-lodgement requirements ⚠️

Part 3: Type of approval(s) sought ⚠️ Checklists ⚠️ Part 4: Requirements for substantive application ⚠️ Project Area

Part 5: Personal or otherwise sensitive information ⚠️ Part 6: Signature ⚠️

The form could not be submitted for the following reasons:

- ⚠️ I agree to sign this application electronically and that my electronic signature will be deemed to be provided in accordance with the Contract and Commercial Law Act 2017. I accept this electronic signature as valid and binding. is a required field.
- ⚠️ Electronic Signature is a required field.
- ⚠️ Print Full Name is a required field.

All incomplete areas of the Application are marked with a yellow exclamation

All incomplete fields on the Application are listed in red. Click on the name to jump to the specific area of the application

When the Confirmations & Acknowledgement are ticked, you are ready for the final submission. An email will be sent after submission confirming the details of the Application.