

# Fast-track Application Portal

# Applicant, Administering Agency, Local Authority, Minister and Other Portal Users

# Viewing an Application (not Other Portal Users)

**Fast-track** Home Applications Request

## 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](mailto: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 substantive application](#) [Review all my applications](#) [Check correspondence on my existing application](#)

On any page, Click Applications to view all Applications I am associated to.

On the Home page, Click View Applications to view all Applications I am associated to.

Click on the Application Number to view the details of an individual Application record

Unique Ref. No ↓	Project Name	Applicant Organisation	Application Type	Status
<a href="#">FTAA-2506-1046</a>	Phase 2 Substantive Application V1	TEST INFO DATA LIMITED	Substantive Approval	Submitted
<a href="#">FTAA-2506-1045</a>	New Referral Phase 2 Application	TESTING OVERSEAS	Referral	Submitted

# Application Navigation

The screenshot shows the Fast-track application interface. At the top, there is a dark purple header with the 'Fast-track' logo on the left and navigation links for 'Home', 'Applications', and 'Request' on the right. Below the header is a horizontal menu with several tabs: 'Part 1: Authorised Person Details' (which is highlighted), 'Activities', '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'. Below the menu is a purple bar with the text 'Guidance for this page' and an upward-pointing arrow. The main content area is titled 'Part 1: Authorised Person Details' and 'Application Information - Substantive'. It contains several input fields: 'Substantive Application Unique Reference Number' with the value 'FTAA-2509-1307', 'Project Name \*' with the value 'Sheep Thrills, The Trans-Alpine Woolway', 'Is this substantive application for a:' with the value 'Listed project', and 'Referral Application Unique Reference Number' which is currently empty.

To navigate through an application, click on each tab to see application information

# How to View Project Area

The screenshot shows the Fast-track application interface. At the top, there is a navigation bar with 'Home', 'Applications', and 'Request'. Below this, there are several tabs for different parts of the application: 'Part 1: Authorised Person Details', 'Activities', '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'. The 'Project Area' tab is highlighted. Below the tabs, there is a 'Guidance for this page' section. The main content area is titled 'Project Area' and contains a table with the following data:

Project Area Name ↑	Type	Latitude	Longitude	Description	Legal Description	Titles
<a href="#">The Woolway</a>	Land			Path of the proposed Woolway from East to West Coast through the Southern Alps	Section Babara-TA8037-022	TA8037-022

Two callout boxes provide instructions: '1 - On any page, go to Project Area' points to the 'Project Area' tab, and '2 - Click on the down arrow to view project area details' points to the down arrow in the table row.

This screenshot shows the 'Project Area' details form. It has a breadcrumb trail: '1 General', '2 Documents', '3 Addresses'. The form fields include: 'Project Area Name' (The Woolway), 'Type' (Land), 'Latitude', 'Longitude', 'Map Coordinates', 'Description' (Path of the proposed Woolway from East to West Coast through the Southern Alps), 'Legal Description' (Section Babara-TA8037-022), and 'Titles' (TA8037-022). A 'Next' button is visible at the bottom.

3 - From there you can view information, documents and addresses associated with the project area

This screenshot shows the 'Project Area Documents' page. It has a breadcrumb trail: '1 General', '2 Documents', '3 Addresses'. The page title is 'Project Area Documents'. It contains a table with the following data:

Name ↑	Modified
<a href="#">13.7_Arvida Civils.pdf (61424 KB)</a>	15/9/2025 2:25 PM

'Previous' and 'Next' buttons are at the bottom.

This screenshot shows the 'Addresses' page. It has a breadcrumb trail: '1 General', '2 Documents', '3 Addresses'. The page title is 'Addresses'. It contains a table with the following data:

Street 1 ↑	Street 2	Street 3	City	Postal Code	Country
<a href="#">1 Bobs Way</a>	Dairy Flat 0792		Dairy Flat	0792	New Zealand

'Previous' and 'Close' buttons are at the bottom.

# To Download Documents

**Fast-track** Home Applications Request

Part 1: Authorised Person Details Activities 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

## Documents

This section provides all documents submitted as part of the application. Each page displays a maximum of 50 files. If there are more files, you will be able to 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 individually, 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 pop-ups enabled.

