

Fast-track Portal

Creating a new **Substantive Application** (for Applicant users only)

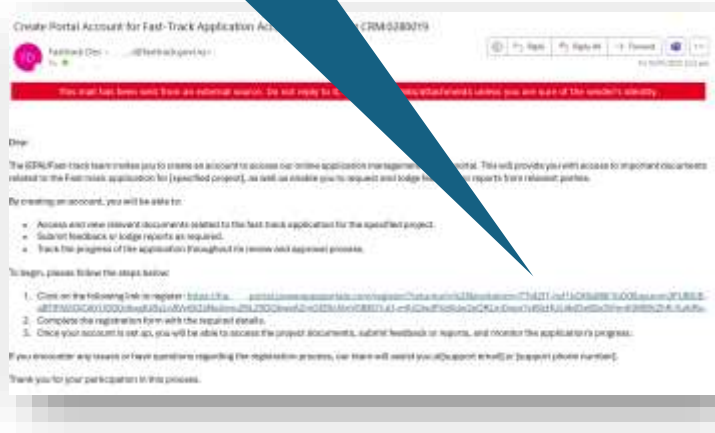
Updated June 2025

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 10HsfqDZcvW4uU2Mz9X4DCL s72827DZorRXoN1mqgoHky5CV4u6". Below the field is a checkbox for "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" (Johno@test.test), "* Username" (Johno@test.test), "* Password" (masked with dots), and "* Confirm password" (masked with dots). 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.

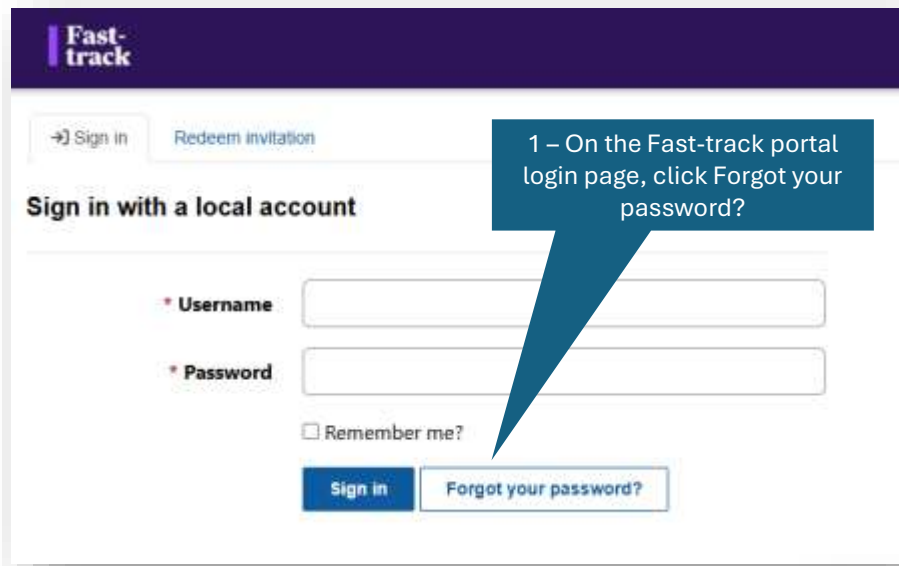
☐ I agree to all the Terms and Conditions outlined above

