

# Fast-track Application Portal

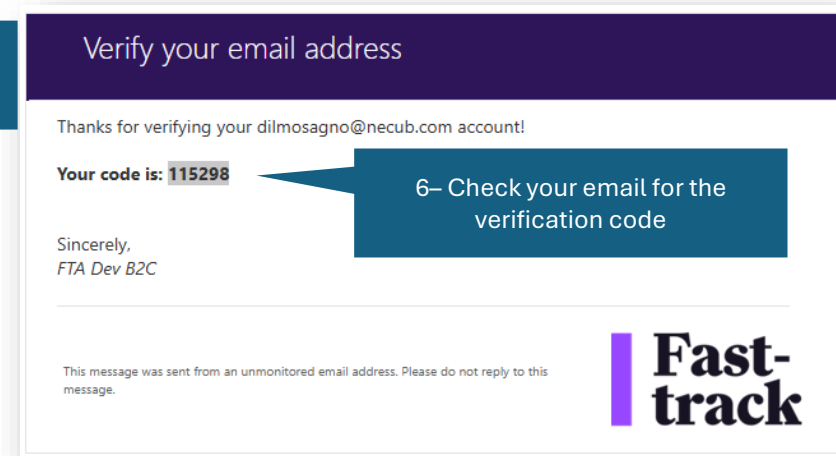
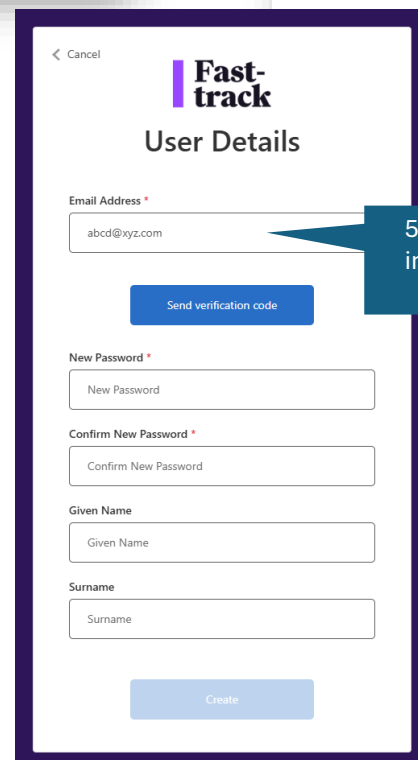
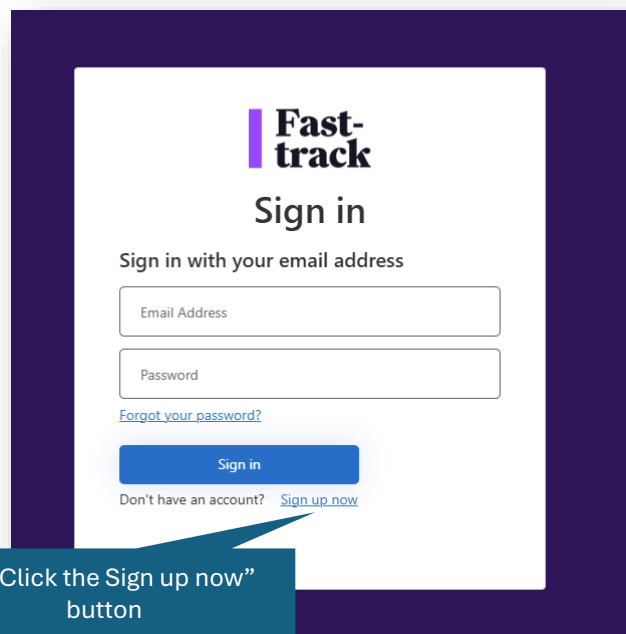
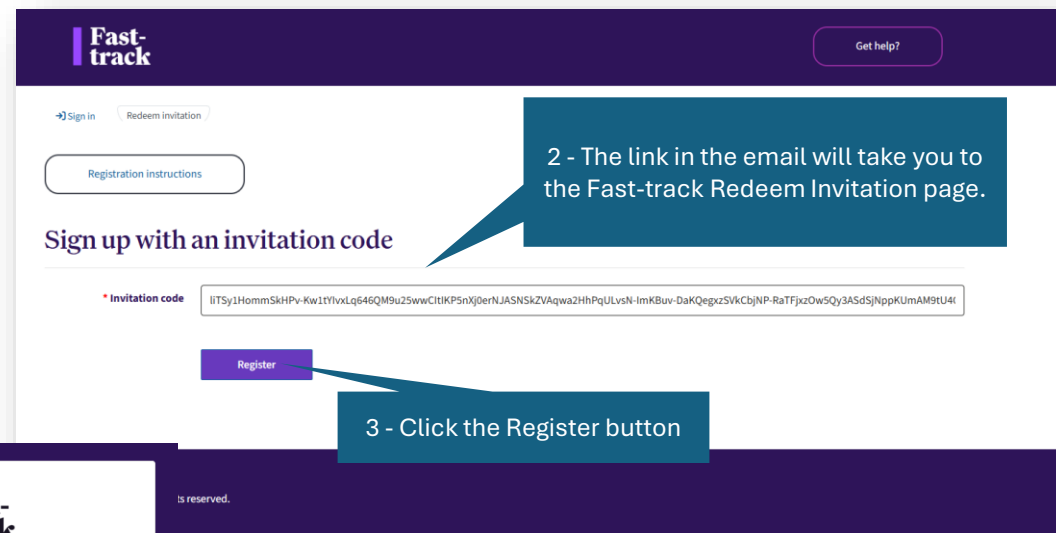
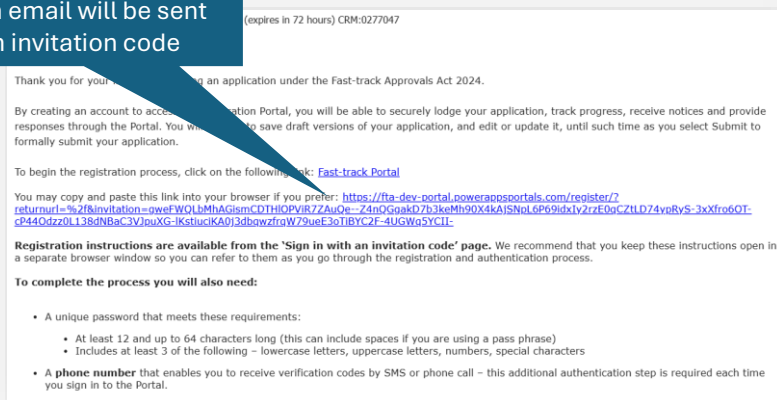
# Appendix: Application Portal

