

Renewal guide

The department has developed a series of guides to help existing and prospective resource authority holders understand the legislation around resource authority administration and their responsibilities as a resource authority holder.

This guide provides information about the renewal process for resource authorities listed in Table 1, including:

- receiving your renewal information
- key dates and why they are important
- how to make your renewal application online or through our mines lodgement offices
- ensuring you have met all obligations outlined as part of the grant of the resource authority you are renewing
- paying renewal fees and other charges
- relinquishing land (if applicable).

Key information

This guide applies to resource authority holders, their agents, representatives or anyone carrying out renewal functions on behalf of a resource authority holder or third party. By following the recommendations outlined in the guides, you will be best placed to have your request processed within agreed timeframes, and with minimal disruption.

The department recommends that this guide be read in conjunction with the relevant resource legislation to gain a full understanding of the administrative activities that can be conducted over resource authorities.

Renewal activities are the steps you need to follow to ensure that your renewal application is processed in the most efficient and timely way and with the least amount of disruption.

Applying is as easy as registering for the [MyMinesOnline](#) electronic lodgment system, or downloading and submitting a paper application form.

Renewal activities and periods

Applications can be submitted either using MyMinesOnline or on the approved form and accompanied by the relevant fee. All applications need to be submitted prior to the expiration date of the resource authority. You will be provided with an expiry notice approximately two weeks before the start of the renewal period for your resource authority.

You need to address the following components:

- details of the resource authority being renewed
- resource authority obligations
- resource authority area information
- native title
- proposed work program
- financial and technical capability
- payment of relevant fee and other applicable charges.

This guide describes the requirements for MyMinesOnline. The paper-based form is available from our district offices or on the department website and you should follow the instructions on the form itself and use the information provided in this guide as a reference. Please note, the information required in MyMinesOnline and on the paper form is the same.

Renewal applications can only be made only within the timeframe specified in the relevant legislation. This is called the renewal period and is outlined in Table 2.

Table 1: Renewal period by resource authority

Resource authority	Legislation	Renewal period
ATP (2004)	<i>Petroleum and Gas (Safety and Production) Act 2004</i>	No more than 60 business days before expiry
ATP (1923)	<i>Petroleum Act 1923</i>	No more than 60 business days before expiry
PL (1923)	<i>Petroleum Act 1923</i>	No specific renewal period No renewals for resource authorities expiring after 1 November 2021.
EPM, EPS, EPC	<i>Mineral Resources Act 1989</i>	6-3 months before expiry
EPG	<i>Geothermal Energy Act 2010</i>	No more than 60 business days before expiry
EPQ	<i>Greenhouse Gas Storage Act 2009</i>	No more than 60 business days before expiry
GL	<i>Geothermal Energy Act 2010</i>	No more than 60 business days before expiry
MC, ML, MDL	<i>Mineral Resources Act 1989</i>	12–6 months before expiry
PL	<i>Petroleum and Gas (Safety and Production) Act 2004</i>	No more than 80 business days before expiry
PFL, PPL	<i>Petroleum and Gas (Safety and Production) Act 2004</i>	No more than 60 business days before expiry
QL	<i>Greenhouse Gas Storage Act 2009</i>	No more than 60 business days before expiry

If you lodge the renewal application outside the renewal period, a request giving reasons for lodging the application late and asking the department to accept the late application is required. This applies to mineral and coal authorities only.

The reasons for late lodgment must be reasonable and identify an actual cause or causes for the late lodgment. For example a reasonable excuse may include force majeure circumstances over which the holder does not have control, or through the fault of the department.

NOTE: Late applications for renewals can incur a late fee. Refer to the specific legislation that your resource authority was granted under for more information.

Any application made after the expiry date of the resource authority term will not be accepted.

For more information about late lodgment, refer to the operational policy *10/2012 Renewal of exploration permits*

Who can apply

The authorised holder or authorised holder representative can lodge a renewal application. A signed *Consent of all holders* form must be provided as part of the application. Refer to Authorised Holder Representative (AHR) guide www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/legislation-policies/policies-guidelines

Expiry notice

Before the resource authority reaches its renewal period, the authorised holder will be sent an expiry notice (for mineral and coal authorities). The material provided in this notice will depend on your resource authority type, but all notices will include:

- letter of expiry including links to important information about your resource authority
- key dates for lodgement of your renewal application
- information about resource authority obligations you need to meet before the resource authority can be renewed
- land information, including instructions on how to use [GeoResGlobe](#) to extract the most up-to-date land information.

Before starting your resource authority renewal application, read the contents of your expiry notice. Use the notice and this guide to collect the required information for your application. The expiry notice outlines the mandatory obligations you need to meet for your resource authority to be considered for renewal.

If resource authority obligations have not been met, you must put in place measures to ensure that all obligations will be met by the resource authority expiry date. If you cannot meet your obligations, you need to supply justification outlining why they have not been met and how this will be rectified.

Requirements for each resource authority type

Because resource authorities are administered under different Acts, the requirements for renewals vary across resources and between resource authority types. Table 2 outlines what evidence and documents are required at each stage of the renewal process, for each resource authority type.

	MC	EPM/S	EPC	MDL	ATP	EPG	EPQ	MLM	MLC	PL	PPL	PFL	GL	QL
Statement for each obligation that has not been met (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Compliance history statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Obligations history checklist	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Land information details														
Applications for potential commercial area	✗	✗	✗	✗	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗
CSG statement (if overlapping)*	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗
Statement addressing CSG criteria (if overlapping) *	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗
Relinquishment notice (only if relinquishing)	✗	✓	✓	✗	✓	✓	✓	✗	✓	✓	✗	✗	✗	✗
Partial EA surrender form (only if relinquishing)	✗	✓	✓	✗	✓	✓	✓	✗	✓	✓	✗	✗	✗	✗
Landholder consultation plan	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✓	✓
Land information list	✓	✗	✗	✓	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗
Copy of compensation agreement	✓	✗	✗	✓	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗
Details of non-payment of compensation (if applicable)	✓	✗	✗	✓	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗
Native title details														
Original grant showing renewal is allowed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	MC	EPM/S	EPC	MDL	ATP	EPG	EPQ	MLM	MLC	PL	PPL	PFL	GL	QL
New native title process required if renewals not permitted	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Provide department with new ILUA (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Provide department with copy of existing ILUA (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Opt into State ILUA (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Proposed program or plan														
Set term for work program / mining program / development plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓
Work program / mining plan / development plan template	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓
Rationale for work program / mining plan / development plan	✗	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗
Updated production figures	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓
Financial and technical capability statement														
Financial capability statement	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Financial commitments document	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Additional supporting financial evidence (if required)	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Technical capability statement	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	MC	EPM/S	EPC	MDL	ATP	EPG	EPQ	MLM	MLC	PL	PPL	PFL	GL	QL
Other resource commitments document	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Additional supporting technical documents (if required)	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Third party declaration (if outsourcing/sub-contracting)	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