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

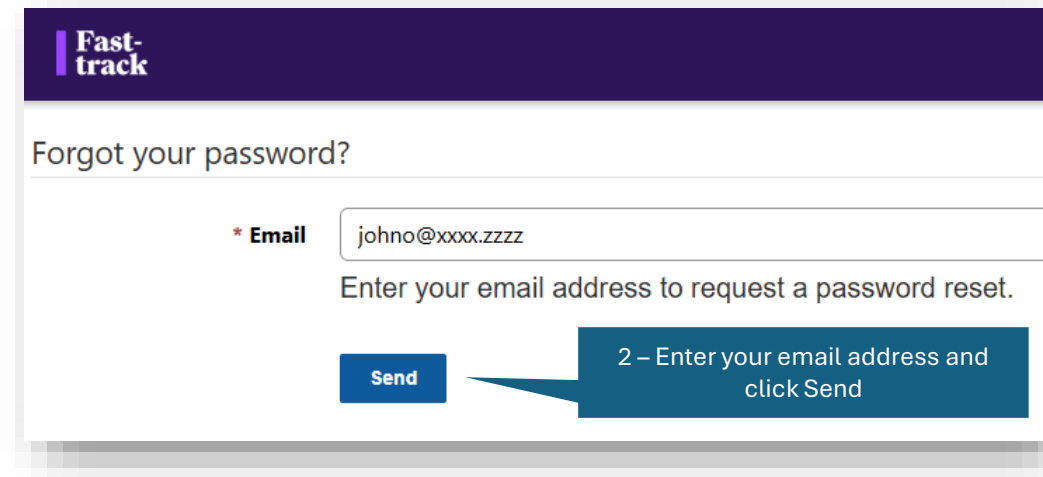
* Username

* Password

☐ Remember me?

Sign in Forgot your password?

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



Fast-track

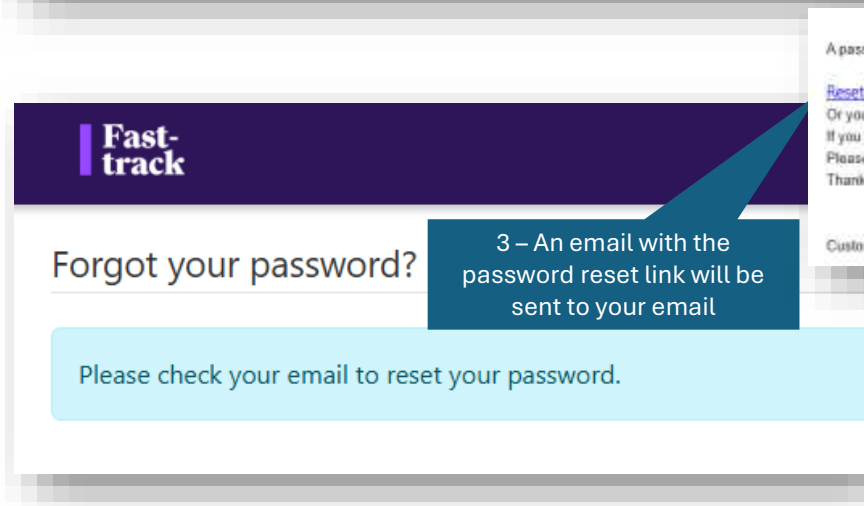
Forgot your password?

* 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](#)

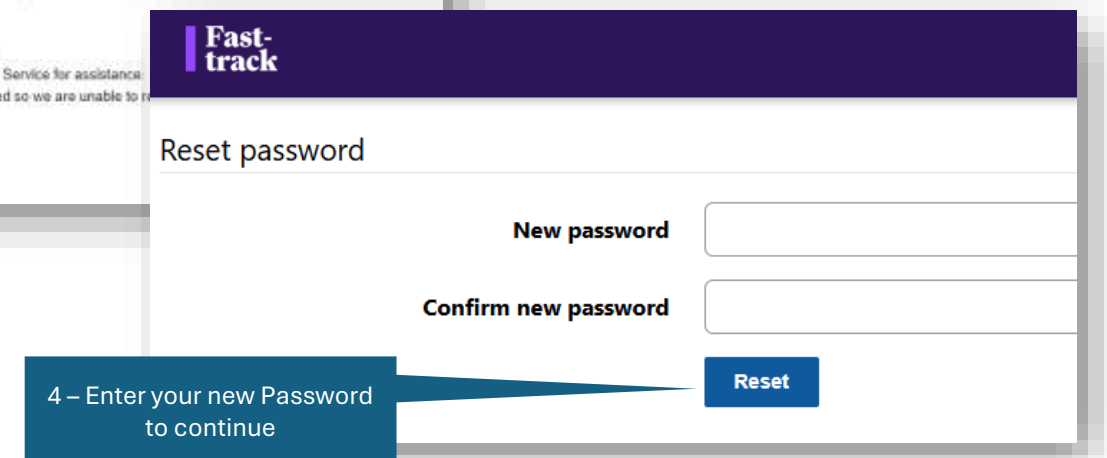
Or you can copy the following URL, and paste it into your web browser.

