

Fast-track Portal

Creating a new **Referral Application** (Applicant users only)

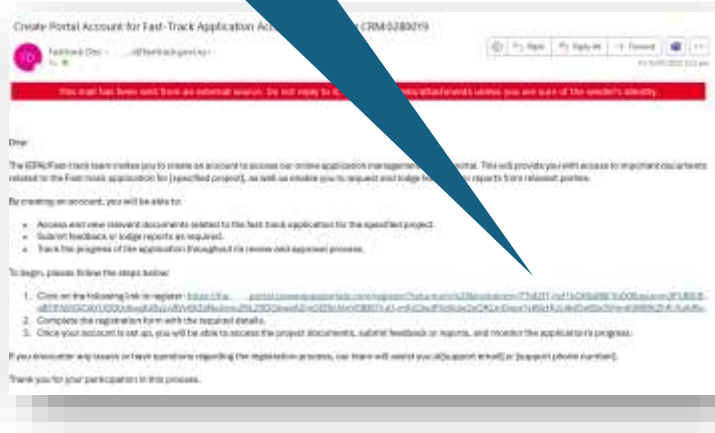
Updated June 2025

Fast-track Portal

Portal Registration & Password Reset

Portal Registration (for all Portal users)

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.

The "Fast-track Redeem invitation" page. It has a "Sign in" link and a "Redeem invitation" button. The main heading is "Sign up with an invitation code". There is a text input field for the "Invitation code" containing "Rwvqy 10HsfqDZcvzW4uU2Mz9X4DCL s72827DZorRxoN1mqgoHky5CV4u6". Below the field is a checkbox "I have an existing account" and a blue "Register" button.

3 - Click the Register button

Register for a new local account

A registration form titled "Register for a new local account". It has four input fields: "* Email" with "Johno@test.test", "* Username" with "Johno@test.test", "* Password" with ".....", and "* Confirm password" with ".....". A blue "Register" button is at the bottom right.

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

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.

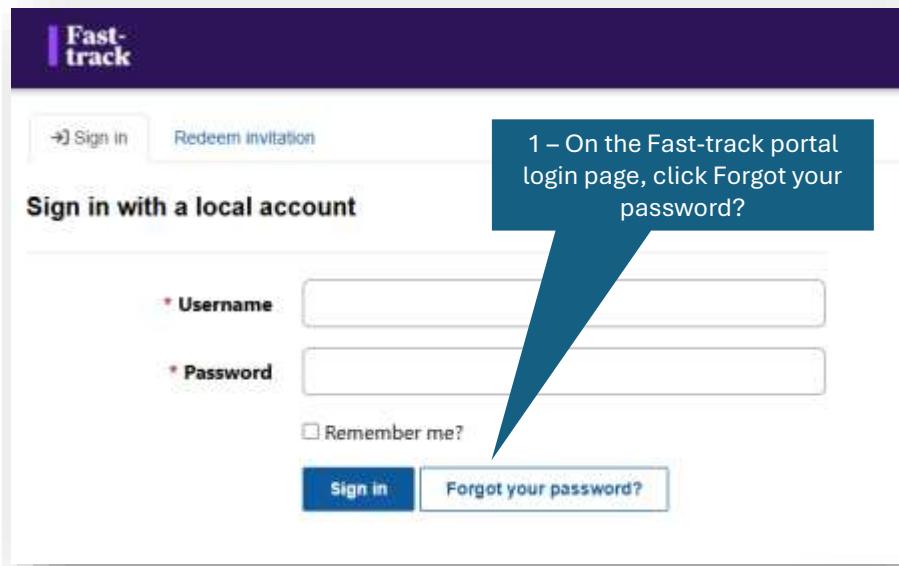
☐ I agree to all the Terms and Conditions outlined above

Submit

5 - Once the Terms & Conditions have been accepted, click the Submit button

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

Password Reset (for all Portal users)



