

Mining lease guide

This guide provides information about applying for a mining lease for minerals, coal or an associated purpose. 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.

It is important to note that applications submitted as part of a call for mining lease tender process must follow the tender application requirements set out in the call for mining lease tender document. The information gathered in MyMinesOnline and on the paper form is the same, however you may find it easier to use the online form in MyMinesOnline. You will have to undertake a quick registration process before using the system to make an application online. This is so you can submit your details in a secure environment.

What are the purposes for which a mining lease may be granted?

A mining lease is predominantly granted for the mining of minerals or coal.

Mining leases may also be granted for purposes associated with mining. These are specific purpose mining leases and include infrastructure to support mining operations, establishing plant sites, a mining camp or a tailings dam, the processing of minerals and coal, workshops, stockpiles, and various types of water storage devices, treatment plants, storage sheds, explosive magazines and rehabilitation and remediation associated with these activities. All the relevant purposes should be listed in your mining lease application.

In order to easily facilitate the completion of rehabilitation and remediation on the mining lease it is a good idea to include rehabilitation and remediation as a separate purpose on your mining lease application.

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.

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 remediation 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.

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

The physical area of your resource authority

Note: this section does not need to be completed for applications under a call for mining lease tender process. Tender release areas have already been determined as per the call for mining lease tender document.

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 private 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:

Background description	Tenure	Land Parcel Name	Current Use	Proposed Use	Owner or occupier name	Owner or occupier address	Comp required	Erosion works on land
Lot 23 RP23456	Freehold		Grazing	Access	J Smith	2 John St Roma	Yes	Yes
Lot 6 RP78521	Leasehold		Grazing	Mining	H Rogers	7 Farm Road Roma	Yes	No

Road Reserve	Reserve	Smith Road	Road	Access	Roma Shire Council	123 Main Street Roma	No	No
		B Creek	Creek	Mining Access	Unallocated State Land	State of Queensland	No	No
428Bana	Stock Route	Stock Route	Stock Route	Mining	Roma Shire Council	123 Main Street Roma		

Obtaining consents and compensation agreement

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.

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*.

Landholder compensation. Compensation must be settled before the mining lease can be granted. This is done by written agreement with the land owner for any surface area applied for in the mining lease application or by a Land Court compensation determination.

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

Other advice for submitting your application

- When assessing your application the department will consider whether to disqualify you from being granted the mining lease under chapter 7 of the *Mineral and Energy Resources (Common Provisions) Act 2014*.
- **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.

- **To commence a call for tenders the Minister will publish a gazette notice (a call for mining lease tenders) inviting tenders for an eligible person to apply for a mining lease.** A rigorous process is in place to assess tender applications and select a preferred tenderer. The process and criteria are outlined in each call for tender document and typically include consideration of the applicants' financial and technical capabilities and their strategy for engaging with the community.
- 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)).
- **When making an application for a later specific purpose mining lease or a later transportation mining lease** over an existing authority you must be able to show that the authorised activities for the lease can be carried out in a way that is compatible with the authorised activities for the existing authority and that the co-existence of the later mining lease and the existing authority would optimise the development and use of the State's resources to maximise the benefit for all Queenslanders.
- **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 the 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.
- **Additional requirements apply for applications for particular mining leases for prescribed minerals**

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

If the application is within...	Additional lodgement requirements
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.
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.
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 (where notification occurs jointly with the environmental authority).

The **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

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>Enter a new permit application</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. (COAL or oil shale applications only) Provide any <i>Prerequisite Permits</i> by entering the <i>Permit Type</i> and <i>Permit Numbers</i> and select Add permit 3. Upload the prerequisite permit holder/s consent/s and select Save <p>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 <i>Continue to your application</i>.</p> <ol style="list-style-type: none"> 4. Select the <u><i>Continue to your application</i></u> link <p>Once created, the steps to follow for the new permit application display in the <i>Application status summary</i> 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.</p> <ol style="list-style-type: none"> 5. Select Step 1. 	<ul style="list-style-type: none"> <input type="checkbox"/> Prerequisite permit numbers for coal or oil shale <input type="checkbox"/> Upload the prerequisite permit holder/s consent/s
<p>Step 1: Permit details</p> <p>From the Application status summary table or form, select Step 1: <i>Permit details</i></p> <ol style="list-style-type: none"> 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 <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</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A justifying statement for the term of the lease

