March 2023

Application for a permit to enter land to carry out an environmental assessment

# *Form AD14, Mining Act 1992*

## **When to use this form**

**Complete this form if you are applying for a permit to enter land to carry out an environmental assessment (for the purposes of the** [***Mining Act 1992***](https://legislation.nsw.gov.au/view/html/inforce/current/act-1992-029) **or the** [***Environmental Planning and Assessment Act 1979***](https://legislation.nsw.gov.au/view/html/inforce/current/act-1979-203) **of the likely effect on the environment of the activities to be carried out under an authority or a mineral claim. A separate form must be used by each person seeking to apply for a permit.**

This form is an approved form under s382 of the Mining Act for the purposes of s252 (Environmental assessment) of the Mining Act*.* Any reference to the ‘**Department**’ in this form, refers to the Department of **Regional NSW**.

## **How to lodge**

You can lodge your application (this form and any attachments) in the following ways:

* **By email:** [titles@regional.nsw.gov.au](mailto:titles@regional.nsw.gov.au)
* **By mail:** Mining, Exploration and Geoscience, Assessments and Systems, PO Box 344, Hunter Region Mail Centre NSW 2310
* **In person:** in person at the Department’s office, 516 High Street, Maitland, New South Wales business days, between the hours of 9.30am and 4.30pm.
* **Facsimile:** +61 2 4063 6973

Lodgement of your application in any of the above ways is taken to be lodgement with the Secretary under the Mining Act.

For help with lodging this application, or for more information about authorisations under the Mining Act in New South Wales contact:

Mining, Exploration and Geoscience - Assessments and Systems

**Phone: +61 2 4063 6600 (8.30am – 4.30pm)**

**Email:** [titles@regional.nsw.gov.au](mailto:titles@regional.nsw.gov.au)

**© State of New South Wales through Regional NSW 2023**. The information contained in this publication is based on knowledge and understanding at the time of writing March 2023. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Regional NSW or the user’s independent adviser.

Privacy statement

This information is collected by the Department for the purposes of assessing an application for an authorisation or an application associated with an authority as required by the *Mining Act* *1992* or Mining Regulation 2016.

This information may also be used by the Department to comply with its public register and record-keeping requirements under the *Mining Act* *1992* and Mining Regulation 2016, to confirm applicant details in the event that subsequent applications are made and to establish and maintain databases to assist the Department with its work generally.

Except for purposes required by law, your personal information will not be disclosed to third parties unless the disclosure is directly related to the purpose for which the information was collected, and the Department has no reason to believe you would object to the disclosure, or you are reasonably likely to have been aware, or have been made aware, that information of that kind is usually disclosed to that other person or body, or the Department believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person. You may apply to the Department to access and correct any personal information the Department holds about you if that information is inaccurate, incomplete, not relevant or out of date.

# Important notes

Accompanying documentation

All information specified in this form, and all required documents, things or information required to be lodged with your application should be provided at lodgement. The Mining Act provides that a form is not complete unless the information required by this form is included or submitted with the form.[[1]](#footnote-2)

If there is insufficient room in any of the fields in this form, please provide the information as an attachment submitted with this form, marking clearly the field or other requirement to which the additional information relates.

Agents

If this application is lodged by an agent on behalf of the applicant/s, the agent will need to complete the declaration at the end of this form and supply evidence of their appointment, if not already supplied to the Department.[[2]](#footnote-3)

Determination of your application

Once your complete application has been received, it will be determined by way of granting or refusing the permit in accordance with the Mining Act.

1. Authorisation information

|  |  |  |
| --- | --- | --- |
| Type | Number | Act |
|  |  |  |

1. Applicant details

Provide the full name, contact details, registered street address, postal address details of the applicant and if applicable, the ACN or ARBN (for foreign companies). To be eligible to hold a permit, you must be a person 18 years of age or older.

|  |  |
| --- | --- |
| 1st Applicant details | |
| Name |  |
| This is an individual and is at least 18 years old. |
| Contact phone |  |
| Contact email |  |
| ACN / ARBN |  |
| Street address (Registered street address for a company) |  |
| Postal address | Same as above |
| Enter here if different |

|  |  |
| --- | --- |
| 2nd Applicant details | |
| Name |  |
| Contact phone |  |
| Contact email |  |
| ACN / ARBN |  |
| Street address (Registered street address for a company) |  |
| Postal address | Same as above |
| Enter here if different |

|  |  |
| --- | --- |
| 3rd Applicant details | |
| Name |  |
| Contact phone |  |
| Contact email |  |
| ACN / ARBN |  |
| Street address (Registered street address for a company) |  |
| Postal address | Same as above |
| Enter here if different |

Additional applicants

Provide the full name, contact details, ACN or ARBN (for foreign companies), street address (individual), registered street address (company) and postal address details of additional applicants.

|  |
| --- |
| Additional details |
|  |

1. Contact for this application

Any correspondence in relation to this application and any subsequent authority will be sent to this person, including documents that the Department is required to serve.

|  |  |
| --- | --- |
| Contact details | |
| Contact name |  |
| Position held |  |
| Company |  |
| Postal address |  |
| Phone (incl area code) |  |
| Mobile |  |
| Email (required) |  |
| Email for service of documents (required |  |

The Department will contact you and **serve** documents related to your application **via the email address specified above.**

* 1. Your preferred contact method

If you would **also** like a copy of documents to be sent to you by mail to the postal address indicated above, please check the box below.