Fast-track

→ Sign in Redeem invitation

Sign in with a local account

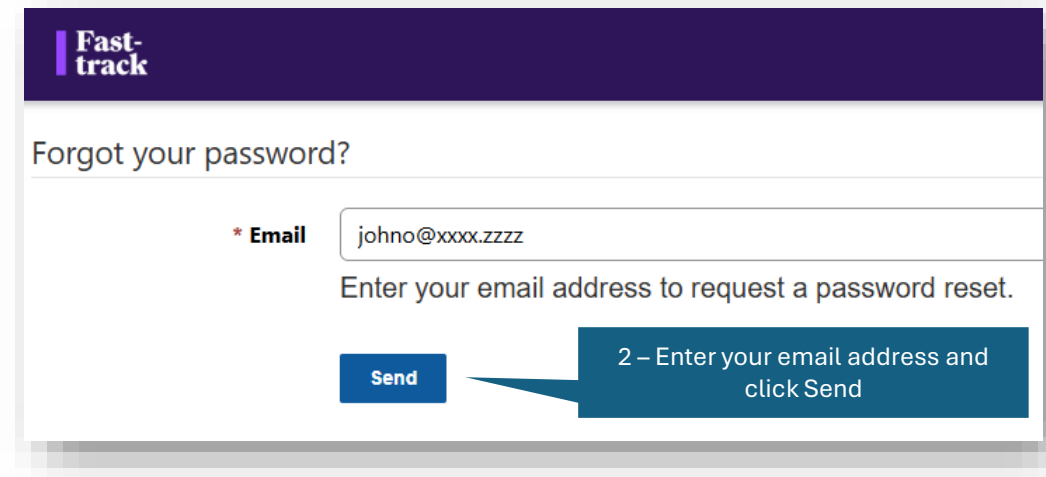
* Username

* Password

☐ Remember me?

Sign in Forgot your password?

1 – On the Fast-track portal login page, click Forgot your password?



Fast-track

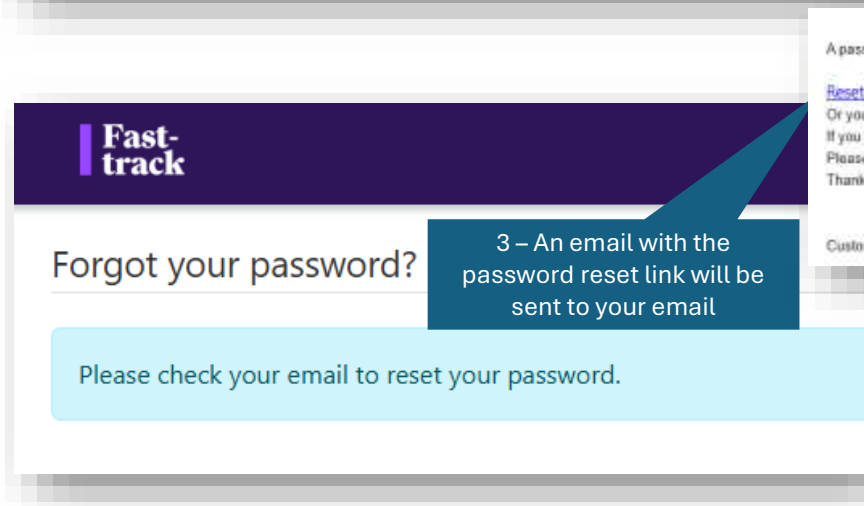
Forgot your password?

* Email

Enter your email address to request a password reset.

Send

2 – Enter your email address and click Send

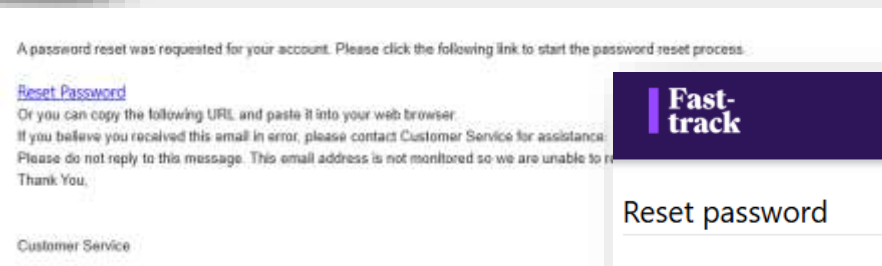


Fast-track

Forgot your password?

Please check your email to reset your password.