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

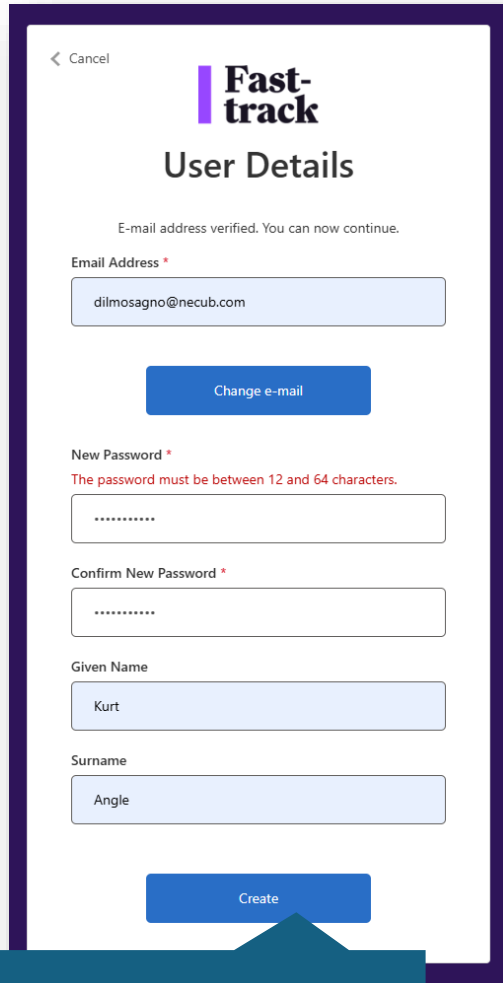
# 1: Portal Registration & Password Reset

# Portal Registration (for all Portal users): Part 1

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



# Portal Registration (for all Portal users): Part 2



Fast-track

## User Details

E-mail address verified. You can now continue.

