

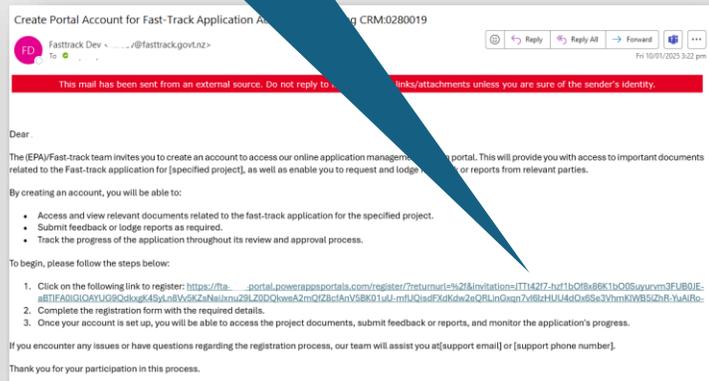
# Fast-track Application Portal User Guide

*Referral process: Applicants*

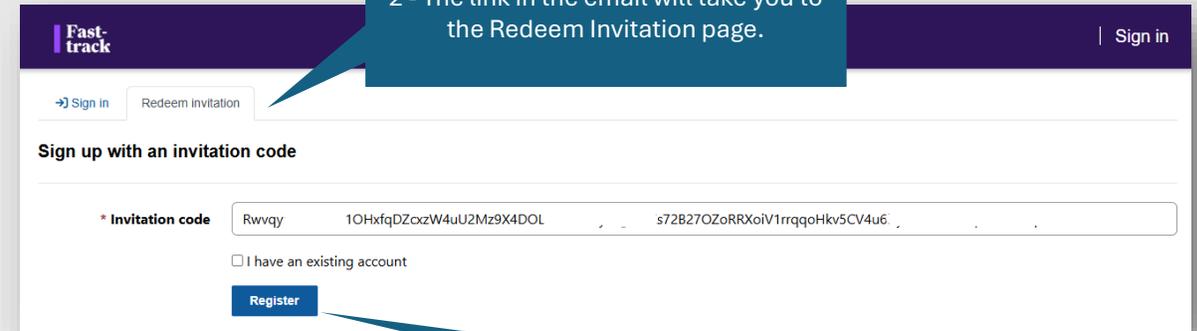
# Portal Registration and Password Reset

# Portal Registration

1 – You will receive a Fast-track Portal invitation email with an invitation code



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



3 - Click the Register button

## Register for a new local account

\* Email

\* Username

\* Password

\* Confirm password

4 - Enter a Username and Password, then click Register to create your account

Register

Home | My Applications | Request | Johno Smith

Fast-track application portal Terms and Conditions of Use  
Draft December 2024 – pending further review of the portal and Bill

1. Introduction  
1.1 Scope of terms and conditions

I agree to all the Terms and Conditions outlined above

Submit

5 – Once you have read and accepted the Terms and Conditions, click the Submit button

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

Copyright © 2025. All rights reserved.

# Password Reset

**Fast-track**

[→ Sign in](#) [Redeem invitation](#)

**Sign in with a local account**

\* Username

\* Password

Remember me?

[Sign in](#) [Forgot your password?](#)

1 – On the Fast-track Portal Sign in page, click Forgot your password?

**Fast-track**

Forgot your password?

\* Email

Enter your email address to request a password reset.

[Send](#)

2 – Enter your email address and click Send

A password reset was requested for your account. Please click the following link to start the password reset process.

[Reset Password](#)

Or you can copy the following URL and paste it into your web browser.

If you believe you received this email in error, please contact Customer Service for assistance.

Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

Thank You,

Customer Service

**Fast-track**

Forgot your password?

3 – You will receive an email with a Reset Password link

Please check your email to reset your password.