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

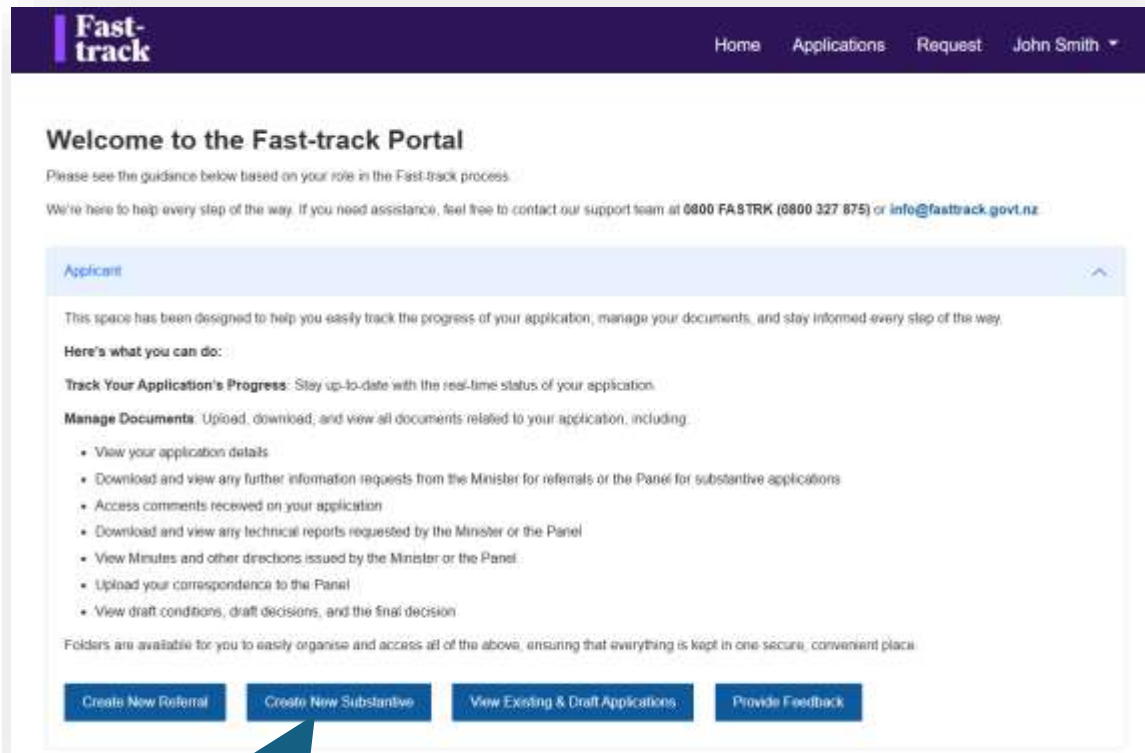
Reset

4 – Enter your new Password to continue

Fast-track Portal

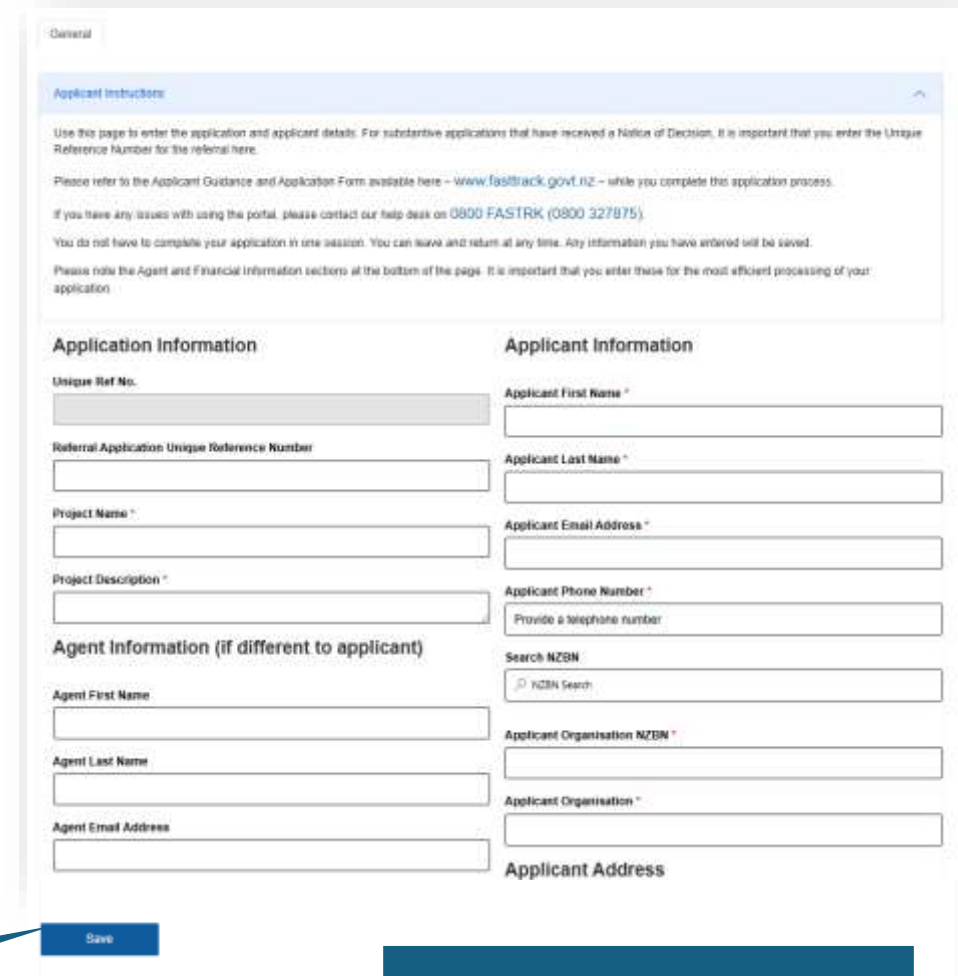
Creating a new **Substantive Application** (for Applicant users only)

New Substantive Application – 1 (for Applicant users only)



The screenshot shows the Fast-track Portal Home Page. At the top is a dark blue navigation bar with the 'Fast-track' logo on the left and links for 'Home', 'Applications', 'Request', and 'John Smith' on the right. Below the navigation bar is a 'Welcome to the Fast-track Portal' section with a brief introduction and contact information. A light blue 'Applicant' tab is selected, showing a list of actions: 'Track Your Application's Progress' and 'Manage Documents'. The 'Manage Documents' section lists several tasks like viewing application details, downloading information requests, and uploading correspondence. At the bottom, there are four buttons: 'Create New Referral', 'Create New Substantive', 'View Existing & Draft Applications', and 'Provide Feedback'.

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



The screenshot shows the 'New Substantive Application' form. It has a 'General' tab selected. The form is divided into two main sections: 'Application Information' and 'Applicant Information'. The 'Application Information' section includes fields for 'Unique Ref No.', 'Referral Application Unique Reference Number', 'Project Name', and 'Project Description'. The 'Applicant Information' section includes fields for '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 located at the bottom of the form.

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 Substantive Application – 2 (for Applicant users only)

Option to pre-populate from previous Referral Application

<div><input type="text" value="Search"/> <input type="button" value="Q"/></div> <div><input type="button" value="New Referral Application"/> <input type="button" value="New Substantive Application"/></div>				
Unique Ref. No ↓	Project Name	Applicant Organisation	Application Type	Status
FTAA-2506-1046	Phase 2 Substantive Application V1	TEST INFO DATA LIMITED	Substantive Approval	Draft
FTAA-2506-1045	New Referral Phase 2 Application	TESTING OVERSEAS	Referral	Draft
FTAA-2506-1044	Referral Phase 2 Test	241 HARDY STREET LIMITED	Referral	Withdrawn

1 – Click New Substantive Application

2 – Enter a 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 project

General

Applicant Instructions

Use this page to enter the application and applicant details. For substantive applications that have received a Notice of Decision, it is important that you enter the Unique Reference Number for the referral here.