*CSG statements are required if the mining lease or petroleum lease falls under the overlapping framework in Chapter 8 of the *Mineral Resources Act 1989* or Chapter 3 of the *Petroleum and Gas (Production and Safety) Act 2004*.

Resource authority renewal details

Different resource authority types attract different resource authority renewal constraints, depending on the Act they are issued under and what needs to be assessed as part of the resource authority renewal process.

Before you apply

Before you apply to renew your resource authority, there are a range of documents you will need to prepare / collect to submit with your application, including:

- Consent of all holders for renewal
- renewal justification statement
- public interest statement (**optional**)
- statement of facts and circumstances – conditions of grant (**ML only**)
- statement of proposed licence changes (**PPL and PFL only**)
- statement of reasons for not applying for mining lease (**MDL only**).

Renewal terms

Table 3 lists the Act that each resource authority is administered under and the corresponding maximum renewal term.

Table 3 Resource authority Acts and renewal terms

Resource authority type	Act	Max renewal term	Additional information
ATP (2004)	<i>Petroleum and Gas (Safety and Production) Act 2004</i>	12 years	No longer than the original or previously renewed term – to a maximum cumulative term of 12 years.
ATP (1923)	<i>Petroleum Act 1923</i>	12 years	Various rules – refer to the legislation if one of these resource authorities.
EPM, EPS, EPC	<i>Mineral Resources Act 1989</i>	5 years	
EPG	<i>Geothermal Energy Act 2010</i>	5 years	
EPQ	<i>Greenhouse Gas Storage Act 2009</i>	5 years	
GL	<i>Geothermal Energy Act 2010</i>	5 years	The renewal term for this resource authority cannot be longer than original or previously renewed term (maximum 5 years) to a maximum cumulative term of 12 years.
ML	<i>Mineral Resources Act 1989</i>		No longer than the duration of the compensation agreement with landholder/s.
MC	<i>Mineral Resources Act 1989</i>	10 years	No longer than the duration of the compensation agreement with landholder/s.

Resource authority type	Act	Max renewal term	Additional information
MDL	<i>Mineral Resources Act 1989</i>	5 years	Provide justification for not applying for a mining lease
PFL, PL, PPL	<i>Petroleum and Gas (Safety and Production) Act 2004</i>	30 years	No longer than the original or previously renewed term – to a maximum cumulative term of 30 years.
PL	<i>Petroleum Act 1923</i>	30 years	No renewals of a PL due to end post 1 November 2021. Leases should be renewed after this time under the P&G Act. Conditions will apply
QL	<i>Greenhouse Gas Storage Act 2009</i>	5 years	No longer than original or previously renewed term (maximum 5 years) to a maximum cumulative term of 12 years.

Resource authority term and expiry date

*Mandatory for all resource authorities

When applying for your application online, MyMinesOnline will default to the maximum renewal term for the resource authority type. If you are applying for a production resource authority that has an unlimited maximum renewal term, you need to nominate a specific expiry date for the renewal.

Supporting evidence

Consent of all holders

*Mandatory for all resource authorities

For online customers, part of the renewal process specifies that all resource authority holders must consent to the lodging the renewal. This consent must be in writing and indicate that all resource authority holders provide their informed consent to lodging the renewal. Use the *Consent of all holders* template on the website www.business.qld.gov.au/industry/mining/applications-compliance/forms-fees

If you are applying using the paper application form, consent of all holders is provided by all resource authority holders signing the application form.

Renewal justification statement

*Mandatory for all resource authorities

Having a resource authority renewed is not an automatic process. The department is required to undertake an assessment of a number of aspects of the resource authority to make a determination if a renewal should be granted including:

- the land still contains workable quantities of a resource
- the activities on which the previous resource authority term was granted were completed, adjusted and re-scoped where they needed to be

- the objectives for which the previous resource authority was issued had been met
- the activities proposed for the renewal period comply with the purposes for which the resource authority can be issued
- the proposed activities for the renewal term are an appropriate use of Crown land and will conform with sound land use management principles
- the holder/s has access to sufficient and appropriate financial and technical resources to carry out the proposed activities.

To support the renewal application, holders are given the option to supply a statement justifying why they think the renewal should be granted and what benefit will be achieved by granting the renewal.

You might like to include in your statement details about:

- economic viability, market projections and commodity prices
- summary statements related to what financial and technical resources you have available at your disposal (this will differ from the information to be provided as part of the financial and technical requirement of the application)
- the overall rationale of what you are trying to achieve
- any foreseeable constraints or challenges.

Sample: Contents of a renewal justification statement

Introduction/background

Resource authority holders, resource authority grant year, purpose of the resource authority.

Resource authority history

Relinquishments, changes to the resource authorities (EPM to MDL).

Project details

Project rationale, location and area, relevant site maps, blocks and sub-blocks.

Summary of expenditure / financial and technical resources

Meeting of previous expenditure targets, future investment, and future work.

Emerging technologies

Taking advantage of project specific innovations.

Economic viability

Commodity markets, summary of financial and technical expenditure, summary of upcoming expenditure.

Environmental considerations

Rehabilitation programs and maintenance.

Community relations/public interest

Communication with community and businesses in the area, land access issues, public interest, local employment.

Public interest statement

***Optional for all resource authorities**

The term “public interest” refers to the inherent legal interest the general population holds in anything that affects its welfare, wellbeing or how state-regulated resources are managed.

