Mining lease guide

A mining lease is granted for the mining of minerals, coal, and/or for purposes associated with the mining and processing of those products including camps, workshops, stockpiles, and various types of water storage devices, treatment plants, storage sheds and explosive magazines.

Mining leases are granted and administered under Chapters 6 and 7 of the Mineral Resources Act 1989 ("the Act") and Chapter 2, Part 4 of the Mineral Resources Regulation 2013 ("the Regulation").

Key information

A mining lease granted for mining operations entitles the holder to machine-mine specified minerals and carry out activities associated with or promoting mining activities.

Applying online is quick and easy via the MyMinesOnline electronic lodgement system. You can also download and submit a paper application form.

The Queensland Governments uranium policy is that it will not grant mining resource authorities for the purpose of mining uranium in Queensland, nor will it permit the treatment or processing of uranium within the State.

The term of your mining lease

You must identify and justify the term you are seeking when applying for a mining lease. The term cannot be longer than the period for which compensation has been agreed or decided.

For example, agreeing to a five year compensation period means the term of your lease cannot exceed five years. The requested term should also reflect the rate of mining in relation to the size of the resource and enable time for rehabilitation to occur.

Please note: The department has published Operational Policy MIN/2016/3088 Deciding the term of Mining Lease.

Mining leases may also be granted to undertake activities associated with mining, such as establishing plant sites, a mining camp or a tailings dam. Your application will also need to consider and outline the time it will take to construct associated facilities and infrastructure, remove overburden and process the mineral, site rehabilitation and the subsequent lease surrender.

While your mining lease may be granted for an initial term you may apply to renew the resource authority for a further term subject to compliance with the Act.

The physical area of your resource authority

There are no pre-defined areas or shapes for mining leases. The area and shape of the lease application will depend on the extent of the defined resource, the existing land tenure boundaries or the size and shape of the prerequisite resource authority. Your mining lease application must include:
• a **definition** of the boundary as set out in section 386R of the Act, refer to the Practice Direction: Boundary identification for mining resource authorities for more details.

• a **proposed route to access** the proposed mining lease. If the application area abuts or intersects an existing dedicated road you may nominate that road as your access. If it does not traverse or abut an existing, dedicated public road you must describe your access in the same way as your mining lease boundary in a format acceptable to the department from a dedicated public road to a point on the boundary of the lease application area. Like your boundary information, your proposed access must also be supplied with start and end points and with the required width.

You are required to enter into compensation agreements for any land used for access unless your access is via an existing, dedicated public access that abuts, but does not fall within, the area of the mining lease application.

The department's preferred format for resource authority area descriptions is via shapefile. Please see the **Shapefile Guide** for more information. If this is unavailable, please submit an Excel CSV (Comma delimited) file, and use the supplied converter tool to create a shape file to submit with your application.

### Describing the parcels of land

The whole or part of parcels of land within the boundary of the proposed mining lease must be described via Lot on Plan. You must also describe any land used for access and any land adjoining the boundary of the proposed mining lease. Your description must also include the owners name and address, the current land usage, whether you intend to use the land for the area of the resource authority or for access and whether compensation for each land parcel is required.

#### An example of the required land information:

<table>
<thead>
<tr>
<th>Background description</th>
<th>Tenure</th>
<th>Land Parcel Name</th>
<th>Current Use</th>
<th>Proposed Use</th>
<th>Owner or occupier name</th>
<th>Owner or occupier address</th>
<th>Compensation Required?</th>
<th>Erosion works on land</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 23 RP23456</td>
<td>Freehold</td>
<td>Grazing</td>
<td>Access</td>
<td>J Smith</td>
<td>2 John St Roma</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lot 6 RP78521</td>
<td>Leasehold</td>
<td>Grazing</td>
<td>Mining</td>
<td>H Rogers</td>
<td>7 Farm Road Roma</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Road Reserve</td>
<td>Reserve</td>
<td>Smith Road</td>
<td>Road</td>
<td>Access</td>
<td>Roma Shire Council</td>
<td>123 Main Street Roma</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Bungeworgorai Creek</td>
<td>Reserve</td>
<td>Creek</td>
<td>Mining</td>
<td>Unallocated State Land</td>
<td>State of Queensland</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>428Bana</td>
<td>Stock Route</td>
<td>Stock Route</td>
<td>Stock Route</td>
<td>Mining</td>
<td>Roma Shire Council</td>
<td>123 Main Street Roma</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your application is subject to certain land, you will need to obtain consent before the application can be decided. These lands include:

