

Fast-track Application Portal

Referrals

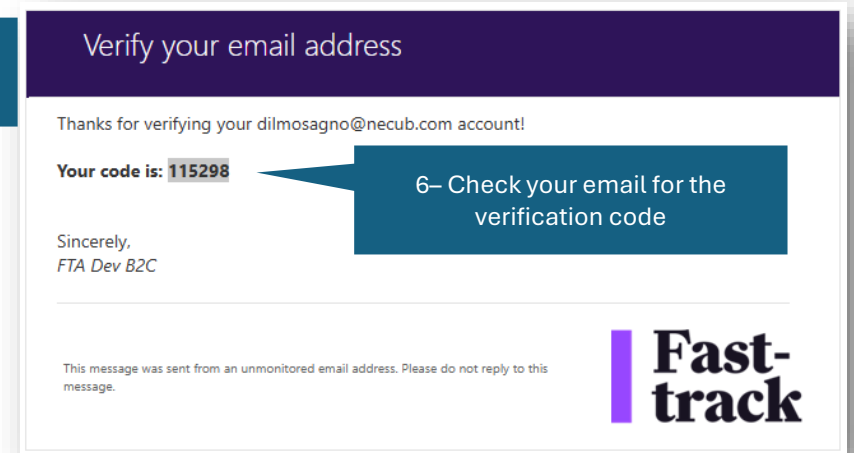
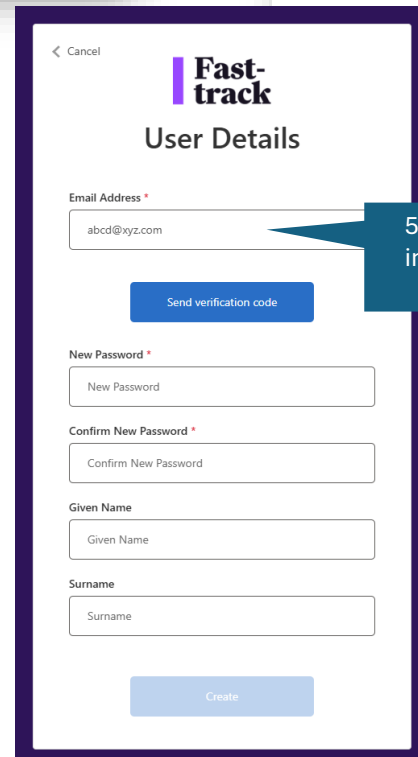
