

Fast-track Application Portal

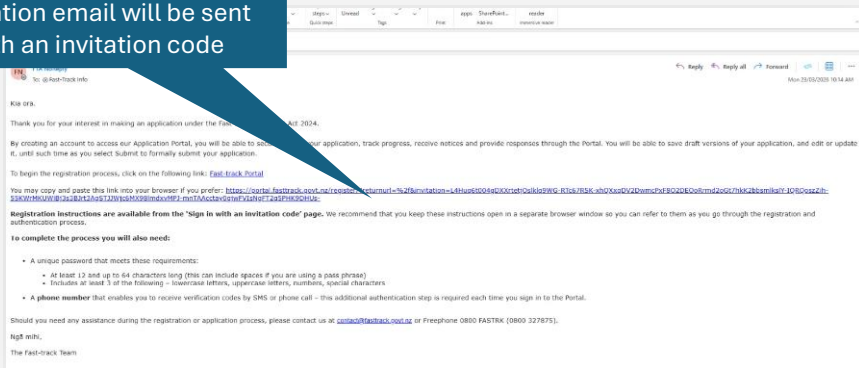
Appendix: Application Portal

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

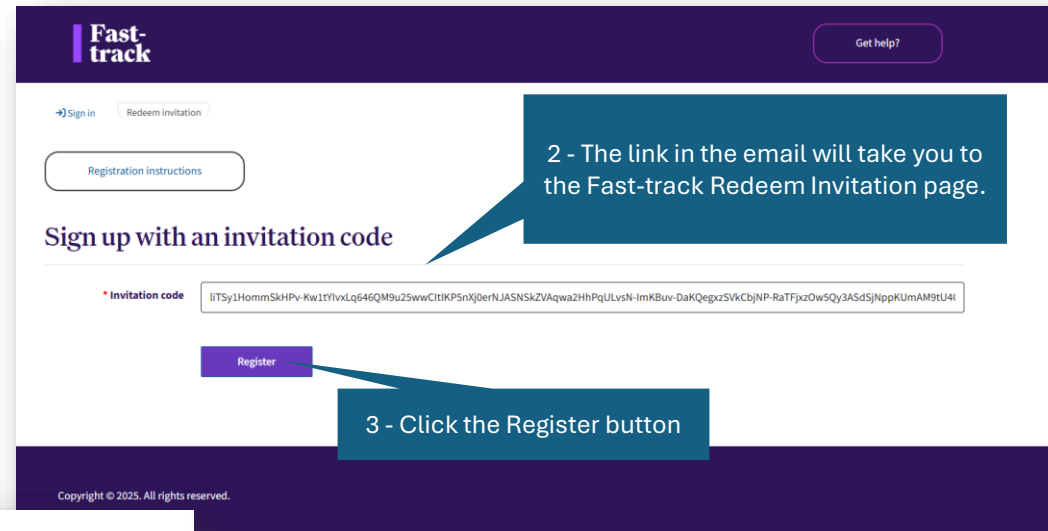
Portal Registration & Password Reset

Portal Registration (for all Portal users): Part 1

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

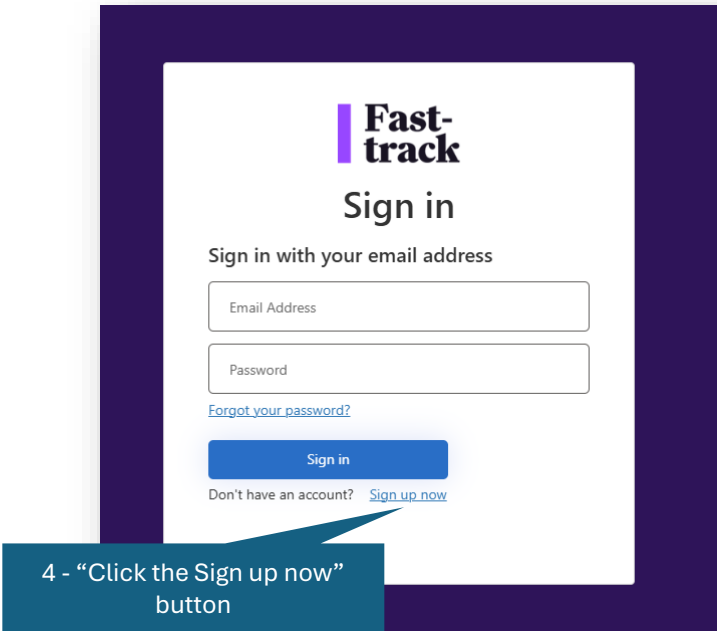


2 - The link in the email will take you to the Fast-track Redeem Invitation page.