3 – An email with the password reset link will be sent to your email



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

[Reset Password](#)

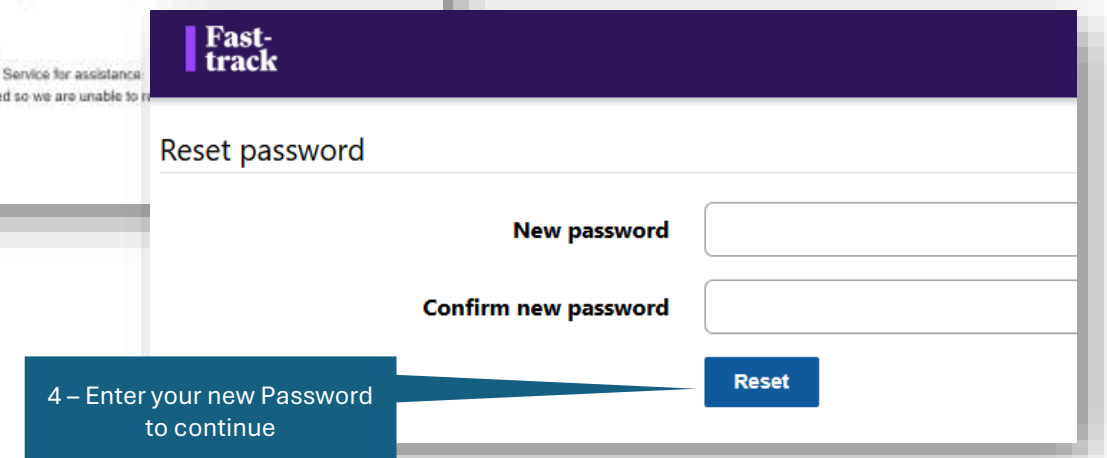
Or you can copy the following URL and paste it into your web browser.

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.