**Fast-track**

Reset password

New password

Confirm new password

[Reset](#)

4 – Enter and Confirm your new password, then click Reset to return to the Sign in page

# Creating a New Referral Application

# New Referral Application – Application Information

Home | My Applications ▾ | Request | Johno Smith ▾

My Applications

**New Referral Application**

New Substantive Application

1 – Select New Referral Application

Fast-track Home | My Applications ▾ | Request | Johno Smith ▾

General Questions Acts & Approvals Location Documents Acknowledgement

## General

**Application Information**

**Unique Ref No.**  
—

**Application Type \***  
Referral ▾

**Project Name \***  
Auckland Underwater Tunnel Project

**Project Description \***  
The Auckland Underwater Tunnel Project is a transformative infrastructure initiative designed to address Auckland's growing transportation needs and enhance connectivity across the region. This ambitious project aims to provide a sustainable and efficient transport link beneath the Waitematā Harbour, reducing traffic congestion and supporting the city's long-term growth objectives.

**Applicant Information**

**Applicant First Name \***  
Johno

**Applicant Last Name \***  
Smith

**Applicant Email Address \***  
johno@test.test

**Applicant Phone Number \***  
+64 55 555 555

**Applicant Organisation \***  
Johnos Excavators Corp

**Applicant Organisation NZBN**

Next

2 – Complete all the required fields \* of information, then click Next to generate a Unique Reference Number for the application

3 – You can now exit the Application at any time and sign in again to resume where you last left off

Copyright © 2025. All rights reserved

# New Referral Application – Questions

Fast-track Home | My Applications | Request | Johno Smith

General Questions Acts & Approvals Location Documents Acknowledgement

### Questions

Have you received confirmation of payment for all relevant fees and levies from EPA finance? \*

Yes

Anticipated Commencement Date \*

M/D/YYYY

Anticipated Completion Date \*

M/D/YYYY

Will the project be completed in stages? \*

No

A statement of whether a separate substantive application is to be lodged for each of the stages \*

No

Consultation Undertaken With

- Relevant Local Authorities
- iwi Authority Groups Hapū JMA
- Other Relevant iwi Authorities
- Relevant Treaty Settlement Entities
- Relevant Protected CRG & CMTG
- ngā hapū o Ngāti Porou
- Relevant Groups Under Takutai Moana Act 2011
- Persons Acquired Under PWA 1981

Previous Next

1 - Complete all the required fields \* before clicking Next. [Click Previous to view your Unique Reference Number]

Copyright © 2025. All rights reserved.

Fast-track Home | My Applications | Request | Johno Smith

General Questions Acts & Approvals Location Documents Acknowledgement

### Acts & Approvals

Name ↑

Acts & Approvals Edit

2 – Click the Edit button to add relevant Acts & Approvals

Previous Next

Edit

- The Conservation Act 1987
- The Reserves Act 1977
- The Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012
- The Crown Minerals Act 1991
  - Access Arrangement
  - Variation of Access Arrangement
  - Application for Prospecting Permit
  - Mining Permit
- The Fisheries Act 1996
  - Coastal Permit
  - Reservation Made by Panel
  - Complex freshwater fisheries activity

Submit

3 – Tick all the relevant Acts & Approvals related to this project, then click Submit to save your changes

# New Referral Application – Locations

Fast-track Home | My Applications | Request | Johno Smith

General Questions Acts & Approvals **Location** Documents Acknowledgement

## Location

1 – Click Create Location to create a new location record for the location of your project (multiple locations can be created if needed)

Name ↑ Special Designation

There are no records to display.

Create Location

Previous Next

Copyright © 2025. All rights reserved.

Fast-track Home | My Applications | Request | Johno Smith

General **Addresses** Documents

**Name \***  
Auckland Harbour Bridge

**Type**  
Land

**Latitude**  
-90

**Longitude**  
180

**Notable Features**  
Water Courses, River & Lakes

**Special Designation**  
Maori Land

**Maori Land Type**  
Reserve

2 - Complete all the required fields before clicking Next

Next

General **Addresses** Documents

## Addresses

Addresses

3 – Click Create Address to create an Address record for the location (multiple Addresses can be created if needed)

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

Create Addresses

Previous Next

# New Referral Application – Locations cont.

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
- 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 Search Address to search NZ Post for an Address linked to the location, or add the details manually, then click Submit

General ✓ Addresses ✓ Documents

## Documents

Documents

There are no folders or files to display.