When an application is assessed, the department will undertake a public interest adversity assessment—giving consideration to any information relevant to the renewal, including publicly made comments, letters/submissions to the department or departmental policy.

You have the opportunity to provide a statement that demonstrates the renewal of the resource authority will not adversely affect the public interest. It should identify the impact that the resource authority has on the community and may include material such as public comments, for example, media articles, stakeholder engagement undertaken to mitigate public concerns, environmental/exploration reports.

NOTE: Although providing a public interest statement is optional, it's your opportunity to provide information to support your application when the Minister is considering the public interest impacts of your proposed project.

Statement of reason for not applying for ML

*Applies to MDLs only

An MDL can be issued to holders of an EPM, EPC or EPS following a discovery of minerals or coal on a resource authority area.

It allows the resource authority holders to carry out further studies of a resource and to assess the development potential of a site by conducting feasibility studies and other testing or raising capital for investment.

It is expected that applicants will plan their projects carefully and the initial grant term nominated will be sufficient to carry out the required activities. For this reason, applicants can apply to have an MDL renewed, but a *Statement of reason for not applying for a mining lease* needs to be attached to support the application.

View sample *Statement of reasons for not applying for a mining lease* on the next page.

Sample: Statement of reasons for not applying for a mining lease

On 24 August 2008, the Queensland Government announced plans to restrict the development of oil shale in the state of Queensland to allow a review into whether oil shale deposits can be developed in an environmentally acceptable way. The framework for the moratorium on oil shale tenements is outlined in legislative amendments (*Mines and Energy Legislation Amendment Act 2008*).

The review report is to be prepared no earlier than two years from the commencement of operation of the XXX facilities in order to allow that research to come to fruition. XXX produced its first crude oil in September 2011. The moratorium and review explicitly provides scope for continued exploration within existing tenements.

Historically high current world oil prices, and the short- to medium-term outlook for the market of this commodity, suggest that widespread commercial production of shale oil will prove to be a reality in the near future. Existing shale oil producers in China, Estonia and Brazil have attained previously unknown levels of economic performance and the instigation of new shale oil projects, especially in China and the western USA, is proceeding at a rapid rate.

In Queensland, substantial technical and financial efforts are currently underway by XXX Pty Ltd to develop the shale oil deposit at the XXX Development Centre on a sound and sustainable footing. The main purpose for building and operating this plant is to demonstrate to the community and to governments that XXX's chosen technology for producing shale oil is far superior to the technology previously used for this purpose in Australia and that the chosen technology deserves to be supported.

Maintenance of MDL XXX tenure over the defined resource is viewed as maintaining future resource areas for potentially additional oil shale production.

Statement of facts and circumstances—conditions of grant

***Only applies to a mining lease for mineral or coal, where there is an existing condition on the resource authority that prohibits it being renewed.**

When your original resource authority was granted, it may have been subject to a condition that it could not be renewed. If you are applying to renew a mining lease that falls into this category, you will need to provide a written statement detailing why the application should be renewed.

You need to attach a *Statement of facts and circumstances* to support your application and it should contain a justification as to why the renewal should be granted despite the condition.

Statement of proposed licence changes

If you are the holder of a petroleum pipeline licence or petroleum facility licence and want to make changes to the licence at the time of renewal, you need to attach a statement outlining the changes you want to make and why you want to make the changes.

The statement needs to include any changes to the work program that was originally submitted. This will be assessed and a determination as to whether these changes can go ahead will be made by the department.

Resource authority specific conditions

NOTE: Any resource authority types not mentioned below have standard renewal conditions only.

Mining leases for minerals and coal

If you are the holder of a mining lease for minerals and coal, you need to indicate to which category the lease belongs. The department needs this information to ensure that you are being charged the correct fee when you renew your resource authority and to improve our data quality.

The categories to select from include:

- Corundum, gemstones and other precious stones
- Eluvial, colluvial and alluvial gold and eluvial, colluvial and alluvial tin
- Coal
- Other minerals.

The renewal of your resource authority may be subject to specific conditions, in addition to meeting the mandatory obligations of a resource authority holder. These additional conditions will have been communicated to you by the department.

Authorities to prospect (ATP)

If you are renewing an ATP, the department requires the following information:

- If you have lodged a notice of discovery and commercial viability for any reservoir that exists within the resource authority area (potential commercial area)
- If the Minister has obtained an independent viability assessment for the resource authority that is still relevant to the resource authority renewal
- If the applicant has received a Ministerial direction to apply for a petroleum lease.

If a potential commercial area (PCA) is granted, this will run in conjunction with the authority to prospect / petroleum lease.

If the applicant has received a direction from the Minister to apply for a petroleum lease, then the renewal application won't be decided until the outcome of the petroleum lease application has been decided.

Petroleum leases

If you are renewing a petroleum lease, the department requires the following information:

- If you have lodged a notice of discovery and commercial viability for any reservoir that exists within the resource authority area (potential commercial area)
- If the Minister has obtained an independent viability assessment for the resource authority that is still relevant to the resource authority renewal.

If a potential commercial area (PCA) is granted, this will run in conjunction with the petroleum lease.

Replacement of 1923 Act authorities and petroleum leases

If you are the holder of an authority to prospect or petroleum lease that was issued under the *Petroleum Act 1923* (1923 Act), you have the opportunity to apply for a replacement authority to prospect or a petroleum lease under the *Petroleum and Gas (Production and Safety) Act 2004* (P&G Act).

If you indicate that you want to apply to replace your resource authority with one issued under the P&G Act, you will need to complete the replacement application process and lodge an application on the approved form—available from www.business.qld.gov.au/industry/mining/applications-compliance/forms-fees

If you are the holder of two or more petroleum leases issued under the 1923 Act, you may be able to amalgamate the 1923 Act leases into a single petroleum lease issued under the P&G Act, at the time of lodging a replacement petroleum lease application under the P&G Act. An application to amalgamate two or more 1923 Act leases into a single P&G Act petroleum lease can be made if:

- all of the individual lease holders agree to the proposed amalgamation;
- the individual lease holders will be the same holders of the single lease; and
- the individual lease holders have complied with the 1923 Act.