Please refer to the Applicant Guidance and Application Form available here – www.fasttrack.govt.nz – while you complete this application process.

If you have any issues with using the portal, please contact our help desk on 0800 FASTRK (0800 327875).

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

Please note the Agent and Financial Information sections at the bottom of the page. It is important that you enter these for the most efficient processing of your application.

Application Information	Applicant Information
Unique Ref No. <input type="text"/>	Applicant First Name * <input type="text"/>
Referral Application Unique Reference Number <input type="text" value="FTAA-2501-1024"/>	Applicant Last Name * <input type="text"/>
Project Name * <input type="text"/>	Applicant Email Address * <input type="text"/>
Project Description * <input type="text"/>	Applicant Phone Number * <input type="text" value="Provide a telephone number"/>

New Substantive Application - 3 (for Applicant users only)

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

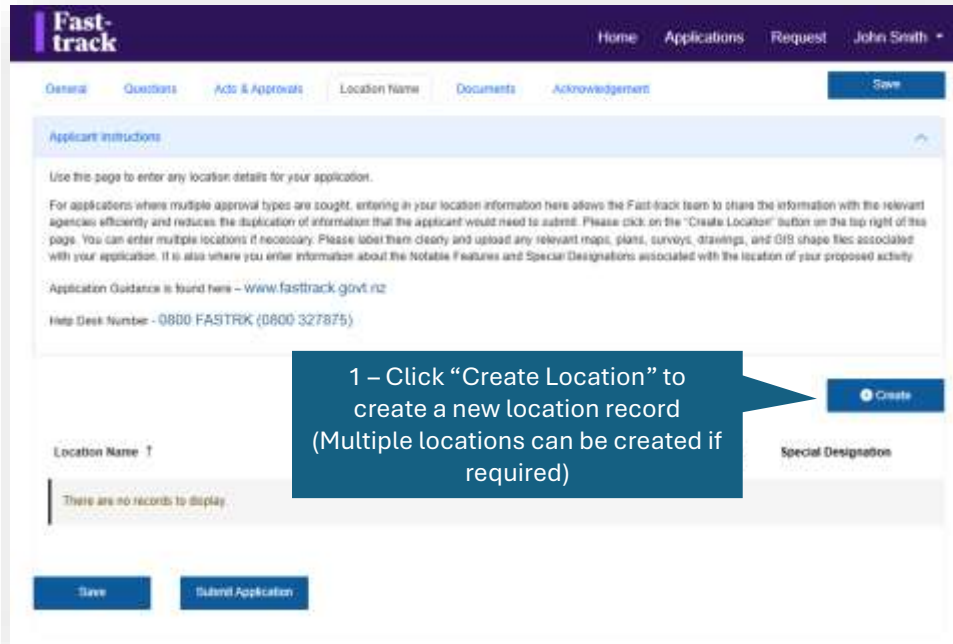
2 – Click the “Save” button to Save your application

The screenshot shows the 'Fast-track' application interface. The top navigation bar includes 'Home', 'Applications', 'Requests', and a user profile 'John Smith'. Below this is a tabbed interface with 'General', 'Questions', 'Acts & Approvals', 'Location Name', 'Documents', and 'Acknowledgement'. The 'General' tab is active, displaying 'Applicant Instructions' and a 'Save' button. The form contains several sections: 'Have you received confirmation of payment for all relevant fees and levies from EPA finance?' with a 'No' button; 'Anticipated commencement date for construction activities' and 'Anticipated completion date for construction activities' with date pickers; 'Will the project be completed in stages?' with a 'No' button; and 'A statement of whether a separate substantive application is to be lodged for each of the stages' with a 'No' button. 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'.