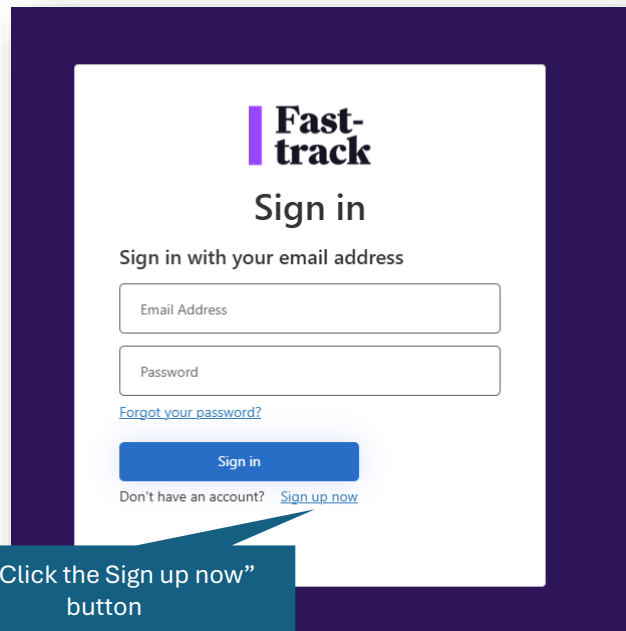
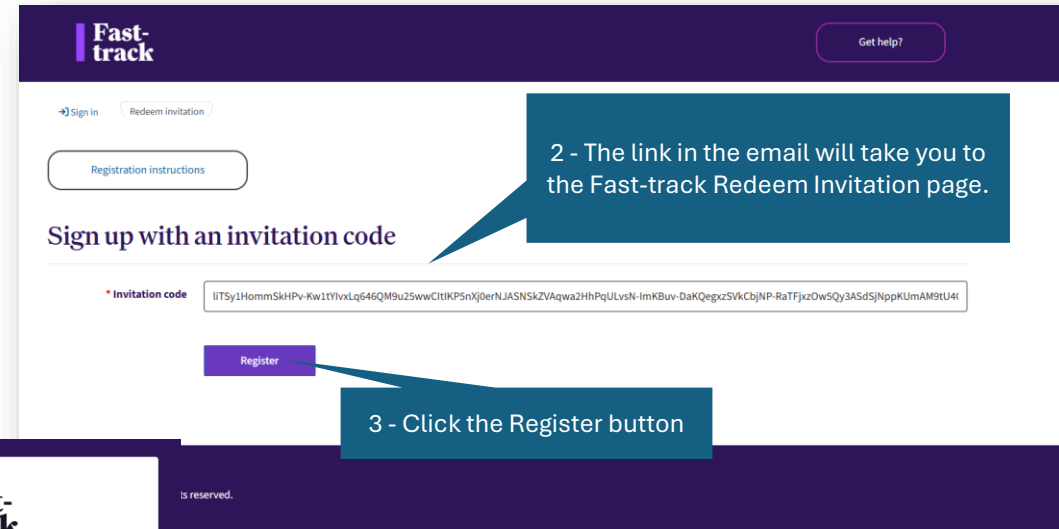
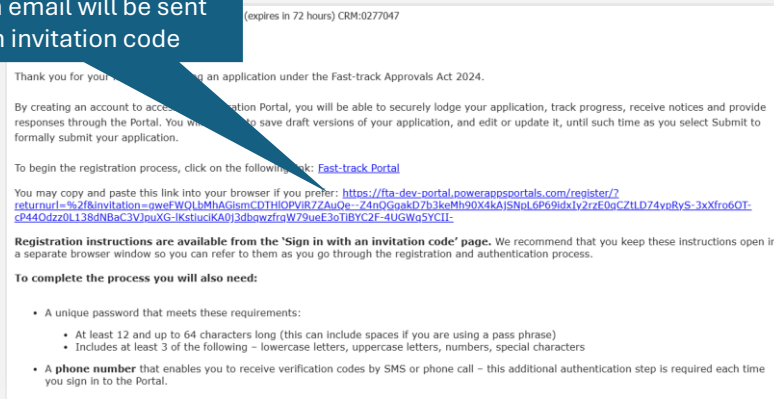
Appendix: Application Portal