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Department of Natural Resources, Mines and Energy  
**December 2018, version 4.00**
Obtain consent for reserve land. Reserve land is land that is a ‘reserve’ as defined in the Act. This may include, but is not limited to, roads or road reserves, transport corridors (for example rail), state forests, timber or resources reserves, or Aboriginal or Torres Strait Island land and local government reserves. You must obtain the consent of the reserve owner or trustee before your mining lease application can be granted. If you are unable to obtain consent you may apply to the Governor in Council to grant the lease over the area of the reserve.

Obtain relevant owner consent for restricted land. Restricted land is land containing features such as bores, artesian wells, dams or other water storage structures connected to a water supply. Restricted land may also contain a permanent structure used as a dwelling, for primary industries, business, accommodation, community, sporting or recreational purposes, or used as a place of worship or burial ground. Restricted land can be only included in the surface area of a mining lease if the owner of the land where the relevant permanent building or feature is situated provides written consent to your application. If consent is not lodged such areas are automatically excluded from the surface area of your mining lease.

The holder of a mining lease may however, at any time during the term of the mining lease, apply for the surface of restricted land to be included in the mining lease. Approval may be given only if each relevant owner of the restricted land has given written consent, the applicant has lodged the consent with the department and there is an agreement about compensation, or a decision of the Land Court on compensation, with each relevant owner of the restricted land. Native title must also be addressed. Restricted land is defined under section 68 of the Mineral and Energy Resources (Common Provisions) Act 2014.

Outline compensation requirements. Compensation must be settled before the mining lease can be granted and can be by written agreement with the owner and the holder for any surface area applied for in the mining lease application.

For new mining lease applications made on or after 25 October 2018. If compensation remains unresolved prior to grant or renewal of a mining lease, either you or the landowner may apply in writing to the Land Court for a determination of the amount of compensation payable. If compensation has not been agreed or referred to the Land Court within three months after objections close or the Land Court recommendation, the Minister may refuse to grant or renew the mining lease.

Compensation and consent can typically take a long period of time to reach agreement. Once your application is lodged we strongly recommend that the lodgement of compensation and consent for restricted land and reserves is prioritised.

Renewal

Within 5 business days of a renewal application having been made to renew a mining lease, the holder is required to notify each landowner with land in the area the mining lease or access to the mining lease that the renewal application has been made.

The notice must include:
I. the renewal application and any documents or information prescribed by regulation; and
II. the most recent compensation agreement or compensation determination the holder has with the landowner (if any).

This requirement ensures that landowners are aware that a renewal application has been made and gives them time to start considering compensation matters.
Other advice for submitting your application

- You must have a pre-requisite resource authority if your application is for a coal mining lease. The proposed lease area must be in the area of either a prospecting resource authority, an exploration resource authority for coal or a mineral development licence. The applicant must be the holder of the resource authority or have the consent of the holder of the resource authority to apply for the coal mining lease.

- You must specify any overlapping exploration or production resource authorities including mineral development licences, mining or petroleum leases, mining claims, authorities to prospect, geothermal exploration resource authorities or geothermal leases. There are additional requirements when lodging an application overlapping with a Greenhouse gas (GHG) tenure, such as a GHG exploration resource authority or GHG Injection and Storage Lease granted under the Greenhouse Gas Storage Act 2009. A mining lease application must be accompanied by a GHG Statement (compliant with section 318ELAS of the Act) and any other relevant information that addresses the GHG assessment criteria (described under section 318ELAR (2)).

- You may need to comply with overlapping requirements under Chapter 8 of the Act or Chapter 4 of the Mineral and Energy Resources (Common Provisions) Act 2014 if applying for a mining lease application for coal or oil shale. Your application must be accompanied by an initial development plan that complies with sections 318DT and 318DV of the Act. There are other overlapping provisions that apply to coal or oil shale mining leases that overlap petroleum resource authorities. These range from notification requirements to formal agreements or arrangements with the petroleum resource authority holder. Your mining lease application submission may also require a Coal Seam Gas (CSG) Statement, written consent with a petroleum tenure holder and any other information that addresses the CSG assessment criteria.