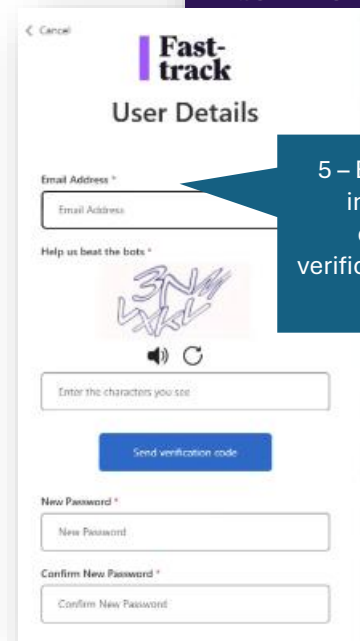


3 - Click the Register button

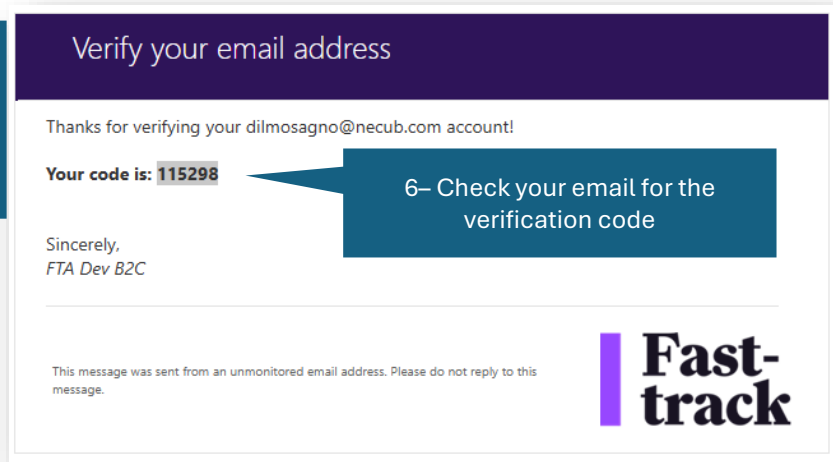
On the Sign up with an invitation code screen, the invitation code should be pre-populated. If it is not, copy it from the email we sent you and paste it into the Invitation code field.



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"



6 - Check your email for the verification code

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 *

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"

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.

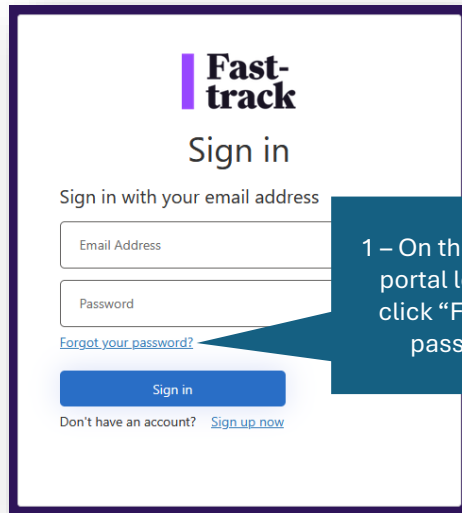
I agree to all the Terms and Conditions outlined above