displays. Steps can be revisited throughout the process.	
<p>Step 2: Permit holder details From the Application status summary table or form, select Step 2: <i>Permit holder details</i></p> <ol style="list-style-type: none"> 1. Select either Add company or Add individual Holder 2. Search for your company or individual holder with either company name or ACN/ARBN or leave the field blank and select Search 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 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 5. Select tenancy type – Joint Tenancy, Sole Holder or Tenancy in Common 6. Attach proof of identity and select Next 7. Review and confirm contact details 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 <p>Note: The Act requires all applicants to provide proof of identity when making applications. Each applicant must be an eligible person as defined under the relevant Act. To establish eligibility all applicants are required to provide proof of identity by submitting the following as an attachment with the application.</p> <p><u>For an individual</u></p> <p>A copy of the original of one of the following</p> <ul style="list-style-type: none"> ▪ the applicant's full birth certificate (not an extract) ▪ passport in the name of the applicant ▪ 18+ card in the name of the applicant ▪ driver's licence in the name of the applicant. <p><u>For a company</u></p> <p>The applicant must possess the certificate of registration issued by the Australian Securities and Investments Commission (ASIC) showing the Australian Company Number (ACN).</p> <p>When applying using the electronic form the department will confirm the validity of the ACN via a direct link with ASIC.</p> <p>If applying using the paper form, a certified copy of the certificate of registration issued by ASIC must be attached to the application form.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Proof of identity <input type="checkbox"/> Signed letter of authority <input type="checkbox"/> Signed letter of consent by the holder/s <input type="checkbox"/> The Authorised Holder Representative Guide has more detailed information about what to include in a letter of authority
<p>Step 3: Select permit area From the Application status summary table or form, select Step 3: <i>Select permit area</i></p> <ol style="list-style-type: none"> 1. Enter the approximate size of the area of the mining lease you are applying for in hectares (to two decimal places) 2. Attach a statement justifying the area of the permit and its shape 	<ul style="list-style-type: none"> <input type="checkbox"/> A justifying statement of the area and shape of the lease <input type="checkbox"/> A CSV, shape file,

<ol style="list-style-type: none"> 3. GPS Points must be GDA2020 Datum in latitude and longitude 4. Enter the coordinates for the datum post/reference point as per the above format. 5. If relevant enter the date the land was marked out. 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 7. Add the relevant local authority by typing the information into the search box and select Add local authority 8. Attach permit area files (template available on website) <p>https://www.business.qld.gov.au/industry/mining/applications-compliance/policies-guidelines</p> <ol style="list-style-type: none"> a. Attach a CSV, shape file or sketch map clearly showing the proposed lease's internal/external boundaries 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 <ol style="list-style-type: none"> 9. Select the surface area required for the mining lease: Whole, Part or Nil <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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 	<p>sketch or map clearly showing the proposed:</p> <ul style="list-style-type: none"> - internal/external boundaries - total area - site access <p><input type="checkbox"/> Any other supporting documentation or graphic representation of the area, including photographs or maps, abutting land and other authority information</p> <p><input type="checkbox"/> A justifying statement outlining with the reasons for the selected surface area</p>
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<p>Step 4: Land information details</p> <p>From the Application status summary table or form, select Step 4: <i>Land information details</i></p> <ol style="list-style-type: none"> 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 private land adjoining the proposed permit area. 3. Specify if: <ol style="list-style-type: none"> 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 <i>Schedule - Dictionary of the Mineral Resources Act 1989</i>. 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 <i>Mineral Resources Act 1989</i>. If the permit falls under the overlapping framework in Chapter 4 of the <i>Mineral and Energy Resources (Common Provisions) Act 2014</i> 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. 	<ul style="list-style-type: none"> <input type="checkbox"/> Land Information template completed with land details <input type="checkbox"/> Adjoining land Information template completed with land details <input type="checkbox"/> Restricted land detailed information, map and consent <input type="checkbox"/> For reserve land, written consent <input type="checkbox"/> A Greenhouse Gas statement and supporting information if required <input type="checkbox"/> If required a CSG statement <input type="checkbox"/> Statement advising why you want to conditionally surrender this permit
<p>Step 5: Environmental authority</p> <p>From the <i>Application status summary</i> table or form, select Step 5: <i>Environmental authority</i></p> <ol style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> <input type="checkbox"/> You will be required to submit EA application directly to DES

<p>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.</p> <p>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.</p>	
<p>Step 6: Native title From the <i>Application status summary</i> table or form, select <i>Step 6: Native title</i></p> <p>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.</p> <ol style="list-style-type: none"> 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. <p>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</p> <p>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.</p> <ol style="list-style-type: none"> 3. Select Next 4. Review the Native title process summary and select Save <p>Please review our full Native Title Guide on land access and native title for mining activities.</p>	<p><input type="checkbox"/> Payment of advertising fees, if required</p>
<p>Step 7: Proposed program or plan From the <i>Application status summary</i> table or form, select <i>Step 7: Proposed program or plan</i></p> <p>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</p> <ol style="list-style-type: none"> 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 	<p><input type="checkbox"/> Download the mining program template</p> <p><input type="checkbox"/> Provide your development/ mining program plan</p>

<p>select Save.</p> <p>Please review our full Development Plan or Work Program Guide on preparing a work program.</p>	
<p>Step 8: Financial and technical capability From the <i>Application status summary</i> table or form, select Step 8: <i>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"> <input type="checkbox"/> Financial capability statements <input type="checkbox"/> Financial commitments documents <input type="checkbox"/> Supporting evidence <input type="checkbox"/> Technical capability statement <input type="checkbox"/> Resource commitment statements <input type="checkbox"/> Third party declarations <input type="checkbox"/> Supporting evidence
<p>Step 9: Understanding your obligations From the <i>Application status summary</i> table or form, select Step 9: <i>Understanding your obligations</i></p> <p>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 <i>the Act</i> or <i>the Regulation</i>. These obligations are also attached to the EA, so you must confirm you understand your permit obligations.</p> <ol style="list-style-type: none"> 1. Select the check box to indicate your understanding of; and agreement to the obligations and select Save. 	<ul style="list-style-type: none"> <input type="checkbox"/> Check the Permit Holder Obligations Guide to ensure you've understood your responsibilities as a permit holder

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**.

Proof of payment to verify your application has been successfully lodged

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

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.

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