Add files

Previous Submit

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

General ✓ Questions ✓ Acts & Approvals ✓ Location Documents Acknowledgement

## Location

Create Location

Name ↑	Type	Latitude	Longitude	Notable Features	Special Designation	
Auckland Harbour Bridge	Land	-90.00000	180.00000	Water Courses, River & Lakes	Maori Land	⌵

Previous Next

3 – Your Location record has been successfully created. You can edit by clicking the Edit Location button

# New Referral Application – Documents

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

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

# New Referral Application – Acknowledgement

**Fast-track** Home | My Applications ▾ | Request | Johnno Smith ▾

General ✓ Questions ✓ Acts & Approvals ✓ Location ✓ Documents ✓ **Acknowledgement**

## Acknowledgement

Acknowledgement

I confirm that the information I have provided is accurate, up-to-date, and complete. \*

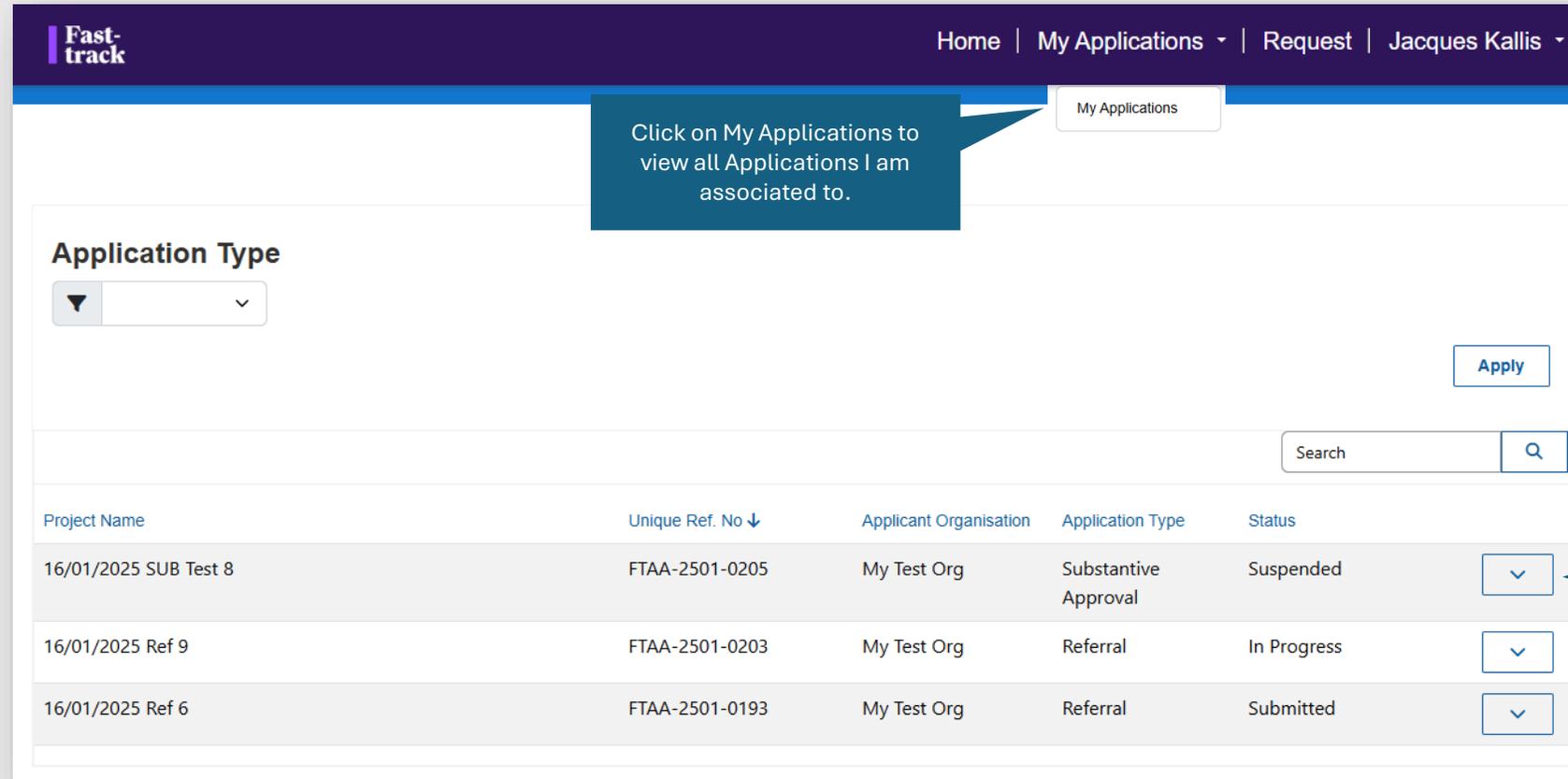
I acknowledge that where the total costs incurred as part of the processing of this application under the Fast-track Approvals Act 2024 may exceed the deposited fee amount, I agree to pay any further costs associated with the processing of this application \*