If you would like to amalgamate two or more 1923 Act petroleum leases into a single P&G Act petroleum lease, you will need to complete the amalgamation application process and lodge an application on the approved form - available from www.business.qld.gov.au/industry/mining/applications-compliance/forms-fees.

Holder obligations

For the department to be able to assess your renewal application, you need to provide us with information as to how you have met your resource authority obligations.

If you haven't met your obligations, you will need to provide us with information for each obligation about why you haven't met the obligation and the measures you will undertake to meet them.

NOTE: If you have not met the mandatory resource authority conditions and do not provide evidence to support why they haven't been met, the department can refuse to receive and process the renewal application.

Supporting evidence

Obligations history statement

*Mandatory for all resource authorities

Holders of all resource authority types need to attach an *Obligations history statement* to outline how the resource authority obligations have been met in the previous term.

This document needs to outline the full compliance history of your expiring resource authority term, and needs to address any requirement that was a condition of grant for your resource authority.

Obligations history checklist

*Mining claims only

This document needs to be attached as supporting evidence by applicants who are applying to have a mining claim renewed. The obligations history checklist can be found at:

www.business.qld.gov.au/industry/mining/applications-compliance/forms-fees

Obligation requirements

Reporting obligations

To meet your resource authority obligations all statutory reporting must have been met in the previous term, including lodgement of annual company reports and the lodgement of expenditure statements. More information about your reporting requirements can be found by accessing information at <https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/reports-notice/annual-reporting>

Rental payments

*All resource authority types except mining claims

One of your resource authority conditions is to ensure that all rental payments are current.

If the rent is not current, you will be asked to provide a statement to address why it is not current and to outline what measures will be undertaken to pay it before the expiry of the resource authority.

NOTE: Rent must be paid by the due date or penalties can be charged. For more information refer to the legislation under which your resource authority was granted.
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Royalty returns and payments

*All resource authority types except PFL and PPL

Ensure that your royalty returns have been completed and lodged with the Office of State Revenue (OSR), and any royalty payments owing have been met (if applicable). If royalty returns and/or payments are not up to date, you need to attach a statement outlining how you will meet this obligation before your resource authority expiry date.

Rates, penalties and other charges

If you are liable to pay local government rates, or if you've incurred any civil penalties or other charges over the resource authority term, these need to be paid before lodging your application.

If they haven't been paid, provide a statement as to how you will meet the obligations before the end of the expiry term.

Security payments

Refer to the *Security Assessment – mineral and coal resource authorities Policy* for more information.

This is available at www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines

Security payments are paid before the grant of a resource authority, however, in some cases, security may be reassessed throughout the life of the resource authority and additional security payments may be required at renewal.

Land information details

This section is about the resource authority area that you want to renew. You will have received, as part of your expiry pack, instructions on how to activate the relevant layers and carry out a search in GeoResGlobe for the resource authority area that is the subject of your renewal application.

For further information about topics in this step, refer to the operational policies below, available at www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines

- 4/2012 Conditional surrender of exploration permits
- 5/2012 Work program and relinquishment conditions
- 10/2012 Renewal of exploration permits.

Overlapping resource authorities

***Applies to coal and oil shale MLs that overlap with either or both ATP and PLs.**

***Applies to PLs that overlap with either or both EPMs, EPCs or MDLs for coal or oil shale.**

Overlapping resource authorities refer to resource authorities that are granted over the same area as another resource authority, where the required production location is the same, but the target resource is different. This means that a coordinated approach to the exploration and production activities needs to be taken, especially in relation to coal seam gas (CSG). Refer to Chapter 8 under the *Mineral Resources Act 1989* or Chapter 3 under the *Petroleum and Gas (Production and Safety) Act 2004* for requirements.

Depending on your resource authority type, you need to supply a CSG statement, a statement addressing CSG assessment criteria or both. For the detailed information that needs to be included in both of these documents.

Relinquishment of resource authority area

***Applies to EPM, EPC, ATP, EPQ, EPG, ML, PL**

For resource authorities granted under the *Mineral Resources Act 1989*, at the time of renewal you may be required to relinquish part of the resource authority area. If you are intending to relinquish part of your resource authority area, provide a relinquishment notice. A partial surrender form for your environmental authority will need to be lodged with the [Department of Environment and Science](#).

If you choose not to load a request to relinquish any part of the resource authority area with this renewal application, you must still comply with the relinquishment requirement for this resource authority. This includes relinquishment resulting from sole occupancy of a ML (coal) holder in an overlapping area under chapter 4 of the *Mineral and Energy Resources (Common Provisions) Act 2014*.

For full details of relinquishment conditions, see operational policy 5/2012 *Work program and relinquishment conditions* available at www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines

For resource authorities granted under the *Petroleum and Gas (Production and Safety) Act 2004*, provide an estimate of the area you are intending to relinquish.

Landholder consultation information

***Applies to EPG, EPQ, GL, QL**

A condition of grant for some exploration resource authorities (where exploration methods include access to underground resources) and some production resource authorities, is that consultation and engagement with owners and occupiers of the land where approved activities must take place.

A detailed *Consultation plan* is required to be attached to your renewal application that outlines the consultation and engagement that has occurred.

Land information and compensation details

*Applies to ML and MC

Within five business days after a renewal application for a mining claim or a mining lease is made, the holder must give a copy of the renewal application and of any documents or information prescribed by regulation to the following persons (each an *interested party*) –

- Each owner of land the subject of the mining claim or mining lease;
- Each owner of land outside the boundary of the area of the mining claim or mining lease the holder intends to use to access the area; and
- If an agreement for compensation or a determination of compensation has been made, give a copy of the most recent agreement or determination to the interested party.

The application given to an interested party need not include information that may disclose the holder's financial and technical resources; or information that has a commercial or other value that may be destroyed or diminished if it were disclosed.

*Applies to MDL

The department requires information about the compensation agreements that are in place with **each landholder** affected by the resource authority activities. The agreements in place must be valid for the entire duration of the renewal term, and cover each land parcel in your resource authority.