- If you are applying to conditionally surrender an existing mining lease in favour of a new one, in respect in whole or part of the original land granted to the first mining lease this will take effect immediately prior to the granting of the new mining lease. The holder of surrendered resource authority must be in the same name as the new one, and must be completely surrendered in the area of the new resource authority.

Mineral or Coal resource justification

The mineral resource legislation requires a mining lease (ML) application to provide reasons for the size and shape of the resource authority area being applied for and providing evidence in respect of the quality and quantity of the mineral occurrence in the area being applied for.

The type of information that you may provide to meet these requirements could include the following;

- A JORC report or a statement and map which show the defined resources areas and estimates in regard to the coal quality contained within the size and shape of the area in accordance with JORC standards, and stating parameters used. The map should show current JORC level resources per seam split up into indicated, measured and inferred JORC resources;
- geological confidence statements for indicated, measured and inferred JORC resources which describes the attributes of the resource status ();
- a statement regarding the method of proposed mining and critical assumptions (e.g. strip ratios if known);
- a statement about potential infrastructure requirements and a map of their location in relation to the area applied for;
• a statement about environmental constraints and how they impact the size and shape of the application area applied for, and
• a concept economic mine plan (mining schedule) for the area applied for the term of the resource authority.

A coal ML mine plan should contain information that considers JORC modifying factors to obtain potential extraction viability for indicated and measured JORC resources ( ). For mine planning purposes in respect of the ‘modifying factors’ allow a pre-feasibility assessment of the deposit, mining methods, transport networks and estimate extraction costs to assess the economic viability of the deposit.

A JORC report or any statements should refer to JORC resources only, anything mentioning 'Inventory' or 'exploration Target' or 'Potential Mineralisation' is below JORC standards and will not be accepted as suitable rationale for a coal ML.

Other information that may be needed for coal or oil shale mining lease applications

<table>
<thead>
<tr>
<th>If the application is within...</th>
<th>Additional lodgement requirements</th>
</tr>
</thead>
</table>
| If the application is within an area of a petroleum lease granted before 27 September 2016 (being commencement of MERCP legislation) | CSG Statement  
*The parties can agree to opt-in the new framework under Chapter 4 of MERCP at any time. |
| If the application is within an area of a petroleum lease lodged and granted after 27 September 2016 (being commencement of MERCP legislation) | Compliance with the provisions of Chapter 4 of the MERCP apply. |
| If the application is within an area of an authority to prospect for petroleum | Compliance with the provisions of Chapter 4 of the MERCP apply. |

What will we do?

We recommend you attend a pre-lodgement meeting with the department to discuss the process and information required before you lodge your application. Your application will be assessed according to the relevant legislation and the following key terms are important to know:

A mining lease notice is issued once a delegated officer is satisfied an application meets the requirements of the Act. This triggers a requirement to provide a copy of the mining lease notice, mining lease application and any other documents as required to all affected persons. An affected person includes the following:

a) an owner of the subject land; or
b) an owner of land necessary for access to the subject land; or
c) the relevant local government
The applicant for a mining lease must publish the mining lease notice in a nominated newspaper. Publishing the mining lease notice allows people to provide written objections to the mining lease application or submissions to the relevant environmental authority.

**Objection period** is the time within which any party may object to a mining lease application. Objections must be lodged by close of business (4:30 pm) on the last objection day and are then referred to the Land Court for consideration and recommendation.

### Application steps for MyMinesOnline

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>Supporting information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in to MyMinesOnline, select Apply for a new permit or renew a permit under the I want to… options at the right of the My dashboard tab and select Enter a new permit application. Information on Mining Tenure types and the relevant forms are also available to download.</td>
<td>❑ Prerequisite permit numbers for coal or oil shale</td>
</tr>
<tr>
<td>1. If you agree with the Terms and Conditions, select Continue and use the drop down boxes to select the Resource Type either mineral or coal and the Permit Type you are applying for, select Next.</td>
<td>❑ Upload the prerequisite permit holder/s consent/s</td>
</tr>
<tr>
<td>2. (COAL or oil shale applications only) Provide any Prerequisite Permits by entering the Permit Type and Permit Numbers and select Add permit.</td>
<td></td>
</tr>
<tr>
<td>3. Upload the prerequisite permit holder/s consent/s and select Save. Note: At this stage the system creates the new application. This may take a few moments. You need to wait until the screen displays with the link Continue to your application.</td>
<td></td>
</tr>
<tr>
<td>4. Select the Continue to your application link.</td>
<td></td>
</tr>
<tr>
<td>Once created, the steps to follow for the new permit application display in the Application status summary table if completing the steps online. Complete each step as described in the summary. The status of each step displays once details are completed. Some steps will not be available until a preceding step is completed.</td>
<td></td>
</tr>
<tr>
<td>5. Select Step 1.</td>
<td></td>
</tr>
</tbody>
</table>