Thank You,

Customer Service



Fast-track

Reset password

New password

Confirm new password

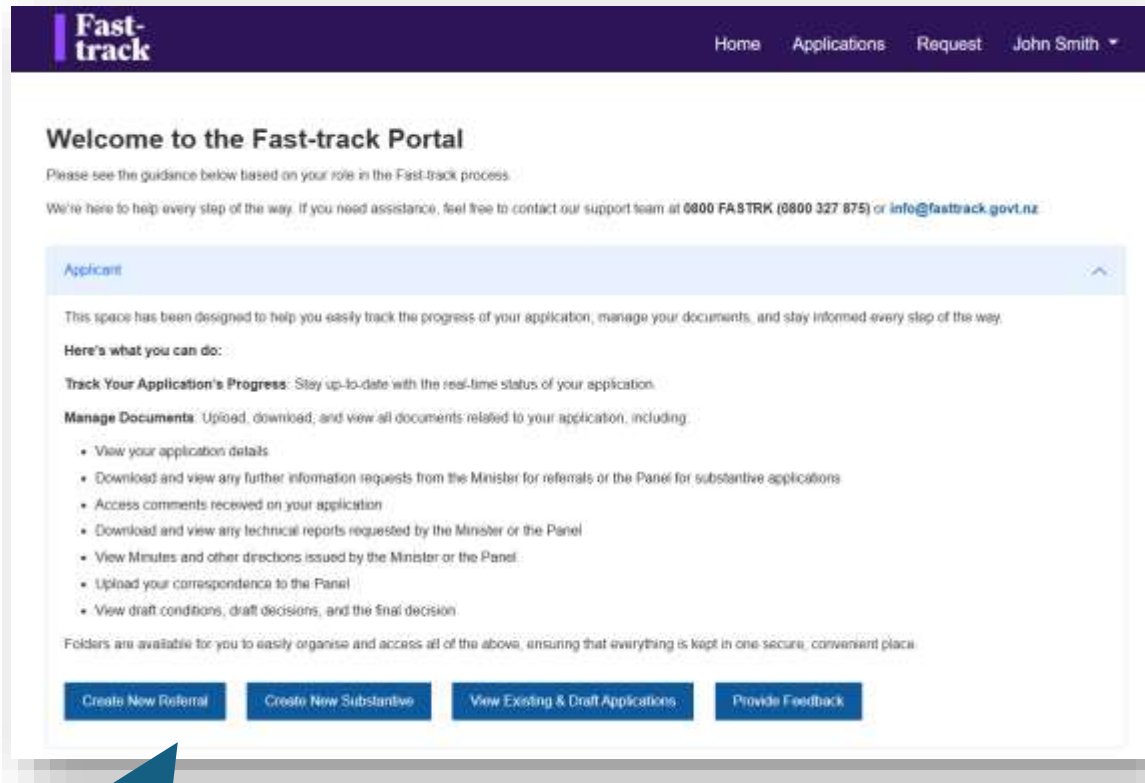
Reset

4 – Enter your new Password to continue

Fast-track Portal

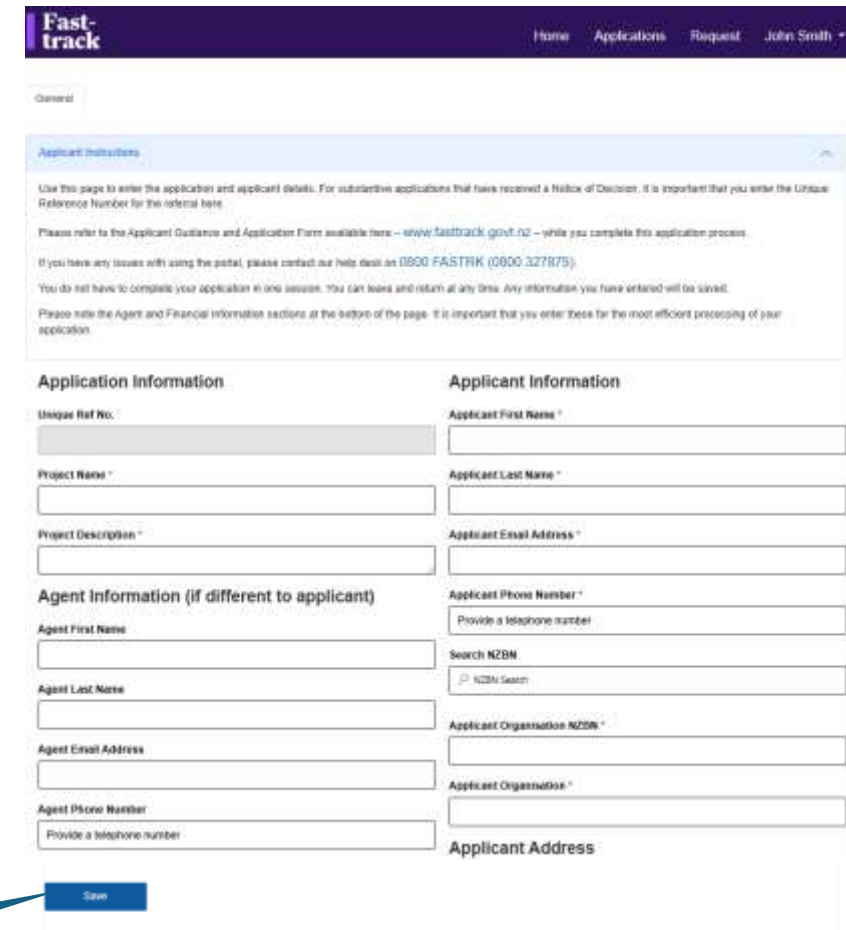
Creating a new **Referral Application** (Applicant users only)

New Referral Application - 1 (for Applicant users only)



The screenshot shows the 'Fast-track' portal home page. At the top is a navigation bar with 'Home', 'Applications', 'Request', and 'John Smith'. The main heading is 'Welcome to the Fast-track Portal'. Below it, there's a section for 'Applicant' with a list of actions: 'Track Your Application's Progress', 'Manage Documents', and 'Folders'. At the bottom, there are four buttons: 'Create New Referral', 'Create New Substantive', 'View Existing & Draft Applications', and 'Provide Feedback'. A blue callout box points to the 'Create New Referral' button.

1 – On the Home Page, Click the Create New Referral button



The screenshot shows the 'Application Information' form. It has two columns of input fields. The left column includes 'Unique Ref No.', 'Project Name', 'Project Description', 'Agent First Name', 'Agent Last Name', 'Agent Email Address', and 'Agent Phone Number'. The right column includes 'Applicant First Name', 'Applicant Last Name', 'Applicant Email Address', 'Applicant Phone Number', 'Search NZBN', 'Applicant Organisation NZBN', 'Applicant Organisation', and 'Applicant Address'. A 'Save' button is at the bottom. A blue callout box points to the 'Save' button.

2 – Complete all the required fields of information, then click “Save” to generate a Unique Reference Number for the project

3 – You can now exit the Application at any time and resume where you last left off.