Email Address \*

dilmosagno@necub.com

Change e-mail

New Password \*

The password must be between 12 and 64 characters.

Confirm New Password \*

Given Name

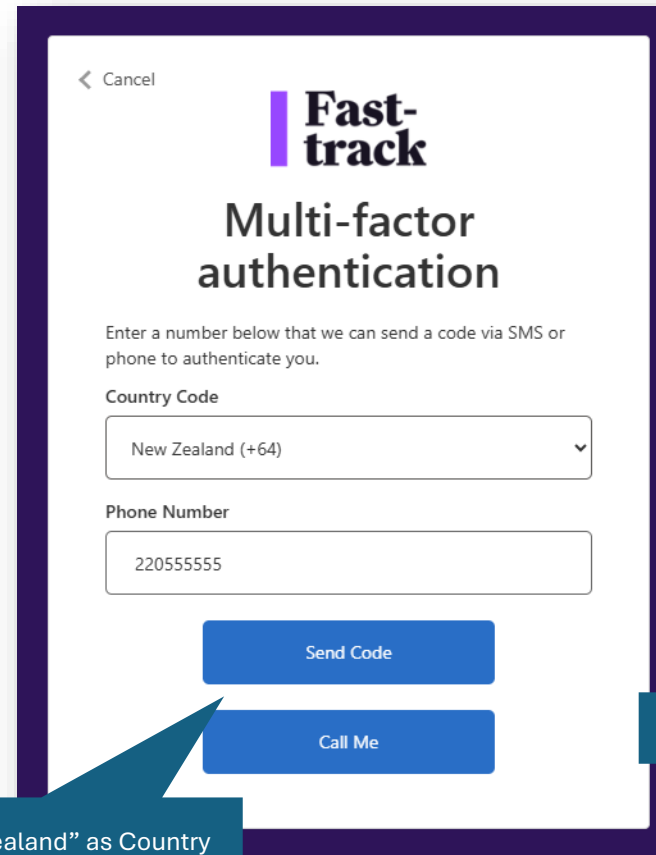
Kurt

Surname

Angle

Create

1 – Once the verification code has been verified, create a secure password and click the “Create” button



Fast-track

## Multi-factor authentication

Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

New Zealand (+64)