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

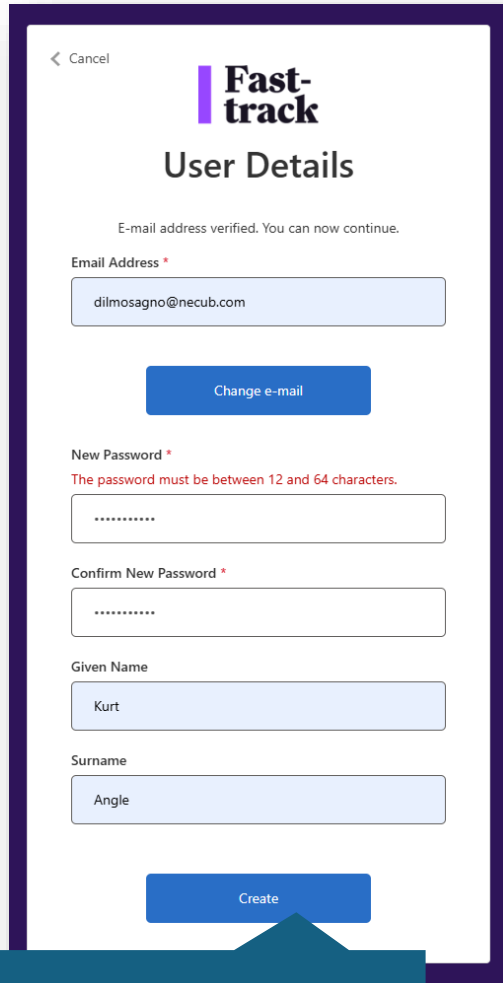
1: Portal Registration & Password Reset

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



< Cancel

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

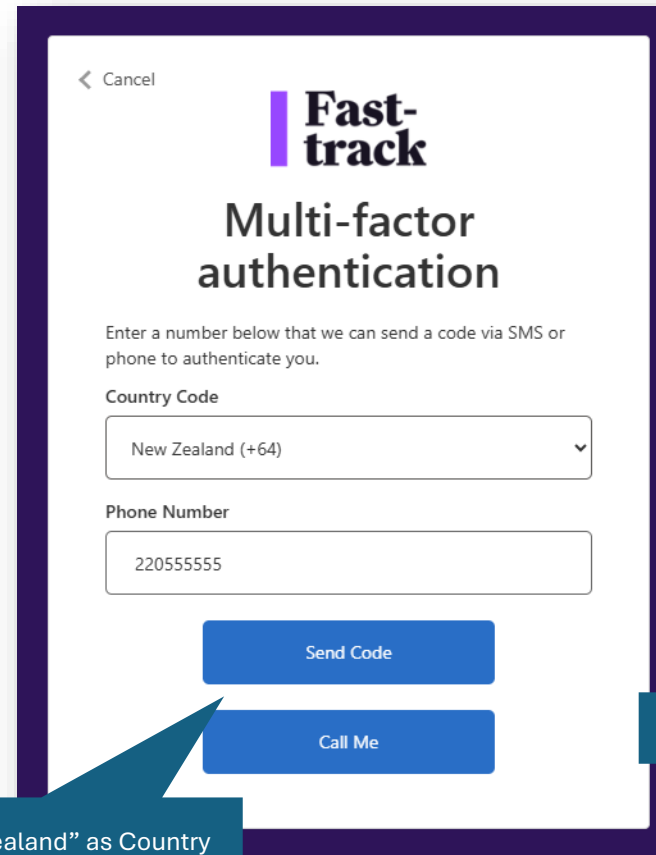
Kurt

Surname

Angle

Create

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



< Cancel

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)

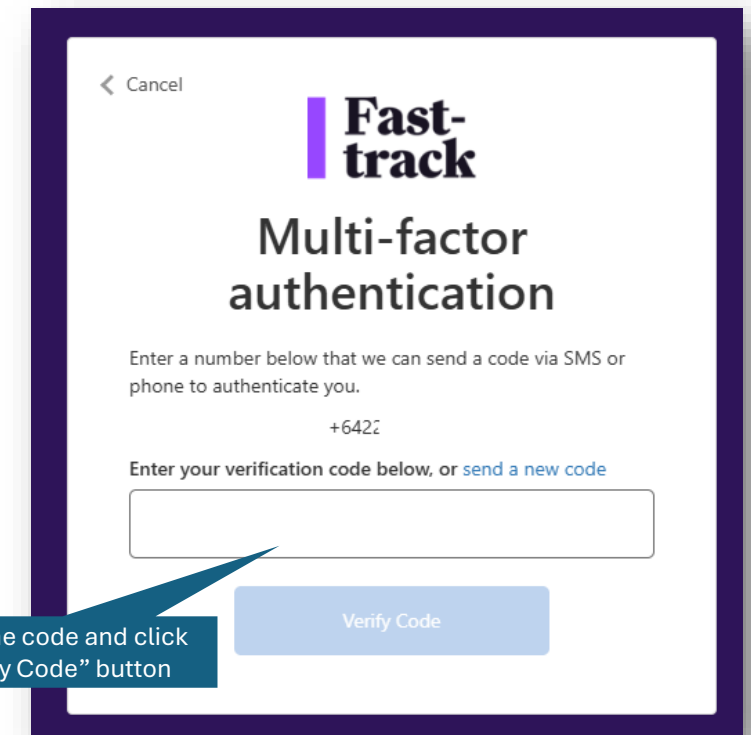
Phone Number

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



< Cancel

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.