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

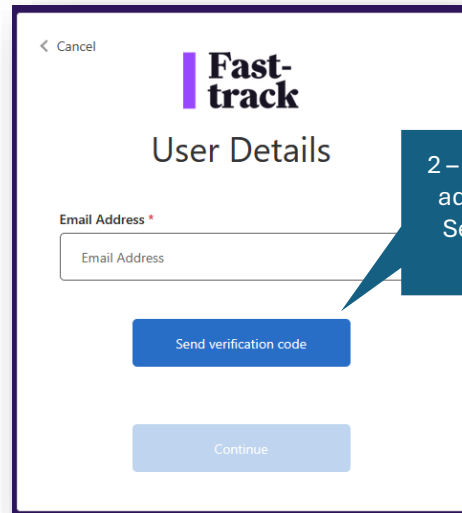
Password

[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

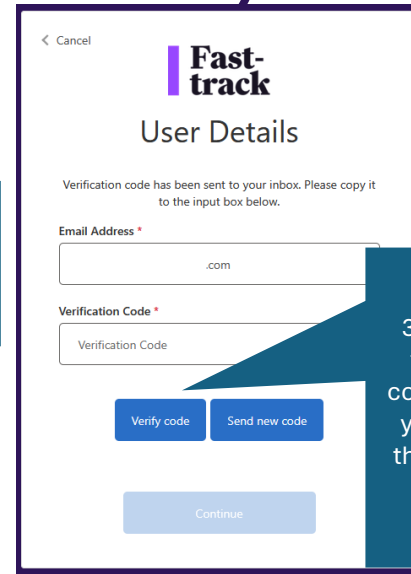
Email Address *

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

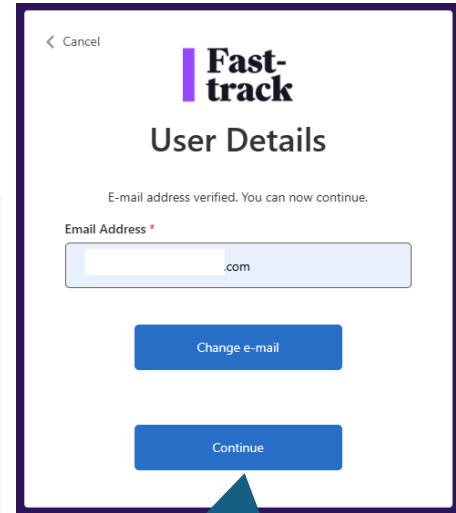
Verification Code *

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.

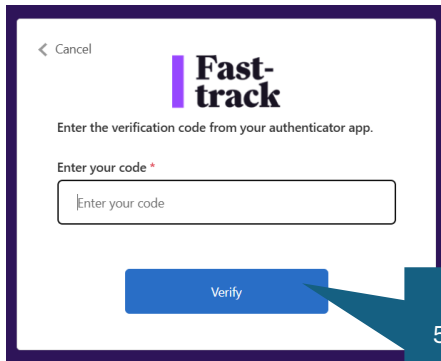
Email Address *

.com

Change e-mail

Continue

4 – Click Continue



Fast-track

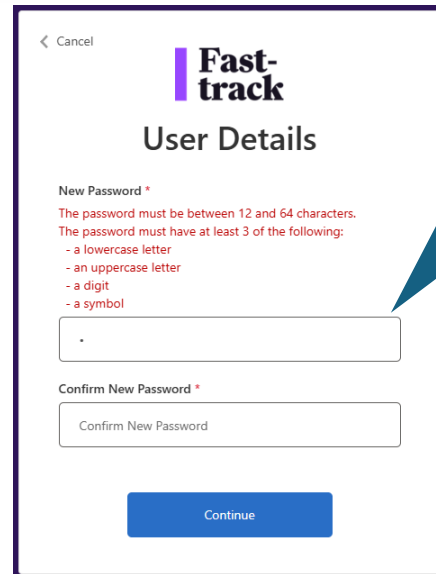
Enter the verification code from your authenticator app.