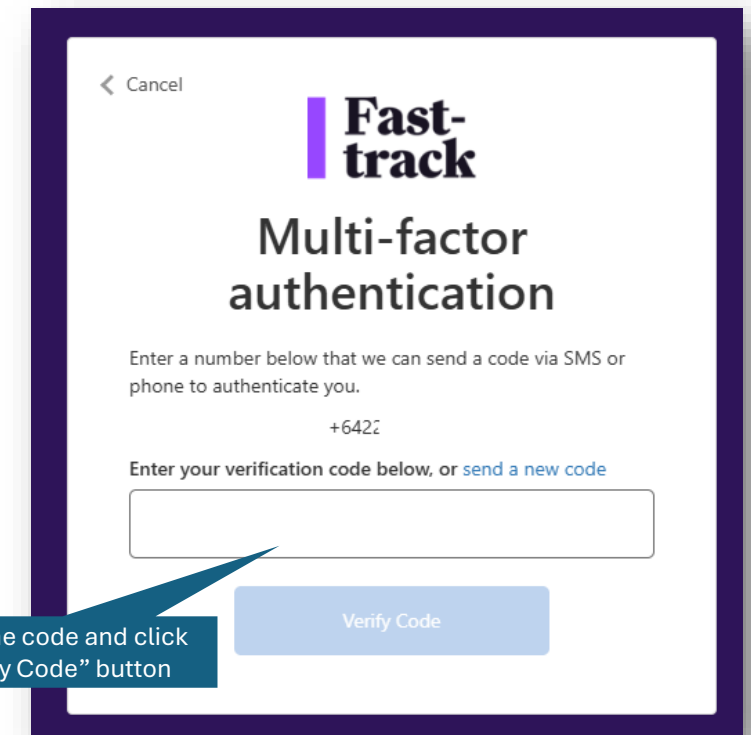
Phone Number

220555555

Send Code

Call Me

2 – Select “New Zealand” as Country Code, then enter your mobile number and click “Send Code” or “Call Me” to receive your code



Fast-track

## Multi-factor authentication

Enter a number below that we can send a code via SMS or phone to authenticate you.

+642

Enter your verification code below, or [send a new code](#)

Verify Code


3 – Enter the code and click the “Verify Code” button

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



Te Kawanatanga o Aotearoa  
New Zealand Government

# 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.

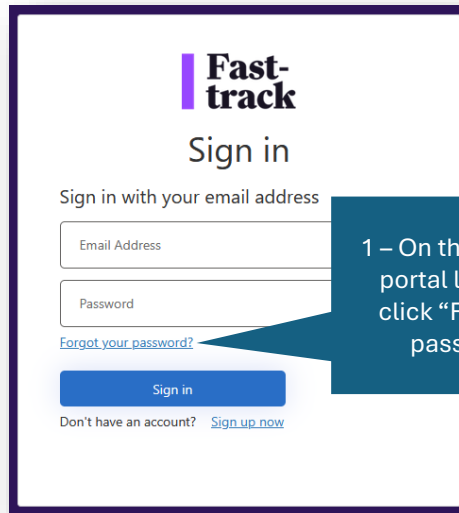
☒ I agree to all the Terms and Conditions outlined above