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

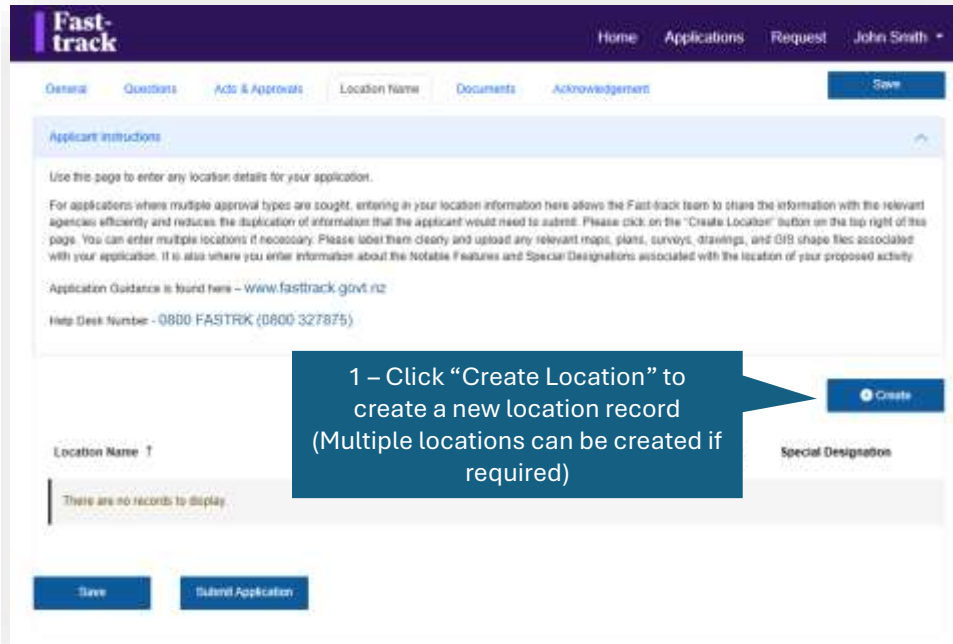
The screenshot shows the 'General' tab of the Fast-track application form. The header includes the 'Fast-track' logo, navigation links (Home, Applications, Request, John Smith), and a 'Save' button. The 'Applicant Instructions' section provides guidance on the application process. The form contains several input fields: 'Have you received confirmation of payment for all relevant fees and levies from EPA finance?' (No), 'Anticipated commencement date for construction activities' (dm/yyyy), 'Anticipated completion date for construction activities' (dm/yyyy), 'Will the project be completed in stages?' (No), and 'A statement of whether a separate substantive application is to be lodged for each of the stages' (No). A section titled 'Consultation Undertaken With' lists various entities with checkboxes: Relevant Local Authorities, Iwi Authority Groups Hapū iMā, Other Relevant iwi Authorities, Relevant Treaty Settlement Entities, Relevant Protected CRG & CMTG, and ngā hapū o Ngāti Porou.

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

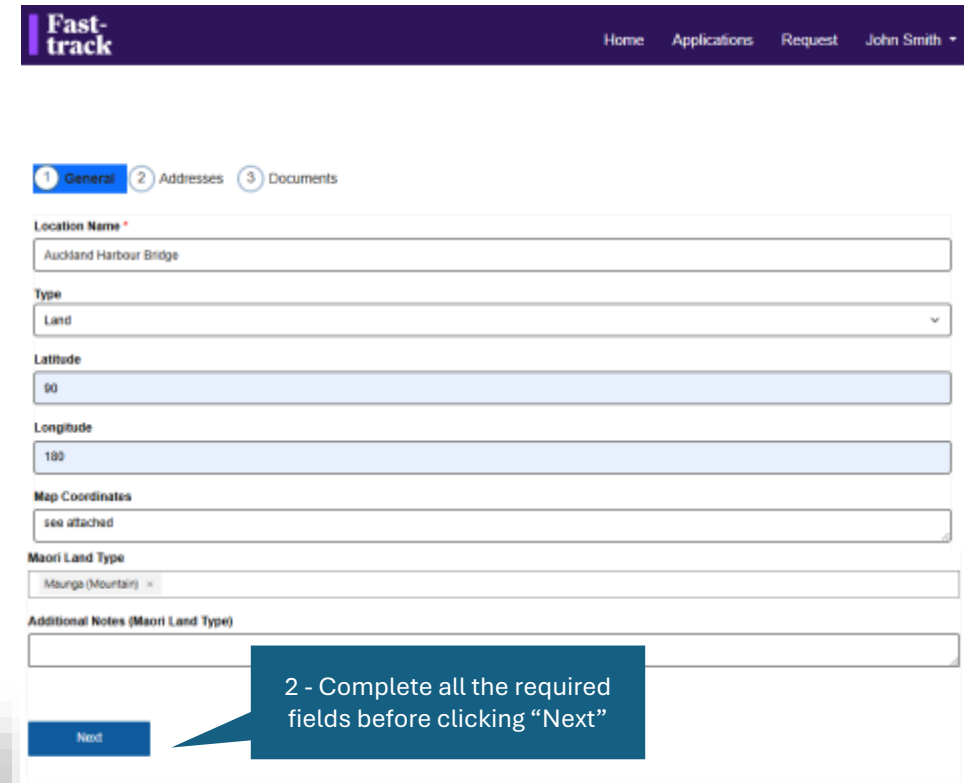
The screenshot shows the 'Acts & Approvals' tab of the Fast-track application form. The header includes the 'Fast-track' logo, navigation links (Home, Applications, Request, John Smith), and a 'Save' button. The 'Applicant Instructions' section provides guidance on the application process. The 'Acts & Approvals' section lists various acts and approvals with checkboxes: The Fisheries Act 1996, Coastal Permit, Reservation Made by Panel, and Complex freshwater fisheries activity. A 'Submit' button is visible at the bottom.