[Download All](#)

Name ↓	Modified
<a href="#">Application Document - Copy (9).pdf (11197 KB)</a>	30/9/2025 12:12 PM
<a href="#">Application Document - Copy (8).pdf (11197 KB)</a>	30/9/2025 12:12 PM
<a href="#">Application Document - Copy (7).pdf (11197 KB)</a>	30/9/2025 12:12 PM
<a href="#">Application Document - Copy (6).pdf (11197 KB)</a>	30/9/2025 12:12 PM
<a href="#">Application Document - Copy (5).pdf (11197 KB)</a>	30/9/2025 12:12 PM
<a href="#">Application Document - Copy (4).pdf (11197 KB)</a>	30/9/2025 12:12 PM
<a href="#">Application Document - Copy (12).pdf (11197 KB)</a>	30/9/2025 12:12 PM
<a href="#">Application Document - Copy (11).pdf (11197 KB)</a>	30/9/2025 12:12 PM
<a href="#">Application Document - Copy (10).pdf (11197 KB)</a>	30/9/2025 12:12 PM

You can download all documents at once by clicking the download all button

# Viewing My Application Specific Requests

From within an application, click on the Activities tab.

Click on the request number to view the details of an individual request.

The screenshot displays the 'Fast-track' web application interface. At the top, there is a navigation bar with the 'Fast-track' logo and links for 'Home', 'Applications', and 'Request'. Below this, a series of tabs represent different stages of an application: 'Part 1: Authorised Person Details', 'Activities', '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'. The 'Activities' tab is currently selected.

The main content area is divided into two sections: 'Request' and 'Feedback'. The 'Request' section contains a table with the following data:

Request Number ↓	Title / Subject	Application	Due Date	Created On
<a href="#">REQ001153X9M8</a>	Request to agency	Sheep Thrills, The Trans-Alpine Woolway	24/9/2025	19/9/2025 12:41 PM

The 'Feedback' section contains a table with the following data:

Feedback ID ↓	Title	Regarding	Application	Portal Status	Created By (Contact)	Created On
<a href="#">FDB001139V9X3</a>	Testing feedback locking	Request to agency	Sheep Thrills, The Trans-Alpine Woolway	Submitted	Abi Robi	22/9/2025 4:16 PM
<a href="#">FDB001138V7X7</a>	Feedback on completeness	Request to agency	Sheep Thrills, The Trans-Alpine Woolway	Submitted	Abi Robi	22/9/2025 4:01 PM

# Viewing All My Requests (includes Other Portal Users)

Click on Requests to view all Requests I need to provide feedback to

The screenshot shows the Fast-track portal interface. At the top left is the 'Fast-track' logo. The navigation bar includes 'Home', 'Applications', 'Request', and 'Terry Third Party'. A search bar is located on the right side of the main content area. Below the search bar is a table with the following columns: 'Request Number ↓', 'Title / Subject', 'Application', 'Due Date', and 'Created On'. A single row is visible with the following data: 'REQ001022H4V5', 'To Terry', 'New Referral Phase 2 Application', '2/7/2025', and '11/6/2025 1:07 AM'. A red box highlights a dropdown arrow in the rightmost column of this row.

Request Number ↓	Title / Subject	Application	Due Date	Created On
REQ001022H4V5	To Terry	New Referral Phase 2 Application	2/7/2025	11/6/2025 1:07 AM

1. Click on the down arrow.
2. Click on View Request to view details

# Viewing a Request Details

1 General 2 Documents 3 Feedback

Documents tab

Feedback tab

## Request Detail

**Title / Subject \*** Title/Subject of the Request  
To Terry

**Application \*** Regarding the Application  
New Referral Phase 2 Application

**Description \*** Details regarding the Request  
Please review Docs

**Due Date** Due Date by when I need to provide feedback  
2/7/2025

Next

Click Next to view the Documents tab (redacted attachments will be provided for Other Portal Users)

1 General 2 Documents 3 Feedback

## Documents

Documents

Name ↑	Modified
sample_640×426.jpg (86 KB)	6 minutes ago

1. Click on a document name to download.  
2. Click next to navigate to Feedback tab.

Previous Next

# Creating Feedback for a Request

1 - Once on the Feedback tab, navigate to 'Create Feedback' button.

2 - Click Create Feedback

Feedback

Feedback

Feedback ID ↓	Title	Regarding	Application	Status	Created By (Contact)	Created On
There are no records to display.						

Previous Close

1 General 2 Documents

General

Feedback Details

Feedback ID \*

3 - Enter your title

Title \*

My Feedback

4 - Provide a brief summary of your feedback (details are to be provided in document attachment(s))

Comments

the details here

5 - Click Next

Next

General Documents

Documents

Documents

6 - Add attachments (optional & dependent of the feedback requested)

Add files

7 - Click Submit to submit your Feedback

Submit