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

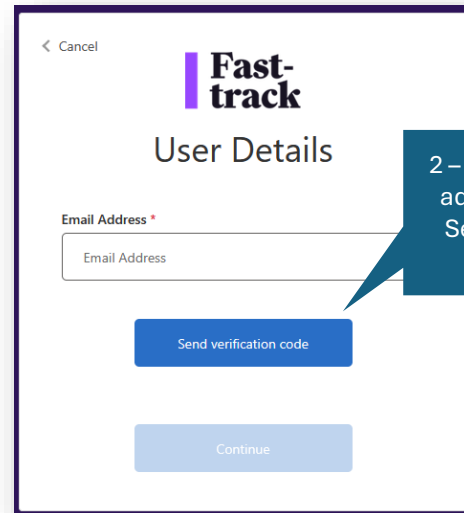
Password

[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

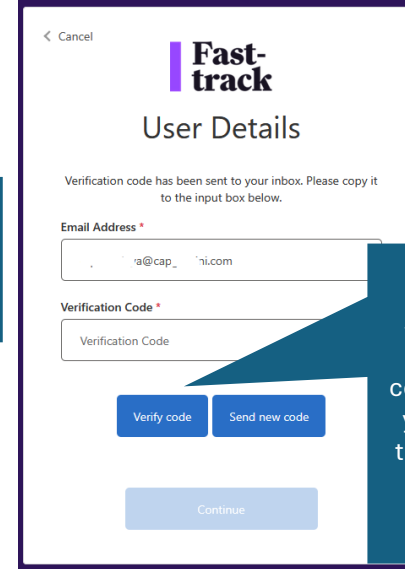
Email Address \*

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 \*

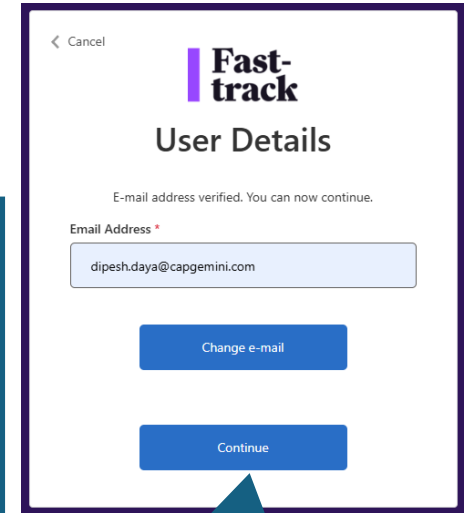
Verification Code \*

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

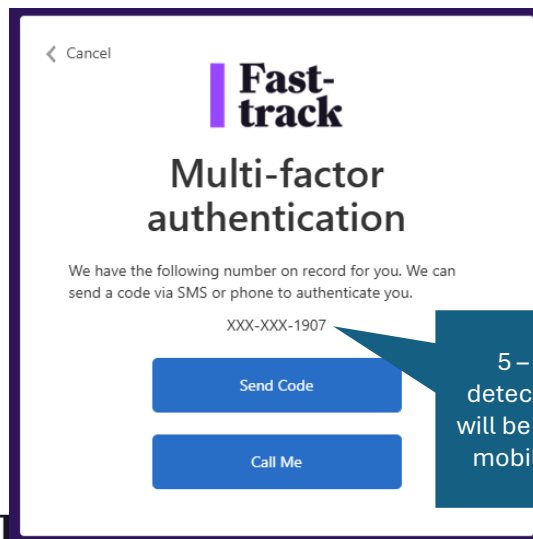
E-mail address verified. You can now continue.

Email Address \*

Change e-mail

Continue

4 – Click Continue



Fast-track  
Multi-factor authentication

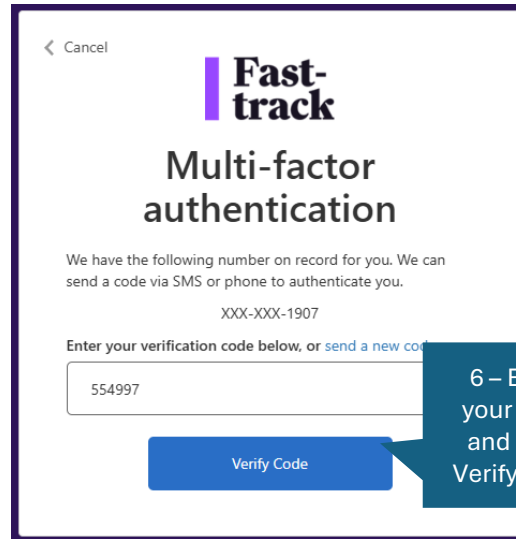
We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

XXX-XXX-1907

Send Code

Call Me

5 – If MFA is detected, a code will be sent to your mobile number.



Fast-track  
Multi-factor authentication

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

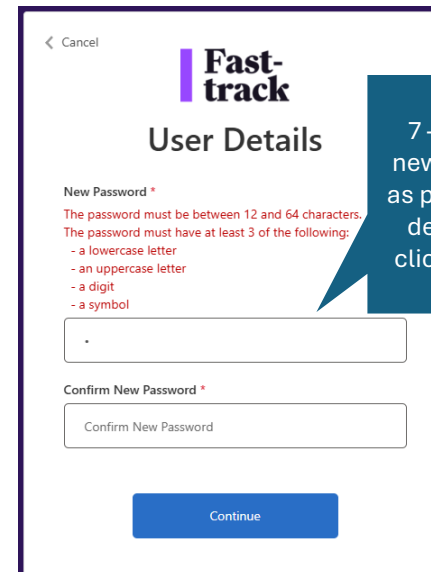
XXX-XXX-1907

Enter your verification code below, or send a new code

554997

Verify Code

6 – Enter your code and click Verify Code



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:

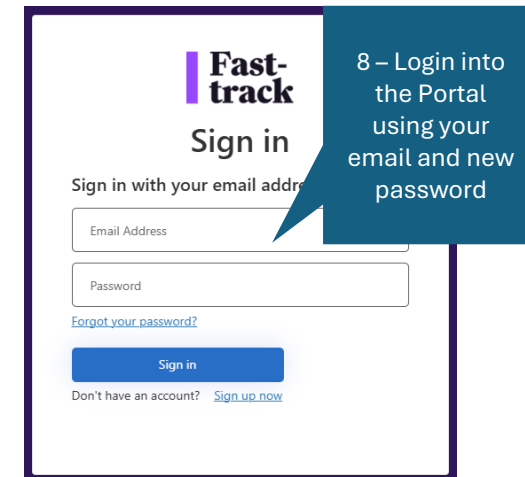
- a lowercase letter
- an uppercase letter
- a digit
- a symbol

Confirm New Password \*

Confirm New Password

Continue

7 – 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](#)

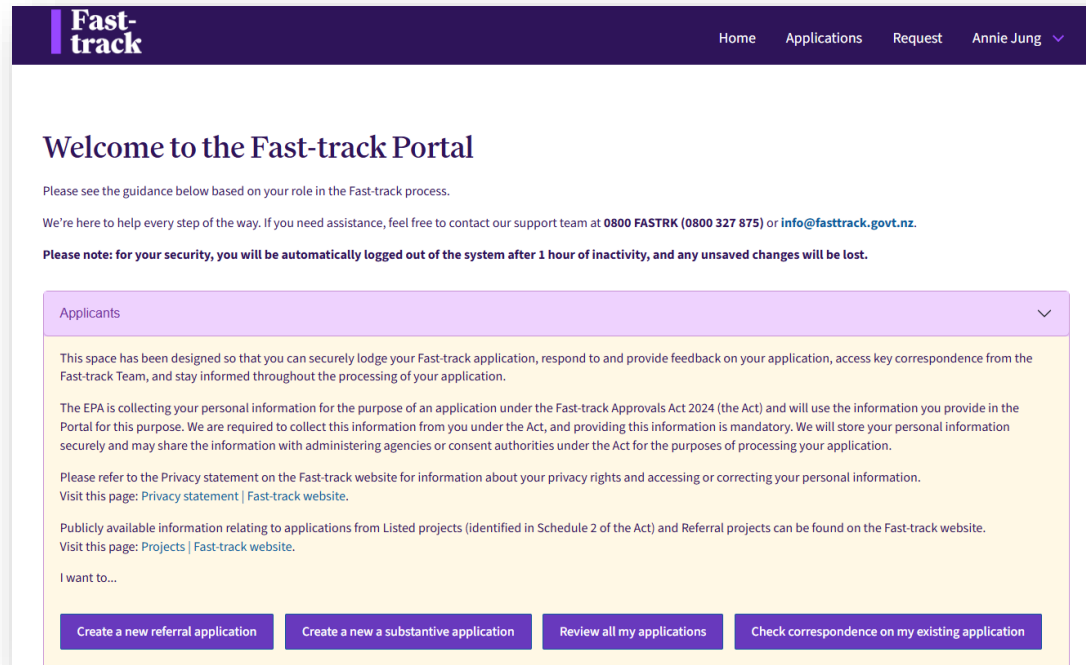
8 – Login into the Portal using your email and new password