3 – Click the “Edit” button to edit the Acts & Approvals

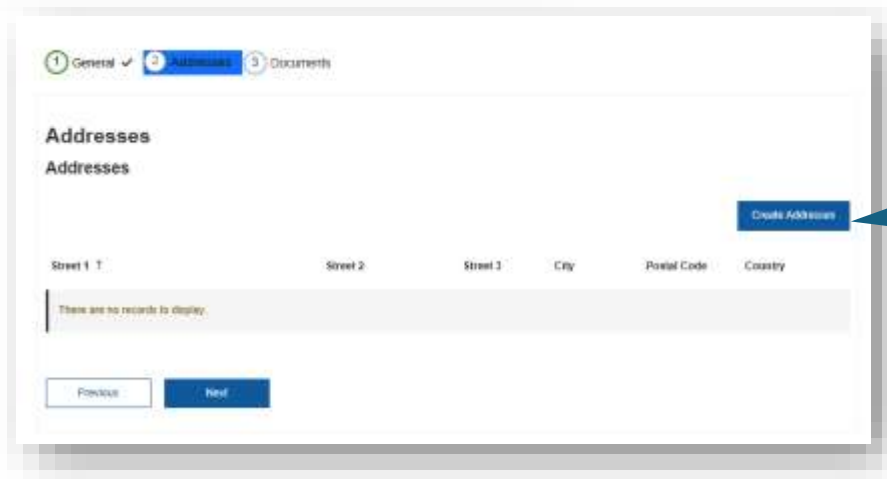
New Referral Application - 3 (for Applicant users only)



The screenshot shows the 'General' tab of the Fast-track application form. The top navigation bar includes 'Home', 'Applications', 'Request', and 'John Smith'. Below the navigation bar, there are tabs for 'General', 'Quotations', 'Acts & Approvals', 'Location Name', 'Documents', and 'Acknowledgement'. The 'Location Name' tab is active. The form contains a section for 'Applicant instructions' with text explaining the purpose of the page and providing contact information. Below this, there is a 'Location Name' field with a search icon and a 'Special Designation' field. A blue callout box points to a 'Create' button, stating: '1 - Click "Create Location" to create a new location record (Multiple locations can be created if required)'. At the bottom, there are 'Save' and 'Submit Application' buttons.



The screenshot shows the 'Addresses' tab of the Fast-track application form. The top navigation bar is the same as the previous screenshot. Below the navigation bar, there are tabs for '1 General', '2 Addresses', and '3 Documents'. The 'Addresses' tab is active. The form contains a 'Location Name' field with the value 'Auckland Harbour Bridge'. Below this, there is a 'Type' dropdown menu with 'Land' selected. There are also 'Latitude' and 'Longitude' fields with values '90' and '100' respectively. A 'Map Coordinates' field contains the text 'see attached'. Below this, there is a 'Maori Land Type' dropdown menu with 'Maunga (Mountain)' selected. An 'Additional Notes (Maori Land Type)' field is also present. A blue callout box points to a 'Next' button, stating: '2 - Complete all the required fields before clicking "Next"'. At the bottom, there is a 'Next' button.