Sourcing information about resource authority areas

In your expiry notice you received information about your resource authority area, however this information might be out of date by the time you submit your renewal application. Instructions on how to source up-to-date information about your resource authority area in the department's online mapping system, GeoResGlobe is included in your expiry notice.

Compensation agreements

You need to attach a copy of all compensation agreements to your renewal application. At the time of applying for your renewal, if you do not have a compensation agreement in place, you need to indicate what measures you are undertaking to ensure that it will be in place by the time the existing resource authority expires.

Applicants also need to ensure that they have met all compensation arrangements for the resource authority term that is ending. If the original obligations have not been met, detail why payments have not been made or works not carried out.

Native title assessment

Under the *Native Title Act 1993* (NTA) the granting of a mining or petroleum resource authority for exploration or production purposes, over land that is subject to native title, is classified as a 'right to mine'.

A right to mine is a form of a 'future act' and this subset of a future act is given an additional avenue to engage with the relevant native title parties. This is the right to negotiate process.

All future acts trigger the obligation to address potential impacts on native title rights and interests and there are a variety of options that an applicant can undertake under the NTA.

The processes available vary depending on the type of resource authority, the works to be undertaken and the area of land that is subject to native title. If there is land subject to native title in the resource authority area, the applicant will be asked to nominate a preferred native title process including:

- expedited procedure
- right to negotiate
- private Indigenous land use agreement (ILUA)
- State ILUA
- combination of the above processes.

Compliance with the native title provisions is not necessary on land where native title is taken to have been extinguished (on exclusive land). In the case of an EPM, EPC, ATP or an MDL, if the resource authority area of the application consists of between 90—99.9% exclusive land, then generally the application can proceed with the land subject to native title excluded from the resource authority, unless otherwise requested by the applicant.

Refer to the department's website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/applying/native-title

Existing native title provisions

At the time of renewing your resource authority, your resource authority will have been subject to native title conditions for the term that is expiring.

The first part of the native title process is to confirm with the department that the native title process your resource authority is currently subject to allows for your resource authority to be renewed. If it does, you need to provide evidence of this. If it doesn't allow for renewal, you will need to undertake a new native title process.

In some cases the existing provisions will also extend for the period of renewal. In this instance, you will only need to review the elected native title process if you are intending to change the type of activities you are carrying out under the resource authority and/or if the proposed renewal term extends beyond the duration of the existing native title provisions.

NOTE: You will need to undertake a new native title process if your resource authority was granted using the Alternative State Provisions.

Resource authorities granted prior to 1996

For online customers, MyMinesOnline checks background system data to determine when the original resource authority was granted. If your resource authority was granted prior to 1996 you can only renew your resource authority if the resource authority term and the conditions that the resource authority was originally granted under have not changed. If you wish to increase the resource authority term or undertake additional mining activities, a native title process may be required.

Pre-existing rights-based acts

Resource authorities granted under the *1923 Act* are referred to as being issued as a pre-existing rights based acts (PERBA).

You will only need to address native title considerations if you intend to convert your resource authority to a resource authority granted under the *P&G Act*. If you are proposing a renewal term that extends beyond 2021, you will need to convert your resource authority to a resource authority granted under the *P&G Act*.

Alternative State provisions

Alternative State provisions (ASP) apply to some resource authorities issued on or before 31 March 2003 when each State independently assessed native title considerations. From 1 April 2003 onwards, amendments to the *Mineral Resources Act 1989* meant that native title is addressed via the NTA.

If your resource authority falls into this category, you will need to address native title as part of your renewal as only renewal applications lodged before 1 April 2003 can proceed under the ASPs. A new native title process is required even for resource authorities where renewal was addressed in a negotiated agreement. Native Title can be addressed via an RTN, ILUA or combination of both.

NOTE: Resource authorities that were granted subject to the right to negotiate process, an expedited procedure process, or contain predominantly exclusive land, can be renewed without further reference to native title.

Choosing a new native title process for your renewal

If your existing native title agreement does not allow for renewal, the term of your resource authority is changing or the activities you want to carry out on the resource authority area have changed or the resource authority was granted under the ASPs, you will need to apply to undergo an alternative native title assessment.

Refer to the department's website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/applying/native-title

Proposed program or plan

As part of the renewal application process, the department needs to understand what work you have planned for the proposed resource authority area. A typical work program or later development plan will include site specific information about the proposed exploration, production or mining activities and infrastructure requirements.

Work program for exploration resource authorities

You are required to provide a rationale of the proposed activities with the application. The rationale should provide details of the research carried out, interpretations made and models developed which led to the selection of this area for application.

The work program submitted must give regard to *Operational policy MIN/2012/1254: Work program and relinquishment conditions*, so that the program submitted takes into account the reduction in areas imposed under the conditions of the resource authority.

The department requires a sufficient amount of information to be provided by applicants to demonstrate that they have met the statutory requirements of the application.

When carrying out your work program, if there is a significant departure from your committed activities you should report this as a variance from the proposed work program in your annual report. If this variance is in conflict with your resource authority conditions, you will need to report this as a failure to comply as part of the report or seek approval to vary your resource authority conditions. See *Operational policy 11/2012: Application to vary conditions of an exploration permit* for more information.

NOTE: While your work program is required to be submitted for each year, your resource authority may be conditioned in work periods. This allows flexibility to better manage work program commitments. See *Operational policy 5/2012: Work program and relinquishment conditions* for more information.

Proposed activities

The proposed work program should be designed around the rationale.

The work must be divided into annual work programs, with a work program for each year in the application; each proposed discipline/activity in the work program must be costed based on current market rates.

The proposed work programs, if accepted, will be part of the proposed conditions of the resource authority when issued and ongoing compliance with the resource authority conditions is a requirement under the legislation.

NOTE: This is a minimum work program requirement. Applications can be made to vary work programs after grant but it is expected that any variation to a work program will return similar outcomes or objectives to the State.

Expenditure

Expenditure is a component of the work program that states the costs of each work program activity to be completed by the applicant (the expenditure statement).