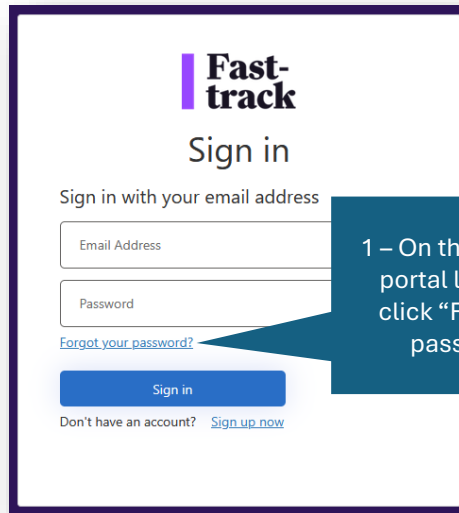
☒ I agree to all the Terms and Conditions outlined above

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

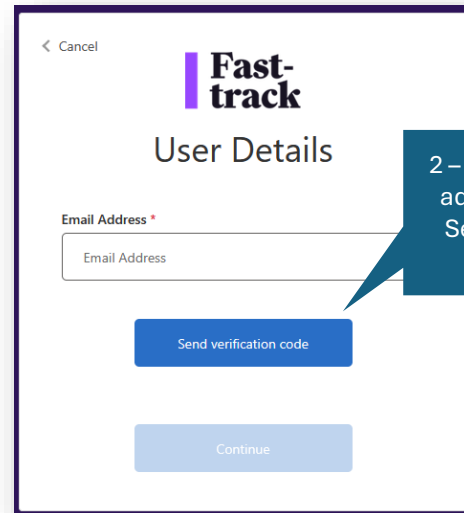
Password

[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

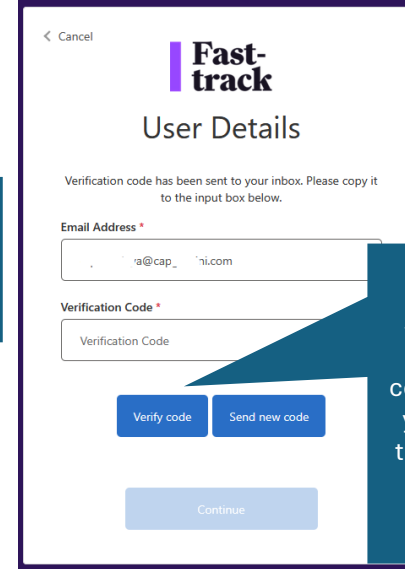
Email Address *

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 *

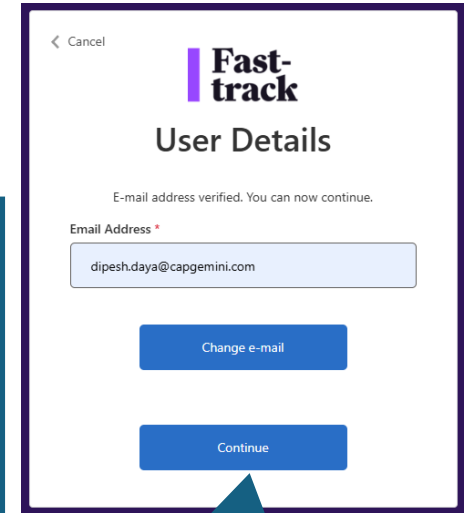
Verification Code *

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

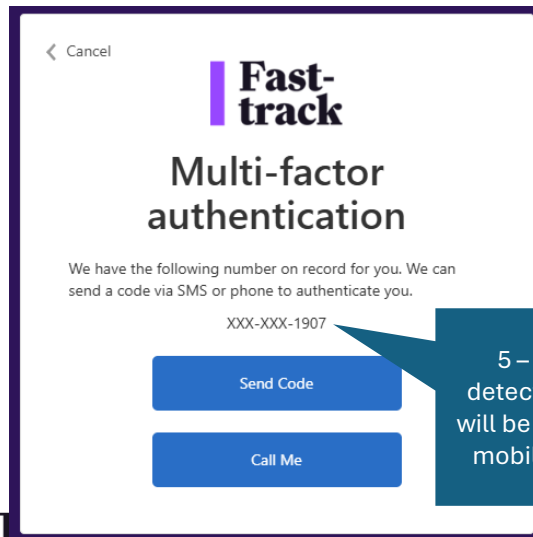
E-mail address verified. You can now continue.