Once the Confirmation and Acknowledgement statements are ticked, you can proceed to Submit your application by clicking the Submit button. You will receive an email confirming the details of the Application.

Copyright © 2025. All rights reserved.

# Other Portal Activities

# Viewing My Applications



Fast-track

Home | My Applications | Request | Jacques Kallis

My Applications

Click on My Applications to view all Applications I am associated to.

Application Type

Apply

Search

Project Name	Unique Ref. No ↓	Applicant Organisation	Application Type	Status	
16/01/2025 SUB Test 8	FTAA-2501-0205	My Test Org	Substantive Approval	Suspended	View Application
16/01/2025 Ref 9	FTAA-2501-0203	My Test Org	Referral	In Progress	View Application
16/01/2025 Ref 6	FTAA-2501-0193	My Test Org	Referral	Submitted	View Application

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

# Viewing My Requests

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

**Fast-track** Home | My Applications ▾ | Request | Jacques Kallis ▾

Search

Request Number ↓	Title / Subject	Application	Due Date	Created On	
REQ001088D3L4	to jacq 1	16/01/2025 SUB Test 8	1/17/2025	1/17/2025 11:18 PM	<input type="button" value="v"/>
REQ001078W1F2	jacques and gary	16/01/2025 Ref 9	1/23/2025	1/17/2025 12:02 AM	<input type="button" value="v"/>

Click on View Request to view the details of a Request

# Viewing a Request Details

**Documents tab**

**Feedback tab**

**Request Detail**

**Title / Subject \***  
to jacq 1  
**Title/Subject of the Request**

**Application \***  
16/01/2025 SUB Test 8  
**Regarding the Application**

**Description \***  
dara here  
**Details regarding the Request**

**Due Date**  
1/17/2025  
**Due Date by when I need to provide feedback**

**Next**  
**Click Next to view the Documents tab (attachments will be optional)**

**Documents**

**Documents**

**Click on a document name to download**

Name ↑	Modified
<a href="#">College newsletter.docx (4306 KB)</a>	1/17/2025 11:19 PM
<a href="#">Frosty design.pptx (101 KB)</a>	1/17/2025 11:19 PM

**Previous** **Next**

# Creating Feedback for a Request

1 - Navigate to the Feedback tab of a Request

The screenshot shows the 'Feedback' tab selected in a navigation bar. Below the navigation bar, the 'Feedback' section is visible. A 'Create Feedback' button is located on the right side of the section. Below the button is a table with columns: Feedback ID, Title, Regarding, Application, Status, Created By (Contact), and Created On. A yellow message box below the table states 'There are no records to display.' At the bottom of the section are 'Previous' and 'Close' buttons.

2 - Click Create Feedback

Create Feedback

There are no records to display.

Previous Close

The screenshot shows the 'Feedback Details' form. The 'General' tab is selected. The form has a 'Feedback ID' field with a red asterisk and a value of '-'. Below it is a 'Title' field with a red asterisk and the value 'my feedback regarding your request'. Below the title is a 'Comments' field with the value 'the details here'. At the bottom of the form is a 'Next' button.

3 - Enter your title

4 - Provide your feedback

5 - Click Next

Next

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

The screenshot shows the 'Documents' tab selected in a navigation bar. Below the navigation bar, the 'Documents' section is visible. A yellow message box below the section states 'There are no folders or files to display.' At the bottom of the section are 'Previous' and 'Submit' buttons.

7 - Click Submit to submit your Feedback

Previous Submit