

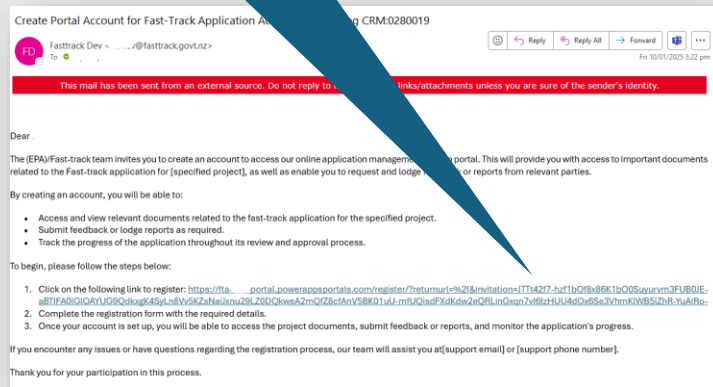
Fast-track Application Portal User Guide

Substantive process: Applicants

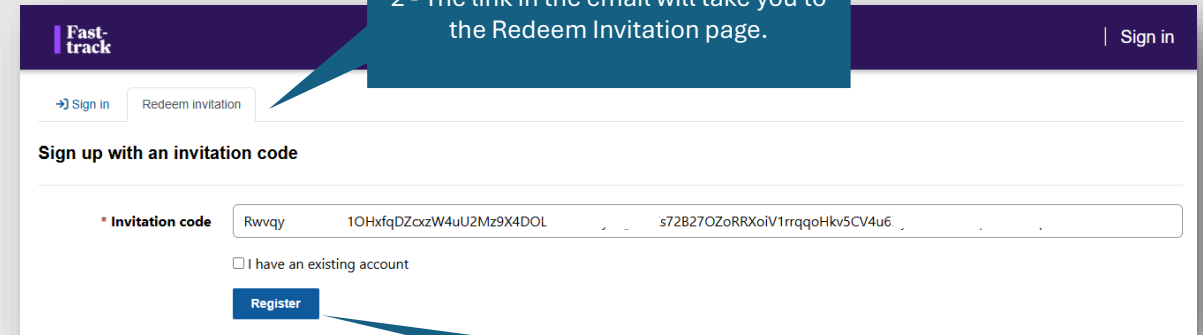
Portal Registration and Password Reset

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

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

I agree to all the Terms and Conditions outlined above

Submit

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

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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

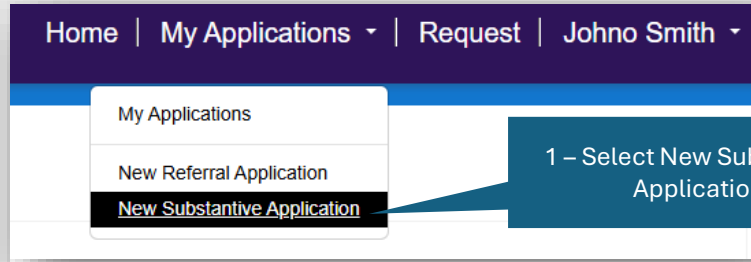
Confirm new password

Reset

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

Creating a New Substantive Application

New Substantive Application – Listed Project



1 – Select New Substantive Application

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

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

General Questions Acts & Approvals Location Documents Acknowledgement

Application Information

Unique Ref No.
—

Referral Application Unique Reference Number

Application Type *
Substantive Approval ▾

Project Name *
Auckland Tunnel 2050

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

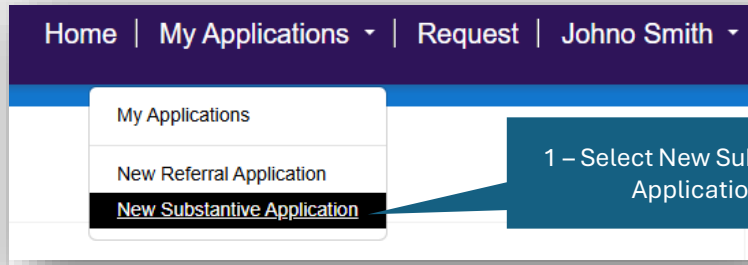
Applicant Email Address *
johno@test.test