The screenshot shows the 'Documents' tab of the Fast-track application form. The top navigation bar is the same as the previous screenshots. Below the navigation bar, there are tabs for '1 General', '2 Addresses', and '3 Documents'. The 'Documents' tab is active. The form contains a 'Create Address' button. Below this, there are fields for 'Street 1', 'Street 2', 'Street 3', 'City', 'Postal Code', and 'Country'. A blue callout box points to the 'Create Address' button, stating: '3 - Click "Create Address" to create an Address record (Multiple Addresses can be created if required)'. At the bottom, there are 'Previous' and 'Next' buttons.

New Referral Application - 4 (for Applicant users only)

Create

Search Address
Anson

Address

- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801
- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801
- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801
- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801
- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801
- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801
- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801
- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801
- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801
- 100 Rapanui Avenue, Invercargill, South Island, New Zealand 9801

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 location related attachments, then click “Submit”

+ Add files

There are no folders or files to display.

Previous

Submit

Fast-track

Home Applications Request John Smith

General Questions Auto Approvals Location Name Documents Acknowledgement

Save

Applicant Instructions

Use this page to enter any location details for your application.

For applications where multiple approval types are sought, entering in your location information here allows the Fast-track team to share the information with the relevant agencies efficiently and reduces the duplication of information that the applicant would need to submit. Please click on the “Create Location” button on the top right of this page. You can enter multiple locations if necessary. Please label them clearly and upload any relevant maps, plans, surveys, drawings, and GIS shape files associated with your application. It is also where you enter information about the Notable Features and Special Designations associated with the location of your proposed activity.

Application Guidance is found here – www.fasttrack.govt.nz

Help Desk Number – 0800 FASTRICK (0800 327075)

Create

Location Name ↑	Type	Latitude	Longitude	Notable Features	Special Designation
Auckland Harbour Bridge	Land	80 00000	100 00000	Water Courses, River & Lakes	Marsh Land

Save Submit Application

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

New Referral Application - 5 (for Applicant users only)

Applicant instructions

This is where you upload a completed version of Part 1-4 of the Application Form as well as the relevant checklists for each type of approval you are seeking and any supporting information referred to in the checklist (clearly labelled).

Please refer to the Application Guidance when uploading your documents, as this will direct you as to how your application documents need to be uploaded.

It is essential that you enter separate documents for each Act or Approval that you are applying for together with that Act or Approvals checklist, and that these documents are clearly named to ensure they can be easily identified with the specific Act or Approval.

You need only upload Application form parts 1-4 **ONCE**, it does not need to be part of each document applying for an Act or Approval.

You may not submit a collated document including all Act and Approvals applications, if you do so, your application will not be accepted and you will be required to re-enter each part again individually.

Prepare all necessary files, consultation documents, and technical reports in advance. Ensure that your files are in the correct format (all popular formats such as PDF, Word and excel are supported) and meet the specified size limits. If your files exceed 50MB, you will need to compress them or split the files to meet the file size requirements.

Application Guidance, application form and checklists can be found here – www.fasttrack.govt.nz

Help Desk Number - 0800 FASTRK (0800 327875)

Documents

Name ↑	Modified
<div>Download All Add files</div>	

Save Submit Application

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

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

Add files Cancel

Frosty design.pptx (96 KB)	5.minutes.ago	<div>Delete</div>
Pinstripes business cards.docx (338 KB)	5.minutes.ago	

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

New Referral Application - 6 (for Applicant users only)

[General](#) [Questions](#) [Acts & Approvals](#) [Location Name](#) [Documents](#) [Acknowledgement](#) [Save](#)

[Acknowledgement Instructions](#) ^

This page allows you to acknowledge the accuracy and completeness of your application as well as the costs associated with your application. Once you have completed this page, you may press the submit button and your application will be regarded as lodged once the Fast-trac team are in receipt of all necessary fees associated with the application.

PLEASE NOTE – Do not submit your application until you are sure that all the required information has been entered correctly, once you press 'submit' you are unable to edit the application information.

IMPORTANT – You do not have to complete your application in one session. You can leave and return at any time and any information you have entered will be saved.

Application Guidance is found here – www.fasttrack.govt.nz

Help Desk Number - 0800 FASTRK (0800 327875)

Acknowledgement

☐ I confirm that I am authorised to make this application on behalf of the Authorised Person specified for the project. *

☒ 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 *

[Save](#) [Submit Application](#)

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.