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:

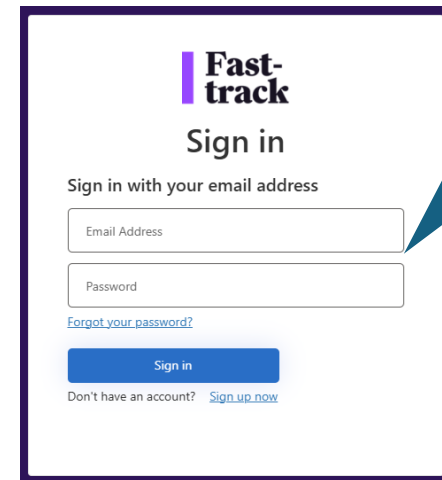
- a lowercase letter
- an uppercase letter
- a digit
- a symbol

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?](#)

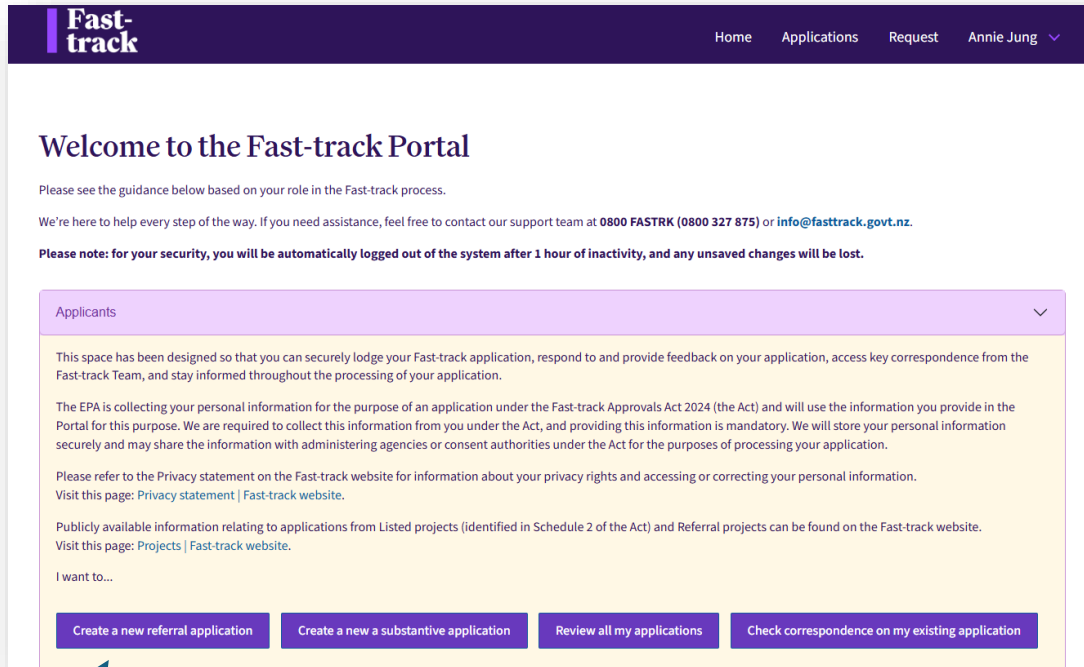
Sign in

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

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

2: Creating a new Referral Application

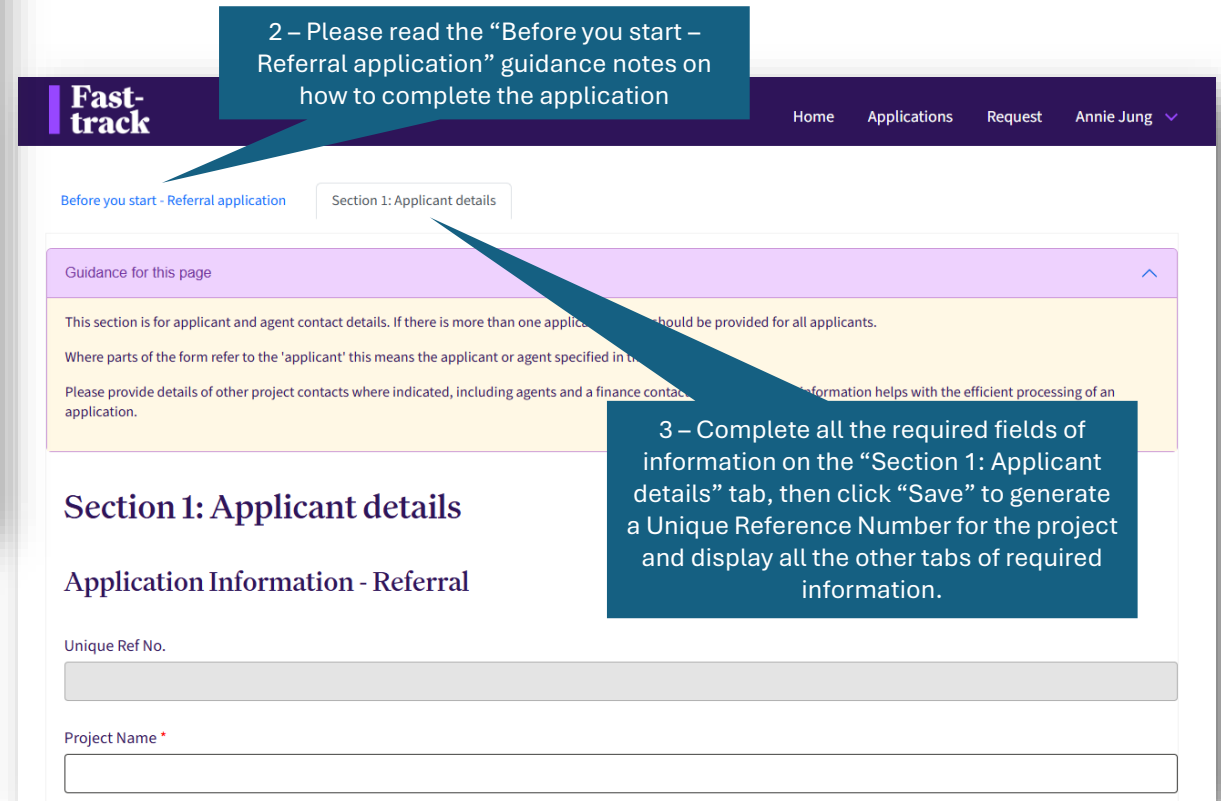
New Referral Application - 1 (for Applicant Users)



The screenshot shows the Fast-track Home page. At the top is a dark purple navigation bar with the 'Fast-track' logo on the left and links for 'Home', 'Applications', 'Request', and 'Annie Jung' on the right. Below the navigation bar is a white header area with the title 'Welcome to the Fast-track Portal'. The main content area is white and contains several paragraphs of text, including a security warning: '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.' At the bottom of the page are four purple buttons: 'Create a new referral application', 'Create a new a substantive application', 'Review all my applications', and 'Check correspondence on my existing application'.

1 – On the Home Page, Click the Create a new referral application button

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.



The screenshot shows the 'Before you start - Referral application' page. It features a dark purple navigation bar at the top with the 'Fast-track' logo and links for 'Home', 'Applications', 'Request', and 'Annie Jung'. Below the navigation bar is a white header area with the title 'Before you start - Referral application' and a tab for 'Section 1: Applicant details'. The main content area is white and contains several paragraphs of text, including a security warning: '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.' At the bottom of the page are four purple buttons: 'Create a new referral application', 'Create a new a substantive application', 'Review all my applications', and 'Check correspondence on my existing application'.

2 – Please read the “Before you start – Referral application” guidance notes on how to complete the application

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

4 – You can now exit the Application at any time and resume where you last left off. Please remember to save your work regularly.

New Referral Application - 2 (for Applicant users only)

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

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

3 – Click the “Save” button at the bottom of each page to Save your progress

4 – Click the “Back to top” button to jump to the top of the page.

New Referral Application - 3 (for Applicant users only)

Fast-track Home Applications Request Environmental Protection Authority EPA Fast-track Info

Before you start - Referral application Section 1: Applicant details Section 2: Referral application summary Save

Section 3: Project details Referral Project Area Section 4: Documents Section 5: Authorisation

Guidance for this page

This page is to enter any additional project area information to support Section 2.2 of this form to provide a description or map of the whole project area that identifies its boundaries in sufficient detail to enable consideration of the referral application.