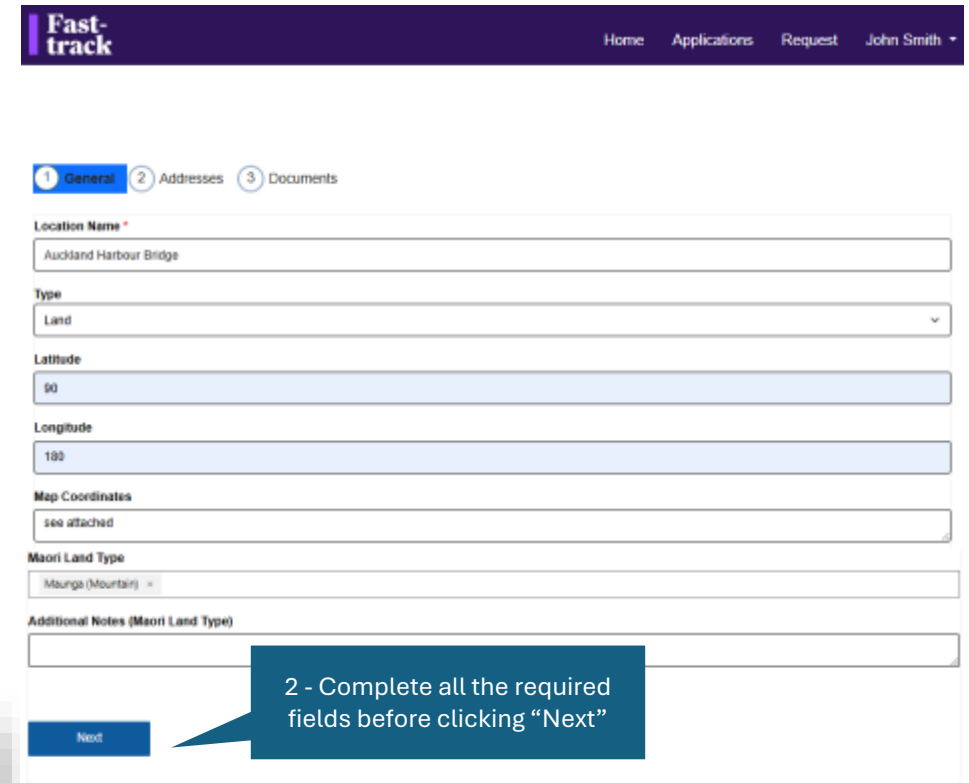
3 – Tick all the relevant Acts & Approvals related to this project, then click Submit to save your changes

The screenshot shows the 'Acts & Approvals' tab of the application form. It features an 'Applicant Instructions' section, a 'Save' button, and a 'Submit Application' button. A callout box highlights the 'Edit' button. Below the 'Acts & Approvals' section, a list of checkboxes is shown, all of which are checked: 'The Fisheries Act 1996', 'Coastal Permit', 'Reservation Made by Panel', and 'Complex freshwater fisheries activity'. A 'Submit' button is located at the bottom of this list.

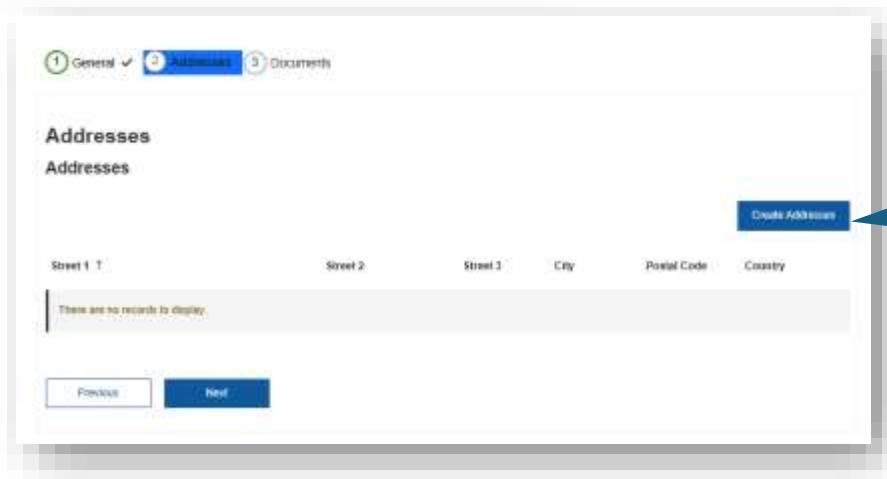
New Substantive Application - 4 (for Applicant users only)