Email Address *

Change e-mail

Continue

4 – Click Continue



Fast-track
Multi-factor authentication

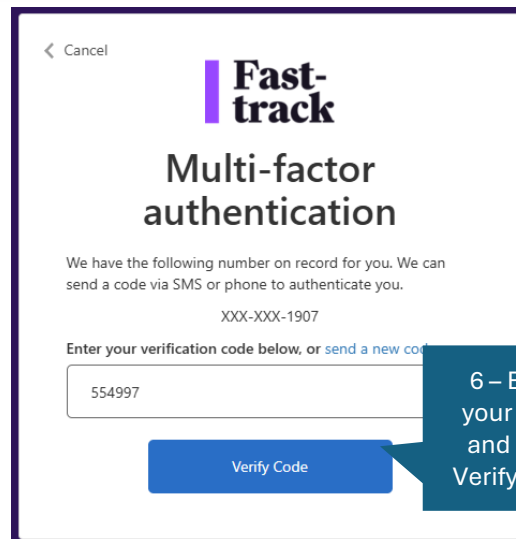
We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

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.

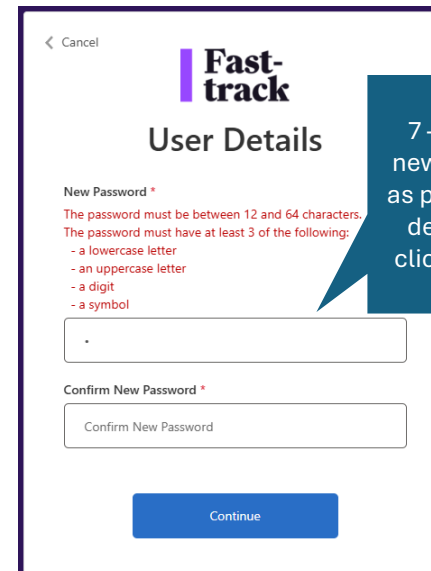
XXX-XXX-1907

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:

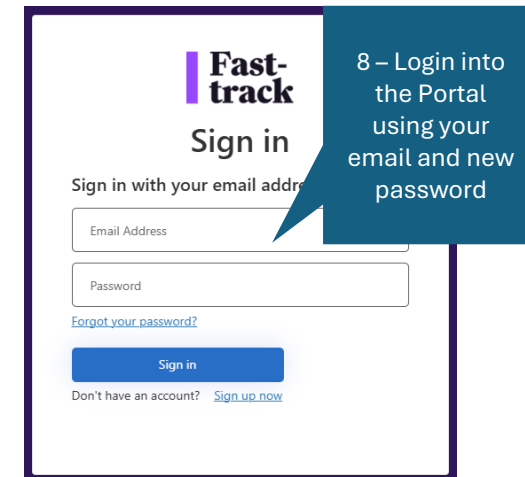
- a lowercase letter
- an uppercase letter
- a digit
- a symbol

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 Referral Application

Create a New Referral Application: 1

(for Applicant Users)

The screenshot shows the Fast-track 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 introductory text and a 'Please note' about session security. A purple-bordered box titled '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 a substantive application', 'Review all my applications', and 'Check correspondence on my existing application'. A blue callout box with a white arrow points to the first button.

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 applicationCreate a new a substantive applicationReview all my applicationsCheck correspondence on my existing application

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

The screenshot shows the 'Before you start - Referral application' page. The header is the same as the home page. Below the header, there are two tabs: 'Before you start - Referral application' (active) and 'Section 1: Applicant details'. The main content area has a purple-bordered box titled 'Guidance for this page' containing introductory text. Below this is the 'Section 1: Applicant details' section, which includes the heading 'Application Information - Referral' and two input fields: 'Unique Ref No.' and 'Project Name *'. A blue callout box with a white arrow points to the 'Section 1: Applicant details' tab. Another blue callout box with a white arrow points to the 'Project Name' input field. A third blue callout box with a white arrow points to the bottom of the page.

Fast-track Home Applications Request Annie Jung ▾

[Before you start - Referral application](#) **Section 1: Applicant details**

Guidance for this page ▴

This section is for applicant and agent contact details. If there is more than one applicant, details should be provided for all applicants.