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
Select

Latitude

Longitude

Map Coordinates

Description

Legal Description

Titles

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

Next

1 General ✓ 2 Addresses 3 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)

New Referral Application - 4 (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
- 85 Airport Avenue, Invercargill Airport, Invercargill 9810
- 77 Airport Avenue, Invercargill Airport, Invercargill 9810
- 82 Airport Avenue, Invercargill Airport, Invercargill 9810
- 94 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”

1 General ✓ 2 Addresses ✓ 3 Documents

Location Documents

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

+ Add files

There are no folders or files to display.

Fast-track

Home Applications Request Environmental Protection Authority EPA Fast-track Info

Before you start - Referral application Section 1: Applicant details Section 2: Referral application summary Save

Section 3: Project details Referral Project Area Section 4: Documents Section 5: Authorisation

Guidance for this page

This page is to enter any additional project area information to support Section 2.2 of this form to provide a description or map of the whole project area that identifies its boundaries in sufficient detail to enable consideration of the referral application.

Project Area

Create Project Area

Project Area Name ↑	Type	Latitude	Longitude	Description	Legal Description	Titles
Test Map	Land					

Save Back to top

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

New Referral Application - 5 (for Applicant users only)

Fast-track Home Applications Request Environmental Protection Authority EPA Fast-track Info

Before you start - Referral application Section 1: Applicant details Section 2: Referral application summary Save

Section 3: Project details Referral Project Area Section 4: Documents Section 5: Authorisation

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 and there is a one hour window before timing out.

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.

Section 4: 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.

2 – Click “Download All” to download all attachments.

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

Name ↑	Modified	
Test 1.docx (23 KB)	30/3/2026, 11:06 AM	⌵
Test 2.docx (23 KB)	30/3/2026, 11:06 AM	⌵
Test 3.docx (23 KB)	30/3/2026, 11:06 AM	⌵

Download All Add files

Save Back to top

Add files

Choose files Choose Files 7 files

Overwrite existing files

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

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

Add files Cancel

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

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

New Referral Application - 6 (for Applicant users only)

Fast-track Home Applications Request Environmental Protection Authority EPA Fast-track Info

Before you start - Referral application Section 1: Applicant details Section 2: Referral application summary Section 3: Project details

Referral Project Area Section 4: Documents Section 5: Authorisation

Guidance for this page

This part is to confirm and check all application documents for information that may be withheld under the Privacy Act or the Official Information Act 1982. Please also provide redacted versions of the application documents that omit all personal or otherwise confidential and commercially sensitive information.

Section 5: Authorisation

To the best of my knowledge, the information contained in this application is true and correct.

- I confirm that I am authorised to make this application. *
- I have provided a copy of the application with all contact details redacted. *
- I understand that all actual and reasonable costs incurred in relation to this application by MfE, EPA and other central and local government agencies will be recovered from me in accordance with section 104 of the Act, and the Fast-track Approvals Cost Recovery Regulations 2025. *
- 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 *

Name of applicant (or person authorised to make application).

Test

Electronic Signature *

Signature or digital signature of applicant (or person authorised to make application).

Test

Date

30/3/2026

Sign and Submit Application Back to top

Click Sign and Submit Application when all mandatory fields have been completed in the Application.

Fast-track Home Applications Request Environmental Protection Authority EPA Fast-track Info

Before you start - Referral application Section 1: Applicant details Section 2: Referral application summary Section 3: Project details

Referral Project Area Section 4: Documents Section 5: Authorisation

Guidance for this page

This part is to confirm and check all application documents for information that may be withheld under the Privacy Act or the Official Information Act 1982. Please also provide redacted versions of the application documents that omit all personal or otherwise confidential and commercially sensitive information.

Section 5: Authorisation

To the best of my knowledge, the information contained in this application is true and correct.

- I confirm that I am authorised to make this application. *
- I have provided a copy of the application with all contact details redacted. *
- I understand that all actual and reasonable costs incurred in relation to this application by MfE, EPA and other central and local government agencies will be recovered from me in accordance with section 104 of the Act, and the Fast-track Approvals Cost Recovery Regulations 2025. *
- 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. *

The form could not be submitted for the following reasons:

Please check other tabs for errors.

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

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