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 main content area contains 'Applicant instructions' and a 'Create Location' button. A blue callout box points to the 'Create Location' button with the text: '1 - Click "Create Location" to create a new location record (Multiple locations can be created if required)'. Below the instructions, there is a 'Location Name' field and a 'Special Designation' field. 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 includes 'Home', 'Applications', 'Request', and 'John Smith'. Below the navigation bar, there are tabs for 'General', 'Addresses', and 'Documents'. The 'Addresses' tab is active. The main content area contains fields for 'Location Name', 'Type', 'Latitude', 'Longitude', 'Map Coordinates', 'Maori Land Type', and 'Additional Notes (Maori Land Type)'. A blue callout box points to the 'Next' button with the text: '2 - Complete all the required fields before clicking "Next"'. At the bottom, there is a 'Next' button.



The screenshot shows the 'Create Address' form. The top navigation bar includes 'Home', 'Applications', 'Request', and 'John Smith'. Below the navigation bar, there are tabs for 'General', 'Addresses', and 'Documents'. The 'Addresses' tab is active. The main content area contains a 'Create Address' button and a table for 'Addresses'. The table has columns for 'Street 1', 'Street 2', 'Street 3', 'City', 'Postal Code', and 'Country'. A blue callout box points to the 'Create Address' button with the text: '3 - Click "Create Address" to create an Address record (Multiple Addresses can be created if required)'. Below the table, there are 'Previous' and 'Next' buttons.

New Substantive Application - 5 (for Applicant users only)

Create

Search Address
Anson

Address

- 100 Rapanui Avenue, Invercargill, New Zealand 9802
- 100 Rapanui Avenue, Invercargill, New Zealand 9802
- 100 Rapanui Avenue, Invercargill, New Zealand 9802
- 100 Rapanui Avenue, Invercargill, New Zealand 9802
- 100 Rapanui Avenue, Invercargill, New Zealand 9802
- 100 Rapanui Avenue, Invercargill, New Zealand 9802
- 100 Rapanui Avenue, Invercargill, New Zealand 9802
- 100 Rapanui Avenue, Invercargill, New Zealand 9802
- 100 Rapanui Avenue, Invercargill, New Zealand 9802
- 100 Rapanui Avenue, Invercargill, New Zealand 9802

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	190 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 Substantive Application - 6 (for Applicant users only)

The screenshot shows the 'Documents' tab of the application form. At the top, there are tabs for 'General', 'Questions', 'Acts & Approvals', 'Location Name', 'Documents', and 'Acknowledgement'. Below the tabs is a 'Save' button. The main content area is titled 'Applicant instructions' and contains several paragraphs of text. Below the instructions is a 'Documents' section with a table. The table has two columns: 'Name' and 'Modified'. At the bottom of the 'Documents' section are two buttons: 'Download All' and 'Add files'. At the bottom of the entire form are two buttons: 'Save' and 'Submit Application'.

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
--------	----------

Download All Add files

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

The screenshot shows the 'Add files' dialog box. It has a title bar with a close button. Below the title bar is a section titled 'Choose files' with a 'Choose Files' button and a '7 files' indicator. Below this is a checkbox labeled 'Overwrite existing files' which is checked. At the bottom of the dialog are two buttons: 'Add files' and 'Cancel'.

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.

The screenshot shows a list of files at the bottom of the application form. It has two columns: 'Name' and 'Modified'. The first row is 'Frosty design.pptx (96 KB)' with '5.minutes.ago' in the 'Modified' column. The second row is 'Pinstripes business cards.docx (338 KB)' with '5.minutes.ago' in the 'Modified' column. To the right of the list is a 'Delete' button.

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 Substantive Application - 7 (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.