#### Step 1: Permit details

From the Application status summary table or form, select Step 1: Permit details

1. Enter the Permit Name (for your reference only as it will not be used by the Department)
2. Specify the term of the proposed permit
3. Attach a statement justifying the length of the term
4. Provide the general locality of the application by a brief description of the general area, for example, 15km South East of Mt. Isa. This description will be used in the native title advertising process, if required
5. For minerals and infrastructure permits only: enter mineral name and select Add Mineral or enter infrastructure information and select Add Infrastructure, if required
6. Select Save

Note: After each step, the system refreshes to display the status. If a step is complete,
the Complete status displays. If incomplete, the status Incomplete displays. Steps can be revisited throughout the process.

<table>
<thead>
<tr>
<th>Step 2: Permit holder details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From the Application status summary table or form, select Step 2: Permit holder details</td>
<td></td>
</tr>
<tr>
<td>1. Select either Add company or Add individual Holder</td>
<td>Proof of identity</td>
</tr>
<tr>
<td>2. Search for your company or individual holder with either company name or ACN/ARBN or leave the field blank and select Search</td>
<td>Signed letter of authority</td>
</tr>
<tr>
<td>3. Select the relevant company or holder and select Next or select Create new company/individual record and add/update contact details including email address and select Next</td>
<td>Signed letter of consent by the holder/s</td>
</tr>
<tr>
<td>4. Specify the percent holding for each holder. The total holding must equal 100%. If there is only one holder the percentage must equal 100% for that holder. Use the check box to select the authorised holder, which will default to the principal contact</td>
<td>The Authorised Holder Representative Guide has more detailed information about what to include in a letter of authority</td>
</tr>
<tr>
<td>5. Select tenancy type – Joint Tenancy, Sole Holder or Tenancy in Common</td>
<td></td>
</tr>
<tr>
<td>6. Attach proof of identity and select Next</td>
<td></td>
</tr>
<tr>
<td>7. Review and confirm contact details</td>
<td></td>
</tr>
<tr>
<td>8. Assign an Authorised Holder Representative to act on your behalf and attach a signed letter of authority and consent of all holders for the Authorised Holder Representative and select Save</td>
<td></td>
</tr>
<tr>
<td><strong>Note</strong>: Verify you are an eligible person and/or company by attaching the relevant documentation compliant with Policy 9/2012 Eligibility, proof of identity and authorised person/s. Both individuals and companies must attach a Proof of Eligibility in accordance with this policy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3: Select permit area</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From the Application status summary table or form, select Step 3: Select permit area</td>
<td>A justifying statement of the area and shape of the lease</td>
</tr>
<tr>
<td>1. Enter the approximate size of the area of the mining lease you are applying for in hectares (to two decimal places)</td>
<td>A CSV, shape file, sketch or map clearly showing the proposed:</td>
</tr>
<tr>
<td>2. Attach a statement justifying the area of the permit and its shape</td>
<td>- internal/external boundaries</td>
</tr>
<tr>
<td>3. GPS Points must be GDA94 Datum in latitude and longitude</td>
<td>- total area</td>
</tr>
<tr>
<td>4. Enter the coordinates for the datum post/reference point as per the above format.</td>
<td>- site access</td>
</tr>
<tr>
<td>5. If relevant enter the date the land was marked out.</td>
<td>Any other supporting documentation or graphic representation of the area, including photographs or maps, abutting land and other authority information</td>
</tr>
<tr>
<td>6. Under Internal boundary, indicate the existence of a mining permit (or existing application for a mining permit) wholly within this new permit application, by selecting Yes or No and add the permit type and number select Add permit</td>
<td>A justifying</td>
</tr>
<tr>
<td>7. Add the relevant local authority by typing the information into the search box and select Add local authority</td>
<td></td>
</tr>
<tr>
<td>8. Attach permit area files (template available on website)</td>
<td></td>
</tr>
<tr>
<td>a. Attach a CSV, shape file or sketch map clearly showing the proposed lease’s internal/external boundaries</td>
<td></td>
</tr>
</tbody>
</table>