# 2: Creating a New Substantive Application



# Submitting a New Substantive Application

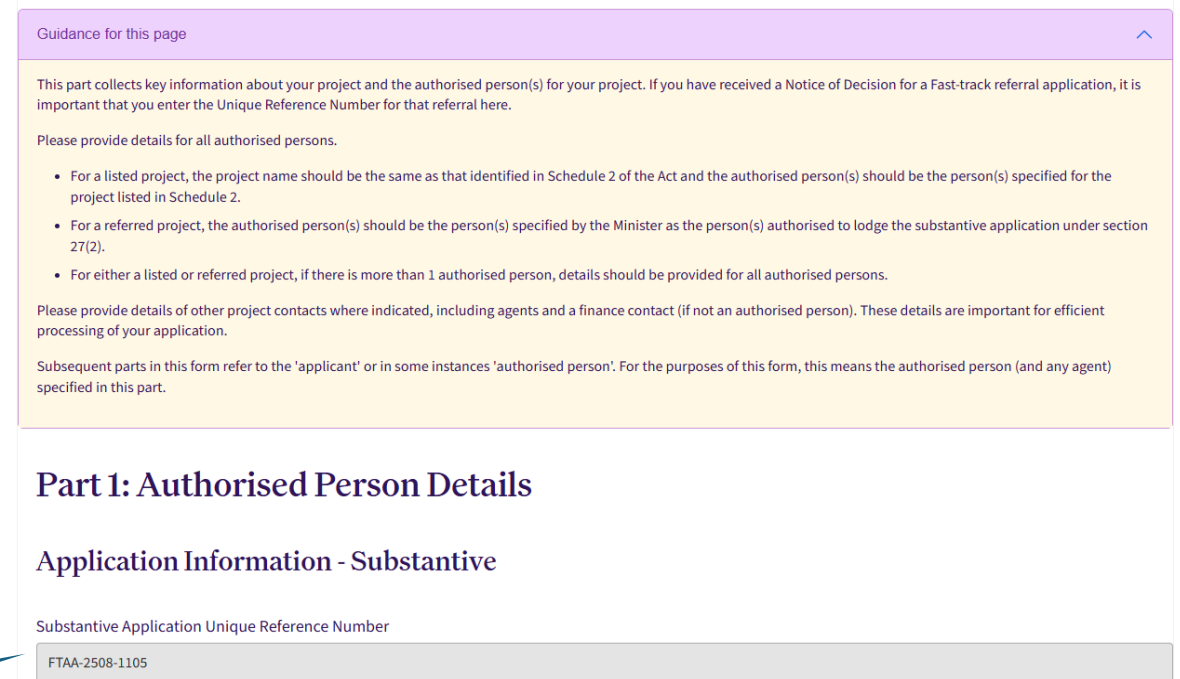
## Option 1 (for Applicant Users only)



The screenshot shows the Fast-track Portal Home page. At the top is a dark purple header with the 'Fast-track' logo on the left and navigation links 'Home', 'Applications', 'Request', and 'Annie Jung' with a dropdown arrow on the right. Below the header, the main content area has a heading 'Welcome to the Fast-track Portal' followed by a paragraph of guidance. A 'Please note' message is displayed. A purple box labeled 'Applicants' contains detailed information about the application process, privacy, and public information. At the bottom of this box are four buttons: 'Create a new referral application', 'Create a new substantive application', 'Review all my applications', and '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



The screenshot shows the 'Part 1: Authorised Person Details' form. It has a purple header with 'Guidance for this page' and an upward arrow. The main content area is yellow and contains guidance text, a list of bullet points for authorised persons, and instructions for providing contact details. Below the guidance is the form title 'Part 1: Authorised Person Details' and the section 'Application Information - Substantive'. A label 'Substantive Application Unique Reference Number' is followed by a text input field containing the value 'FTAA-2508-1105'.

3 – You can now exit the Application at any time and resume where you last left off. Please save your work before doing so.

# Submitting a 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
<a href="#">FTAA-2508-1105</a>	hjk		Substantive Approval	Draft
<a href="#">FTAA-2508-1104</a>	AAnnieJungReferral	GOOGLE NEW ZEALAND LIMITED	Referral	Draft
<a href="#">FTAA-2508-1103</a>	AnnieJungReferral	CAP GEMINI SOGETTI LIMITED	Referral	Draft

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.

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

Fast-track

Home Applications Request John Smith

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: \*

Select

Referral Application Unique Reference Number

# Navigation

The screenshot shows the Fast-track application interface. At the top is a dark purple header with the 'Fast-track' logo on the left and navigation links 'Home', 'Applications', 'Request', and 'John Smith' with a dropdown arrow on the right. Below the header is a horizontal tab bar with several tabs: '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' (which is highlighted with a light blue border), and 'Part 6: Signature'. A 'Save' button is located to the right of the tabs. The main content area is titled 'Part 5: Personal or otherwise sensitive information' and contains three checklist items, each with an unchecked checkbox and an asterisk indicating a required field. At the bottom of the form are two buttons: 'Save' and 'Back to top'. Three callout boxes provide instructions: Box 1 points to the 'Part 5' tab; Box 2 points to the 'Save' button; Box 3 points 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