Expenditure should reflect the activities which form your exploration research and on the ground program (the exploration model). The following are not currently considered as allowable costs:

- staff costs not directly connected to work on the resource authority in question
- inter-state travel to and from site
- environmental or cultural surveys
- resource authority management costs.

Drilling activities

Applicants should provide accurate descriptions of proposed work program drilling activities, such as type, depth, and number of holes.

Ideally applicants will, for each drilling activity, complete both the proposed number of metres and the proposed number of holes in the work program. It is understood that these are estimates as the department recognises that unforeseen geologic variables can require drilling activities to change during the work program period.

When assessing compliance with the approved work program, where the total number of metres and/or the total number of holes in the approved work program have not been completed, the department will consider:

- the total number of metres drilled
- the total number of holes drilled
- any explanation given for the potential noncompliance
- the extent to which relevant drilling activities completed were consistent with the rationale given for the exploration program
- the extent to which relevant drilling activities completed were effective in achieving the objectives of the exploration program.

Research / resource investigations

The department requires detail on the exploration data researched or captured for the land subject to the renewal application. This should be included or referenced in the rationale submitted to support the exploration model and proposed work program. The appropriateness of the work program and exploration techniques will be assessed according to the proportion of the existing level of knowledge and the size of the area.

Exploration model

A satisfactory exploration model should provide details of the research carried out, what interpretation was made based on the data collected and the exploration model derived from this interpretation. This should include an explanation of what exploration opportunity and potential is created with this exploration model.

Rationale

The department requires an explanation of the rationale behind the proposed work program, including an overall rationale for the complete work program and a more detailed rationale for the years being renewed.

The rationale for the work program statement needs to address the following questions:

What are you looking for?

- Explain the high-priority target mineral/s to be explored for during the resource authority term
- Include where possible the methodology, preferred techniques and definitive parameters to be used.

Why do you think you will find it here?

- Provide a summary of the covering research, previous work and the exploration model developed to support the proposed work program which is being undertaken to advance the exploration model.
- Where little or no research is currently available, you should state there is no known research to reference but explain why that exploration model has been chosen.
- Include (where practicable or necessary) the regional geological settings, including as appropriate, basin models, structure, mineralization, deposits and specifically addressing the geological aspects of the area applied.

How do you propose to go about finding it?

- Significant work programs must include a map that shows the geological aspects of the application area with the resource authority area outlined
- Provide an outline illustrating how the exploration is to be undertaken during each year of the resource authority term and describe when and where the activities will occur, that is, a general locality or in relation to geological references.
- Describe the work program for each year of the proposed resource authority term, including the machinery and equipment to be used each year to undertake the exploration work.

NOTE: Small explorers (opals and gemstones) need only supply a basic rationale to support the application, but it must accurately reflect exploration activities and known understanding of the geology.

Later work programs for authorities to prospect (ATP)

A work program is a detailed description of the exploration activities that you will perform under an ATP each year. It is a way of providing detailed information about the nature and extent of activities to be carried out under the resource authority and is the way the department ensures you are achieving the objectives of the petroleum legislation.

The principal objectives of the work program are to:

- provide an understanding of the nature and extent of the proposed minimum authorised activities to be conducted on an ATP by the resource authority holder
- allow an assessment of the proposed authorised activities and whether these activities are appropriate for the geology of the resource authority area
- identify at the time of renewal if the current work program has been complied with and exploration potential of the resource authority area has been met, and whether or not an ATP should be renewed based on exploration activities in the work program.

Detailed information on the requirements of a later work program can be found in *Work programs: authorities to prospect* at www.business.qld.gov.au/industry/mining/applications-compliance/development-work-programs

Later development plans for petroleum leases

The scope of the development plans will vary depending on the size and complexity of the proposed development. The plan for a smaller single-well operation, for example, would require less detail than a multi-well operation that also has compressor stations and processing facilities.

If the development plan for a petroleum lease forms part of a defined petroleum project involving other petroleum or mining leases, then the plan should describe its relationship to the whole project. A development plan may cover more than one petroleum lease if the other lease relates to the relevant lease, for example, adjoining leases producing from the same natural underground reservoir.

In the case of coal seam gas, development plans must address the inter-relationships between the petroleum and coal resources development. In essence, plans should identify the possibility for coordinated development of petroleum and coal resources, the impact of extraction of each resource on

the other, the relative value of each resource and the benefits of the development of each resource for the State.

The information provided must meet statutory requirements. However, the provisions in some cases require similar information that could be provided in the same form or in one response, such as on a map. In this case, information can be provided to address several requirements as long as the response is cross-referenced back to each legislative requirement.

If the Minister requires additional information to make a decision to approve the later development plan, the Minister may give the holder of the lease a notice requiring the holder to give the additional information within a reasonable period. If the holder does not comply with the notice, the Minister may refuse the proposed later development plan and take noncompliance action against the holder of the lease for failing to comply with the request. The types of noncompliance action that may be taken include, but not limited to:

- directing the holder to lodge a proposed later development plan that complies with the later development plan requirements;
- the cancellation of the lease.

Detailed information on the requirements of later development plans for petroleum can be found in the Initial and Later Development Plan Guideline at www.business.qld.gov.au/industry/mining/applications-compliance/development-work-programs

Later development plans for coal leases

The principal objectives of a development plan are to:

- provide a better understanding of the nature and extent of the proposed development and production of mineral resources from the lease
- allow an assessment of the proposed development and whether it is appropriate (this is particularly important with respect to resources that are not currently being mined or have been not developed for some time)
- assess the prospective resource utilisation and identify any resource sterilisation issues
- allow appropriate resource management decisions to be made, particularly in the case of overlapping petroleum tenure and coal or oil shale tenure.

The scope of development plans will vary depending on the size and complexity of the proposed mining operations. The plan for a smaller open cut operation, for instance, would require less detail than a multi-seam open cut and underground operation that also had coal seam gas extraction issues.

However, in all cases development plans must:

- address all relevant legislative requirements
- cover every mineral that the lease holder or applicant has (or will have) the right to mine, for example, coal and coal seam gas
- provide adequate graphic representations (maps) of the resource and mining information requested
- demonstrate the inter-relationship between multiple resources, such as coal and coal seam gas.