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b. Attach a map of the area setting out the boundaries and access

c. Attach a description of any other resource authorities or land abutting the application area (template available on website)

d. Attach any other supporting documents or graphic representations of the area, for example, photographs and select **Next**

9. Select the surface area required for the mining lease: **Whole, Part or Nil**
   a. Attach a justifying statement with the reasons for the selected surface area
   b. Where **Part** is selected, include what area is required in hectares to two decimal points and attach a surface area Excel CSV or shape file or sketch map
   c. Where **Nil** is selected, provide details of your adjoining mining lease(s) that will enable access to the proposed area

10. Enter access details: Your application must include access to the application area so long as it does not traverse or abut an existing, dedicated public access. ‘Access’ is described as a point acceptable to the department to the boundary of the application area
   a. Any relevant information about site access must be included in your application, unless it is an existing, dedicated public access that abuts the application area including roads, railways or stock routes
   b. Where access to the tenure is via a designated road that is within or abutting the tenure area, provide the name of the dedicated road
   c. Where access to the tenure is not via a designated road that is within or abuts the tenure area, provide the width of the access.

11. Select **Save**

**Step 4: Land information details**

From the Application status summary table or form, select Step 4: **Land information details**

1. Using the **Land information template**, upload the ownership, usage and compensation status details for each parcel of land within the proposed permit area, noting that compensation **must be finalised** before any application can be granted

2. Using the **Adjoining land information template**, upload the ownership of each parcel of land adjoining the proposed permit area.

3. Specify if:
   a. There are any permanent structures or relevant features within the land boundaries, or within the prescribed distances laterally of the boundaries. Provide a description of the permanent buildings or features. This would be deemed **restricted land**. Provide information on the restricted land, a detailed map and details of consent. If **Yes**, confirm you have the owner or occupier(s) written consent to enter the land. If **No**, outline the actions taken to obtain the owner or occupier(s) written consent to enter the restricted land. Please note consent of the owner will be required by the department. Attach consent if available.
   b. The mining lease is over land that is a **reserve land** as defined in the **Schedule - Dictionary of the Mineral Resources Act 1989**. If you select **YES**: Attach consent of trustees.

4. Select **Next**
5. Specify if any production or exploration permits that overlap with the proposed permit area. Select the permit type(s) from the drop down box and enter the permit number(s) select Add permit.

6. Specify if the proposed permit area falls within an area of Greenhouse Gas (GHG) tenure by selecting Yes or No. If Yes, attach a Greenhouse Gas statement and any supporting information.

7. Specify if the proposed permit area overlaps with a petroleum authority by selected Yes or No. Provide authority details and attach any additional information required under Chapter 8 of the Mineral Resources Act 1989. If the permit falls under the overlapping framework in Chapter 4 of the Mineral and Energy Resources (Common Provisions) Act 2014 you do not need to provide any additional information at this step.

8. If you are surrendering an existing mining claim or mining lease permit in favour of this mining lease over whole or part of the permit area, provide the permit number and expiry date of the permit being conditionally surrendered. Enter or upload a statement regarding the rationale as to why you want to surrender this permit and select Save.

Step 5: Environmental authority
From the Application status summary table or form, select Step 5: Environmental authority

1. All types of EA applications must be lodged directly with the Department of Environment and Science (DES) using the Connect system or lodging a paper application.

Note: Your EA will be assessed by the DES, who will advise you the EA number once issued. Confirmation that the EA is issued is required before your permit can be granted. Please review the DES Guides on application fees for mining activities. Please note, once technical assessments and native title processes are complete; the department will advise you of any outstanding monies (for example, rent or security). You have 20 business days from the date of the letter to finalise these accounts.

Step 6: Native title
From the Application status summary table or form, select Step 6: Native title

Note As the available processes depend on the type of permit, the works to be undertaken and the area of land that is subject to native title, you need to confirm which native title process you intend to undertake by use of the radio buttons.

1. If you select that you wish to undertake a native title process, use the drop down function to select the applicable process for your permit. You will need in all cases to provide a Right to negotiate submission.