Where parts of the form refer to the 'applicant' this means the applicant or agent specified in the application.

Please provide details of other project contacts where indicated, including agents and a finance contact. This information helps with the efficient processing of an application.

Section 1: Applicant details

Application Information - Referral

Unique Ref No.

Project Name *

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.

Create a New Referral Application: 2

(for Applicant Users)

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

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

The screenshot shows the 'Fast-track' application interface. The top navigation bar includes 'Home', 'Applications', 'Referrals', and a user profile 'John Smith'. Below the navigation bar, there are tabs for 'Before you start - Referral application', 'Section 1: Applicant details', 'Section 2: Referral application summary' (which is active), and 'Section 3: Project details'. A purple 'Save' button is located at the top right of the form area. The main content area for Section 2 includes a 'Guidance for this page' box with a link icon, a text box for 'Project Name' with a red asterisk and a note about public naming, and a text box containing 'Referral App New P2.5 COMPLETE DRAFT 3'. Below this, the heading '2.2 Project description and location' is visible.


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

This detailed view shows a specific form section. It starts with a question 'Will the project address significant environmental issues?' followed by a dropdown menu with 'Yes' selected. Below this is a text area for 'Explain how the project will achieve this.' followed by another dropdown menu with 'Yes' selected. The next question is 'Is the project consistent with local or regional planning documents, including spatial strategies?' with a dropdown menu also showing 'Yes'. Finally, there is a text area for 'Identify the planning documents including spatial strategies and explain how the project is consistent.' At the bottom of this section are two buttons: a purple 'Save' button and a 'Back to top' button.

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

Create a New Referral Application: Project Area

(for Applicant Users)



Home Applications Request John Smith ▾

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

Referral Project Area Section 4: Documents Referral Application Checklist 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

Next

2 - Complete all the required fields before clicking “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)

Create a New Referral Application: Project Area

(for Applicant Users)

Create

Search Address

Addresses

100 Airport Avenue, Invercargill Airport, Invercargill 9810
106 Airport Avenue, Invercargill Airport, Invercargill 9810
3 Airport Access Road, Milton, Palmerston North 4414
68 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

There are no folders or files to display.

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

+ Add files

Fast-track

Home Applications Request John Smith

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 Referral Application Checklist 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 |
|---------------------|------|----------|-----------|-------------|-------------------|--------|
| HB | Land | | | land | | |

Save Back to top

Edit

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

Create a New Referral Application: Documents

(for Applicant Users)

Fast-track Home Applications Request John Smith

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 Referral Application Checklist 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

Download All **Add files**

| Name ↑ | Modified | |
|-------------------------------|-------------------|--|
| Doc_1 - Copy (2).docx (61 KB) | 17/9/2025 3:37 PM | |
| Doc_1 - Copy (3).docx (61 KB) | 17/9/2025 3:37 PM | |
| Doc_1 - Copy (4).docx (61 KB) | 17/9/2025 3:37 PM | |
| Doc_1 - Copy (5).docx (61 KB) | 17/9/2025 3:37 PM | |
| Doc_1 - Copy (6).docx (61 KB) | 17/9/2025 3:37 PM | |

Save **Back to top**

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



Delete

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

Create a New Referral Application: Signatures

(for Applicant Users)

Fast-track

HomeApplicationsRequestJohn Smith

Before you start - Referral application

Section 1: Applicant details

Section 2: Referral application summary

Section 3: Project details

Referral Project Area

Section 4: Documents

Referral Application Checklist

Section 5: Authorisation

The form could not be submitted for the following reasons:

⚠ Electronic Signature is a required field.

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).

John Smith

Electronic Signature *

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

Date

17/9/2025

Fast-track

HomeApplicationsRequestJohn Smith

Before you start - Referral application

Section 1: Applicant details

Section 2: Referral application summary

Section 3: Project details

Referral Project Area

Section 4: Documents

Referral Application Checklist

Section 5: Authorisation

The form could not be submitted for the following reasons:

⚠ Electronic Signature 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

Sign and Submit Application

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



Te Kāwanatanga o Aotearoa
New Zealand Government