**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

## Part 5: Personal or otherwise sensitive information

- ☐ Please confirm you have checked all the application documents for personal information such as personal contact details for you (the applicant) and any other individual, including persons identified as owners or occupiers of land or affected persons. \*
- ☐ I have checked all the application documents for commercially sensitive or otherwise confidential information, which may be withheld from public release under the Act or under the Official Information Act 1982. \*
- ☐ I have provided a redacted version of the application (clearly labelled) that does not disclose personal or otherwise confidential or commercially sensitive information which may be withheld under the Act or under the Official Information Act 1982, for publication on the fast-track website. \*

Save Back to top

# Project Area

Fast-track

HomeApplicationsRequestJohn 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

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)

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

Save

Back to top

1 General2 Addresses3 Documents

Project Area Name \*

Type

Latitude

Longitude

Map Coordinates

Description

Legal Description

Titles

Next

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

1 General2 Addresses3 Documents

Addresses

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)

# Project Area - 2

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

95 Airport Avenue, Invercargill Airport, Invercargill 9810

Street 1 \*

Street 2

Street 3

City

Postal Code

Country

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

Edit

Save Back to top

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 – To view your Project Area record, you can click the white arrow, then click 'Edit' which will take you to the record to edit

# Documents

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 you have enough space 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	<div><div></div><div>Delete</div></div>
Pinstripes business cards.docx (338 KB)	5.minutes.ago	

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

# Checklists

## 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	N/A
CHECKLIST A1 – Subdivision or reclamation resource consent	N/A
CHECKLIST A2 – Application including standard freshwater fisheries activity checklist	N/A
CHECKLIST B – Certificate of compliance	Required
CHECKLIST C – Designation or alteration of existing designation	N/A
CHECKLIST D1 – Concession	N/A
CHECKLIST D2 – Amendment or revocation of conservation covenant	Required
CHECKLIST D3 – Land exchange	Required
CHECKLIST E – Wildlife approval	N/A
CHECKLIST F – Archaeological authority	N/A
CHECKLIST F1 – 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	N/A

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

## 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	N/A
CHECKLIST A1 – Subdivision or reclamation resource consent	N/A
CHECKLIST A2 – Application including standard freshwater fisheries activity checklist	N/A
CHECKLIST B – Certificate of compliance	Completed
CHECKLIST C – Designation or alteration of existing designation	N/A
CHECKLIST D1 – Concession	N/A
CHECKLIST D2 – Amendment or revocation of conservation covenant	Completed
CHECKLIST D3 – Land exchange	Completed
CHECKLIST E – Wildlife approval	N/A
CHECKLIST F – Archaeological authority	N/A
CHECKLIST F1 – Archaeological authority: Approval for person to carry out activity	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”

## CHECKLIST D3 – Land exchange

Checklist D3 must be completed if you are applying for an approval under section 42(4)(f) of the Resource Management Act 1991, as in clause 27 of Schedule 6.

The substantive application must comply with these requirements. The checklist is designed to ensure that the application meets the requirements. If an 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) 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

# Signature

## 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 enclose proof of payment for the following fees, charges and levies payable in respect of this application under the Fast-track Approvals (Cost Recovery) Regulations 2025 (all excluding GST):

☐ Application fee for a substantive application in the sum of \$250,000;

☐ Levy for a substantive application in the sum of \$140,000;

☐ Application fee for a referral application in the sum of \$12,000;

☐ Levy for a referral application in the sum of \$6,700;

☐ Application fee for a land exchange application in the sum of \$36,000; and

☐ Levy for a land exchange application in the sum of \$13,400.

☐ 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

17/9/2025

Sign and Submit Application

Back to top

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.

Fast-track

Home

Applications

Request

Dipesh Capgemini

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

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

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



Te Kāwanatanga o Aotearoa  
New Zealand Government