In essence, plans should identify the possibility for coordinated development of coal or oil shale, and petroleum resources, the impact of development of each resource on the other resource, the relative value of each resource and the benefit to the State from development of each resource.

A development plan for a coal mining lease or oil shale mining lease that forms part of a larger mining operation needs to be framed in the context of the larger operation.

Detailed information on the requirements of later development plans for petroleum can be found in *Mining leases: initial and later development plans* at www.business.qld.gov.au/industry/mining/applications-compliance/development-work-programs

Mining programs for mining leases

The principal objectives of a mining program are to:

- provide a better understanding of the nature and extent of the proposed development and production of mineral resources from the lease
- allow an assessment of the proposed development and whether it is appropriate (this is particularly important with respect to resources that are not currently being mined or have been not developed for some time)
- assess the prospective resource utilisation and identify any resource sterilisation issues
- allow appropriate resource management decisions to be made.

The scope of mining programs will vary depending on the size and complexity of the

proposed mining operations. The plan for an alluvial gold project or a small open cut operation, for instance, would require less detail than a multi-seam open cut and underground operation that also had coal seam gas extraction issues. If the mining lease supports other resource authorities or forms part of a project, the program described must describe the project and clearly show the relationship of this mining lease.

If your file is too large to send to us, or is causing your internet connection to time out when using the upload function, [contact the relevant hub](#).

Financial and technical capability

Financial and technical capability

Financial and technical capabilities of holders need to be understood to ensure any planned activities are sufficiently funded and adequately resourced.

The onus is on applicants to demonstrate how the financial and technical capability and commitments for the resource authorities will be met. Provision of funding and technical resources may be shared across multiple holders, or one holder may assume the majority of responsibility for one or the other.

To address these requirements, applicants need to supply a financial and technical capability and commitment documentation, as well as the appropriate evidence details below.

Evidence requirements for financial and technical capability

If an applicant with financial or technical responsibilities for the resource authorities has over five years history as a resource authority holder in Queensland, they may utilise their history together with a statement as evidence to support this application.

If an applicant with financial or technical responsibilities does not have five years history as a resource authority holder in Queensland, they must attach additional supporting evidence proving their ability to uphold their responsibilities.

In addition, if you are using any third party contractors for the technical aspects of the work, you will need to attach a statement from the third party, outlining what services they will be providing.

History	Financial documentation	Technical documentation
More than 5 years	<ul style="list-style-type: none">• Financial capability statement• Financial commitments document	<ul style="list-style-type: none">• Technical capability statement• Technical commitments document• Third party declaration (if applicable)
Less than 5 years	<ul style="list-style-type: none">• Financial capability statement• Financial commitments document	<ul style="list-style-type: none">• Technical capability statement• Technical commitments document

History	Financial documentation	Technical documentation
	<ul style="list-style-type: none"> • Supporting evidence of financial capability (see list below) 	<ul style="list-style-type: none"> • Third party declaration (if applicable) • Supporting evidence of technical capability (see list below)

For more information, please review our full [Financial and Technical Capability Guide](#).

Application steps for MyMinesOnline

What you need to do	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select <i>Apply for a new permit or renew a permit</i> under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab and select <i>Renew a permit</i>. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download</p> <ol style="list-style-type: none"> 1. If you agree with the <i>Terms and Conditions</i>, select Continue and use the drop down boxes to select the <i>Resource Type</i> either mineral or coal and the <i>Permit Type</i> you are applying for, select Next 2. Search for a permit to renew and Enter the permit number of the permit being renewed. Enter the full permit type and number, for example, EPM25923 or ATP332, select Next to continue. 3. Review the permit summary details on the next screen to ensure that the holder details are correct and you are renewing the correct permit, select Next to continue. 4. If you have entered the incorrect permit number, you can choose 'Back' at this point to go to the previous screen and enter the correct permit number, select Add permit 5. Upload the prerequisite permit holder/s consent/s and select Save <p>NOTE: At this stage the system creates the renewal application. This may take a few moments. You need to wait until the screen displays with the link <i>Continue to your application</i>.</p> <ul style="list-style-type: none"> • Select the Continue to your application link <p>Once created, the steps to follow for the new permit application display in the <i>Renew permit dashboard</i> 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.</p> <ul style="list-style-type: none"> • Select Step 1. 	<ul style="list-style-type: none"> • Permit number for renewal
<p>Step 1: Permit details</p> <p>From the Renew permit dashboard or form, select Step 1: <i>Permit details</i></p> <ol style="list-style-type: none"> 1. Enter the permit renewal term from the drop-down box OR 2. Enter the proposed expiry date for the permit using the calendar. 3. Select mineral type (mining leases only) 4. Indicate if there is a condition on the existing permit that prohibits it from being renewed (mining leases only) (<i>If yes, upload a Statement of facts and circumstances to support your application</i>) 5. Indicate if the you are intending to make any changes to your licence upon renewal (PPL, PFL) (<i>If yes, upload a Statement of proposed changes to licence</i>) 6. Indicate if a notice of discovery and commercial viability has been lodged (ATP, EPG, EPQ) 7. Indicate if the Minister has obtained an independent viability assessment for the permit area being renewed (ATP, EPG, EPQ). 8. Indicate if you have been directed by the Minister to apply for a petroleum lease (ATP) 9. Indicate if you are wanting this permit replaced with one issued under the P&G Act 2004 (1923 Act only) (<i>If yes, a replacement permit application will need to be lodged</i>) <p>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.</p>	<ul style="list-style-type: none"> • Consent of all holders form – mandatory • Renewal justification statement • Public interest statement - optional. • Statement of reasons for not applying for a mining lease - mandatory (MDL only)