Applicant Phone Number *
+64 55 555 555

Applicant Organisation *
The Excavators NZ Org

Applicant Organisation NZBN

New Substantive Application – Referred Project



1 – Select New Substantive Application

2 – Enter the Unique Reference Number of a **previously completed** Referral Application to pre-populate the information from the Referral Application. Click Next to generate a Unique Reference Number for the substantive application.

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

General Questions Acts & Approvals Location Documents Acknowledgement

Application Information

Unique Ref No.
—

Referral Application Unique Reference Number
FTAA-2501-1018

Application Type *
Substantive Approval ▾

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

Applicant Address

Street Address

New Substantive 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]

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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 Substantive Application – Locations

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

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

Location

Create Location

Name ↑ Special Designation

There are no records to display.

Previous Next

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

Fast-track Home | My Applications | Request | John 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

Next

2 - Complete all the required fields * before clicking Next

General **Addresses** 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 for the location (multiple Addresses can be created if needed)

New Substantive Application – Locations cont.

Create

Search Address
Airport

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
- 84 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 Substantive Application – Documents

The screenshot shows the 'Fast-track' application interface. At the top, there is a navigation bar with 'Home | My Applications | Request | Johno Smith'. Below this, a series of tabs are visible: 'General', 'Questions', 'Acts & Approvals', 'Location', 'Documents' (which is highlighted in blue), and 'Acknowledgement'. The main content area is titled 'Documents' and contains a table with columns for 'Name' and 'Modified'. A blue callout box points to an 'Add files' button in the top right corner of the table area. At the bottom of the page, there is a footer with the text 'Copyright © 2025. All rights reserved.'

1 – Click Add files to upload all project relevant attachments

The screenshot shows a modal dialog box titled 'Add files'. It contains a 'Choose files' button, a text input field showing '7 files', and a checked checkbox for 'Overwrite existing files'. A blue callout box points to the 'Add files' button at the bottom right of the dialog. The dialog also has a 'Cancel' button next to it.

2 – The maximum size for a single attachment is 50Mb. Please ensure each of your attachments is less than 50Mb.

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 Substantive 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.

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Other Portal Activities

Viewing My Applications

Fast-track

Home | My Applications | Request | Jacques Kallis

My Applications

Click on My Applications to view all Applications you are associated with

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	▼
16/01/2025 Ref 9	FTAA-2501-0203	My Test Org	Referral	In Progress	▼
16/01/2025 Ref 6	FTAA-2501-0193	My Test Org	Referral	Submitted	▼

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

Viewing My Requests

Click on Request to view all Requests you need to provide feedback on

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 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
The Application the Request relates to

Description *
dara here
Details regarding the Request

Due Date
1/17/2025
Due Date by which you need to provide feedback

Next
Click Next to view the Documents tab (attachments are optional)

Documents

Documents

Name ↑	Modified
College newsletter.docx (4306 KB)	1/17/2025 11:19 PM
Frosty design.pptx (101 KB)	1/17/2025 11:19 PM

Click on a Document name to download

[Previous](#) [Next](#)

Creating Feedback for a Request

1 - Select the Feedback tab of a Request

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

2 - Click Create Feedback

The screenshot shows the 'Feedback Details' form. It has a 'General' tab selected. The form includes a 'Feedback ID' field, a 'Title' field with the text 'my feedback regarding your request', and a 'Comments' field with the text 'the details here'. A 'Next' button is at the bottom left.

3 - Enter your feedback Title

4 - Provide your Feedback

5 - Click Next

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

6 - Add attachments (optional depending on the feedback requested)

7 - Click Submit to submit your Feedback