2. If you select Right to negotiate and ILUA you need to nominate the type of ILUA you will opt into.

Note: Any application which includes more than 10% non-exclusive land must undertake a native title process. An incorrect process selection could render your application invalid and liable to rejection.
**Note:** If you select to proceed without undertaking a native title process, you need to indicate (by use of the check box) that if after a full assessment is completed it is determined that native title does exist; you accept that a native title process is required and advertising fees will be requested by the department.

3. Select **Next**
4. Review the **Native title process summary** and select **Save**

Please review our full [Native Title Guide](#) on land access and native title for mining activities.

<table>
<thead>
<tr>
<th>Step 7: Proposed program or plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the Application status summary table or form, select Step 7: Proposed program or plan</td>
</tr>
</tbody>
</table>

The scope of development plans or mining programs may vary depending on the size and complexity of the proposed operations. If the proposed lease supports other permits or forms part of a broader project, the development plan or mining program must describe it and clearly show the relationship to the proposed lease.

1. For mining leases for coal or oil shale you must provide the duration of your development plan
2. Download and complete the [mining program template](#), as required
   Instead of the template, you can also provide your own document, along with any other supporting documentation
3. Upload the completed proposed development plan or mining program and select **Save**.

Please review our full [Development Plan or Work Program Guide](#) on preparing a work program.

<table>
<thead>
<tr>
<th>Step 8: Financial and technical capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the Application status summary table or form, select Step 8: Financial and technical capability</td>
</tr>
</tbody>
</table>

To ensure any planned activities are sufficiently funded and adequately resourced, applicants must demonstrate how they intend to meet the financial and technical capability and commitments for the permit.

1. Upload financial capability statements
2. Upload financial commitments document
3. Upload any supporting evidence and select **Next**
4. Upload technical capability statements
5. Upload other resource commitment statements

**Note:** If a third party is providing resources for the applicant’s permit activities, a statement declaring the resource availability is required.

6. Upload third party declarations as required

Download the mining program template

Provide your development/mining program plan

Financial capability statements

Financial commitments documents

Supporting evidence

Technical capability statement

Resource commitment statements
Note: If any holder has less than five years of satisfactory compliance history with a current permit in the Queensland resources sector, or wishes not rely on this history, additional supporting evidence is required.

7. Upload supporting evidence as required
8. Select Save

Please review our full Financial and Technical Capability Guide

### Step 9: Understanding your obligations

From the Application status summary table or form, select Step 9: Understanding your obligations

**Note:** As a result of the granting of a permit, permit holders must know their obligations shown as ‘permit conditions’ on MMOL or mandatory conditions as prescribed by the Act or the Regulation. These obligations are also attached to the EA, so you must confirm you understand your permit obligations.

1. Select the check box to indicate your understanding of; and agreement to the obligations and select Save.

### Step 10: Pay and submit application

From the Application status summary table or form, select Step 10: Pay and submit Application

**Note:** If submitting a paper copy, acknowledge you’ve read the declaration by signing and dating the form. The form must be signed by all permit holders or it will be delayed or may not be accepted.

1. Select your payment option by use of the radio buttons
   - Submit your form in person or post it to a mines lodgement office. You can pay by cash, via EFTPOS or by cheque if submitting your form in person.
   - If posting your application, only cheque payments are accepted
   - If you have registered for the MyMinesOnline portal and are submitting via the website, selecting the Pay and Submit task will offer payment options to complete your transaction

2. Click OK to accept the fee payment method or Cancel to change payment method

3. Once you have paid or provided proof of payment, select Next and an electronic email receipt will be sent. Your request will be submitted once payment is confirmed.

4. Select Close.
More information

Coal Hub Phone: (07) 4936 0169
Email: CoalHub@dnrme.qld.gov.au

Mineral Hub Phone: (07) 4447 9230
Email: MineralHub@dnrme.qld.gov.au

Petroleum Hub Phone: (07) 3199 8118
Email: PetroleumHub@dnrme.qld.gov.au

Small Scale Mining Hub Phone: (07) 4987 9350
Email: SSMHub@dnrme.qld.gov.au

For technical support contact the MyMinesOnline Helpdesk
Telephone: +61 7 3199 8133
Email: mines_online@dnrme.qld.gov.au

8.30am – 4.30pm (AEST) Monday to Friday on Queensland business days.

This publication has been compiled by Regulatory Support and Performance of Statewide Operations, Department of Natural Resources, Mines and Energy.


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