I request that copies of documents and communications are also sent to me by mail

Additional landholders

Provide the full name, contact details, ACN or ARBN (for foreign companies), street address (individual), registered street address (company) and postal address details of additional landholders.

|  |
| --- |
| Additional landholders |
|  |

1. Land over which the permit is sought

Include lot and deposited plan number or attach a diagram. If a diagram is included, please indicate there is an attachment in the space provided below:

|  |  |
| --- | --- |
| Land over which the permit is sought | |
| Lot number |  |
| Deposited plan |  |
| Street address |  |
| Diagram attached | Yes  No |

1. Activities proposed to be assessed

Provide a statement of the activities proposed to be assessed and the environmental assessment activities proposed to be carried out including the likely timing and duration of assessment activities proposed.

|  |
| --- |
| Activities proposed to be assessed |
|  |

|  |
| --- |
| Assessment activities proposed to be undertaken |
|  |

1. Fee payment

Provide payment, proof of payment or details that allow the payment to be made.

* 1. Fees
  2. • the application fee amount is $420 Select your payment method

|  |  |
| --- | --- |
| Select | Payment Method |
|  | 1. **Direct deposit**   Account name: Department of Regional NSW  BSB: 032 001  Account number: 183837  Reference: APV [authority type and number] (eg APV EL1234)  If you are paying by direct deposit, attach a copy of the receipt issued by your banking authority as evidence that you have paid. |
|  | **Credit card\*** (enter details below) |
| To pay by credit card, please tick the credit card box and contact (02) 4063 6600 to speak to a customer service representative. To comply with PCI-DSS your Credit Card information is never stored on file.  You may also submit the application on TMS. |
| \*Credit card merchant fees are applicable to all credit card payments and will be added to the payment amount at the following rates:  Visa & Mastercard: 0.4% Amex: 1.4% |

1. Checklist of items to be included with this application

|  |  |  |
| --- | --- | --- |
| Item |  | Reference |
| Land over which the permit is sought – if a diagram or further information is required to be attached |  | Question 6 |
| Activities proposed to be conducted – if attached separate to the application form |  | Question 7 |
| For payments made by direct deposit – proof of payment |  | Question 8 |
| For agents only – evidence of appointment as agent, if this has not been previously supplied to the department |  | Question 10.2 |

1. Declaration

This form should be signed by the applicant/s (in the case of a company a duly authorised officer) or an agent authorised to act on behalf of the applicant/s.

* 1. Applicant/s (individual or company)

For each applicant (signed below):

I certify that the information provided is true and correct to the best of my knowledge and belief. I understand under the *Crimes Act 1900 NSW* Part 5A, that knowingly or recklessly giving false or misleading information is a serious offence, and under the Mining Act section 378C, any person who provides information that the person knows to be false or misleading is guilty of an offence, for which they may be subject to prosecution.

(For companies only) In addition to the declaration above, by signing below, **I also** certify that I am authorised to complete and provide the information in this form on behalf of the company listed in section 2 of this form.

|  |  |
| --- | --- |
| 1st Applicant details | |
| Name |  |
| Position/title |  |
| Date |  |
| Signature | 1st Applications Signature |

|  |  |
| --- | --- |
| 2nd Applicant details | |
| Name |  |
| Position/title |  |
| Date |  |
| Signature | 1st Applications Signature |

|  |  |
| --- | --- |
| 3rd Applicant details | |
| Name |  |
| Position/title |  |
| Date |  |
| Signature | 1st Applications Signature |

* 1. Agent authorised to act for this applicant/s

Evidence of appointment is required if this has not been previously supplied to the Department.

|  |  |
| --- | --- |
| Agent details | |
| Name |  |
| Position/title |  |
| Company |  |
| Postal address |  |
| Phone (incl area code) |  |
| Mobile |  |
| Email |  |
| Date |  |
| Signature | Agent Signature |

Evidence of appointment:

I have attached evidence of appointment to this application

# Office/Administrative use only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application received: | | | | |
| Time: |  | Date: |  |
| Officer’s Name |  | | |
| Signature | Office use only signature | | |
| **Application fee amount:** $420 (per authority) | | | | |
| Fee amount | $ | | |
| **Total amount:** | $ | | |
| **Receipt number** |  | | |

# Document control

Approved by: Executive Director, Assessments and Systems, Regional NSW under delegation from the Minister administering the Mining Act*.*

CM9 Reference: RDOC22/116302

|  |  |  |
| --- | --- | --- |
| Amendment schedule | | |
| **Date** | **Version #** | **Amendment** |
| July 2020 | 1.0 | New format for Regional NSW. Form updated to reflect new Departmental name and branding, and updated links |
| August 2022 | 2.0 | Updated credit card details  New format to reflect new template Regional NSW/MEG  Update contact details to reflect @regional email address  Updated footer: document number and date  Reviewed links |
| March 2023 | 3.0 | Form updated to reflect commencement of Mining Regulation 2016 on 1 March 2023 and administrative updates. Included information on protected reserves and incomplete applications. |

1. Section 382(3), Mining Act. [↑](#footnote-ref-2)
2. Clause 97, Mining Regulation 2016. [↑](#footnote-ref-3)