<p>Step 2: Holder obligations</p> <p>From the Renew permit dashboard or form, select Step 2: <i>Holder obligations</i></p> <ol style="list-style-type: none"> 1. Indicate if all statutory reporting obligations have been met for the permit. If NO, upload a statement addressing how you will address this obligation. 2. Indicate if all rent has been paid. If NO, upload a statement addressing how you will address this obligation. 3. Indicate if a completed royalty return has been lodged and any royalties paid. If not applicable, select Not Applicable. If NO, upload a statement addressing how you will address this obligation. 4. Indicate if all local government charges and penalties have been paid. If not applicable, select Not Applicable. If NO, upload a statement addressing how you will address this obligation. 5. Confirm if all security payments have been made. If not applicable, select Not Applicable. If NO, upload a statement addressing how you will address this obligation. 6. Upload an obligations history statement (mandatory). 7. Download an obligations history checklist, complete and upload to your application (mining claims only). 	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant obligation statements if required <input type="checkbox"/> Obligation history statement or obligation history checklist for mining claims only
<p>Step 3: Land information details</p> <p>From the Renew permit dashboard or form, select Step 3: Land information details</p> <p>Overlapping permits (mining leases only)</p> <p>Indicate if the lease you are renewing is for coal or oil shale. If YES, indicate if the permit overlaps with:</p> <ol style="list-style-type: none"> 1. an authority to prospect (upload a CSG statement and a Statement addressing CSG assessment criteria) 2. a petroleum lease (upload a CSG statement only) 3. both an ATP and a PL (upload a CSG statement and a Statement addressing CSG assessment criteria) 4. neither of these permit types (no documents required). <p>Overlapping permits (petroleum leases only)</p> <p>Indicate if the area of the petroleum lease you are renewing is within an area of exploration permit or mineral development license, mining lease, both or neither</p> <p>For exploration permit or mineral development license, mining lease, or both, indicates if the lease you are renewing is for coal or oil shale. If YES, upload:</p> <ol style="list-style-type: none"> 1. a CSG statement and a Statement addressing CSG assessment criteria (for exploration permit or mineral development license, or both). 2. a CSG statement only (for mining lease) 3. neither of these permit types (no documents required) <p>Indicate if the holder of this coal or shale mining lease is also a holder of the permit being renewed (mining lease only).</p> <p>Relinquishment</p> <p>Indicate if you intend to relinquish any of the permit area required by the date of expiry of the current term of this permit. If YES, you upload a relinquishment notice (optional)</p> <p>Consultation process (petroleum, gas and geothermal permits only)</p> <p>Upload the landholder consultation plan (mandatory)</p> <p>Land details</p> <ol style="list-style-type: none"> 1. Run an Advanced intersect report in GeoResGlobe 2. Add any additional columns to the spread sheet to record the data of land holders and compensation agreements 3. Upload the spread sheet in the Land information list. 	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant overlapping statements <input type="checkbox"/> Relevant CSG statement and a Statement addressing CSG assessment criteria <input type="checkbox"/> Relevant relinquishment notice <input type="checkbox"/> Land information list spreadsheet (mandatory) <input type="checkbox"/> Any relevant landholder consultation plans, compensation agreements <input type="checkbox"/> Partial surrender of environmental authority form. You

<p>Compensation agreements</p> <p>Indicate if there is a compensation agreement required for this permit.</p> <ol style="list-style-type: none"> 1. If NO, enter an explanation as to why a compensation agreement is not required. 2. If YES, indicate if there is a valid agreement in place. 3. If NO, indicate how you will ensure compensation agreements will be in place with the department by the expiry of the permit. 4. If YES, upload a copy of all compensation agreements and indicate if all payments and works have been carried out. If not, enter an explanation. 	<p>may use DES's online Connect system or a paper form</p>
<p>Step 4: Native title assessment</p> <p>From the <i>Renew permit dashboard</i> or form, select <i>Step 4: Native title assessment</i></p> <p>Existing native title process</p> <ol style="list-style-type: none"> 1. If the department's data indicates the renewal can be progressed without further reference to native title, note the current native title process. 2. If the department's data indicates that the current native title process is invalid or missing, you need to contact the department to continue with the native title assessment for this renewal application. 3. Indicate if your current native title process that your permit is subject to allows for the renewal of a permit. If YES, upload the original agreement. If NO, select a new native title process. <p>Select a native title process</p> <ol style="list-style-type: none"> 1. Indicate if you need to select a native title option. 2. If YES, select a native title process from the drop down list. 	<ul style="list-style-type: none"> • Payment of advertising fees, if required
<p>Step 5: Proposed program or plan</p> <p>From the Renew permit dashboard or form, select <i>Step 5: Proposed program or plan</i></p> <p>Enter proposed work program/development plan</p> <ol style="list-style-type: none"> 1. The program term displays at the top of the screen and defaults to the term selected for the renewal 2. Change the program term if required 3. Download and complete the work program (mining program) / development plan template (if required) 4. Once completed, upload the work program/development plan using the upload function 5. If you don't want to use the template provided, upload your own document 6. Upload the work program / development plan rationale (if required) and select Save. <p>NOTE: The scope of development plans or mining programs may vary depending on the size and complexity of the proposed operations. If the proposed renewal 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</p>	<ul style="list-style-type: none"> • Download the mining program template • Provide your development/mining program plan

<p>Step 6: Financial and technical capability</p> <p>From the Renew permit dashboard table or form, select <i>Step 6: Financial and technical capability</i>.</p> <p>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.</p> <ol style="list-style-type: none"> 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 <p>NOTE: If a third party is providing resources for the applicant's permit activities, a statement declaring the resource availability is required.</p> <ol style="list-style-type: none"> 6. Upload third party declarations as required <p>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.</p> <ol style="list-style-type: none"> 7. Upload supporting evidence as required 8. Select Save <p>Please review our full Financial and Technical Capability Guide</p>	<ul style="list-style-type: none"> • Financial capability statements • Financial commitments documents • Supporting evidence • Technical capability statement • Resource commitment statements • Third party declarations • Supporting evidence
<p>Step 7: Pay and submit application</p> <p>From the Renew permit dashboard table or form, select <i>Step 7: Pay and submit</i></p> <p>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.</p> <ol style="list-style-type: none"> 1. Select your payment option by use of the radio buttons <ul style="list-style-type: none"> • Submit your form in person or post it to Mines Assessment Hub. 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. 	<ul style="list-style-type: none"> • Proof of payment to verify your application has been successfully lodged

More information

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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 Georesources, Department of Natural Resources, Mines and Energy.

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