

Mineral and coal exploration guideline

The department has developed a series of guidelines to assist existing and prospective resource authority holders understand the legislation around the issue or resource authorities and the responsibilities of a resource authority holder under the *Mineral Resources Act 1989* (MRA).

You can use this guideline to help you complete an application for an exploration resource authority for mineral and coal and to see what information the department requires to complete the assessment of your application. It includes:

- an overview of exploration resource authorities and an explanation of the legislation governing the issue of new exploration resource authorities
- advice on how to prepare and lodge a 'properly made' application, including how to complete forms and what fees are required
- how an application is assessed by departmental staff, including departmental and applicant responsibilities
- contact details for the regions and mining districts in Queensland.

Key information

- The MRA describes what needs to be done to ensure you fulfil your resource authority obligations. The Mineral Resources Regulation 2013 (MRR) supports the Act and describes how the MRA's requirements are to be carried out to ensure compliance with your resource authority obligations.
- When assessing your application, the department will consider whether to disqualify you from being granted the permit under chapter 7 of the *Mineral and Energy Resources (Common Provisions) Act 2014*.
- The information in this guideline will help ensure your exploration resource authority application is processed in the most efficient and timely way and with the least amount of delay or disruption. An application may be made either:
 - electronically via [MyMinesOnline](#) with supporting documentation; or
 - lodged in accordance with the instructions contained in the relevant tender document; or
 - by downloading and completing the detail required on a prescribed form and submitting the application, and any attachments at a [Mines lodgement office](#).

Managing Queensland's resources

Generally, all mineral and coal resources in Queensland are owned by the state. Individuals or companies may apply to explore or extract those resources.

The department manages those resources on behalf of the state—by applying a regulatory

framework to administer the provisions of the relevant legislation. This legislation provides a way to assess, develop and utilise the mineral and coal resources in Queensland for the benefit of Queensland and its people.

Although it is government policy not to grant mining leases for uranium, applications may still be made for a mineral development licence or an exploration permit for uranium.

North West Mineral Province

The North West Mineral Province (NWMP) is the highest value mineral province in the state. This region holds potential for world class high value discoveries, especially under areas of younger cover. It is attracting significant exploration investment from major international exploration and mining companies.

To ensure the best outcome for the state, assessment of applications made within the NWMP will be guided by some resource authority management principles that advance the potential of the area through innovation, exploration, discovery and mine development.

Resource authority assessments will be guided by principles that:

1. Provide for, or bring forward mineral project development;
2. Build on mineral inventories or assist in achieving a critical mass to fast-track resource development opportunities;
3. Encourage higher risk exploration that is targeting areas under cover;
4. Encourage exploration targeting, emerging commodities or strategic minerals;
5. Support exploration promoting the use of technology or new data to enable rapid assessment of areas; and
6. Facilitate land turnover to achieve better resource knowledge outcomes.

To identify whether your application falls within the NWMP, use the North West Mineral Province layer under the Administration category on [GeoResGlobe](#).

Governance

Mineral resources in Queensland are governed by four tiers of regulation:

- legislation - the MRA and the *Mineral and Energy (Common Provisions) Act 2014* (MERCPC)
- regulation – the Mineral Resources Regulation 2013 (MRR) and the Mineral and Energy Resources (Common Provisions) Regulation 2016 (MERCPC Reg)
- Practice Manual
- operational policies.

Mineral and coal resource authorities are administered by the department under the MRA and MRR. The legislation:

- encourages and facilitates exploration for and mining of minerals
- improves knowledge of the mineral resources in Queensland
- minimises land-use conflicts that can arise from prospecting, exploring and mining
- encourages environmental responsibility and land care management in the resources industries
- ensures that the state receives a financial return from mining
- provides a framework to manage and regulate prospecting, exploration, and production activities.

These objectives are used when we assess and grant resource authorities. It is done in such a way that ensures best practice, production-oriented, competent exploration and development.

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

The full legislation is available online from the [Office of Queensland Parliamentary Counsel](#) website.

Before you apply

Before starting your resource authority application, gather together your personal / contact information and your research results to assist in completing the form. This will ensure that a 'properly made' application is received by the department and that the assessment process will not be held up or your application refused due to missing information.

What is an exploration resource authority?

An exploration resource authority (EP) allows you to carry out authorised activities on the land to determine what minerals exist and their quality and quantity. It covers any minerals (including coal) in or under land; or in the waters or sea above land. An EP allows exploration activities only (not mining).

EPs are issued under Chapter 4 of the MRA and Part 3 of the MRR.

The application form

This guideline describes the requirements for each step in the process to submit an EP for coal or minerals application. Applicants can use both the online MyMinesOnline form or the paper-based form available from our assessment hubs or on the [department website](#) to lodge their application.

It is important to note that applications submitted as part of a call for tenders process must follow the tender application requirements set out in the call for 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.

Who can apply

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

For a project coal EP, a person is eligible to apply if they are a holder of a coal mining lease that is, or is included, in a coal mining project.

Your application

Identification

You can apply using [MyMinesOnline](#) or submit a written application available from our [assessment hubs](#). You can register for MyMinesOnline by visiting the Queensland government's [Business and Industry Portal](#). Select *For Industry > Mining and Resources > Mining Online Services > MyMinesOnline*.

Full *MyMinesOnline* access is granted by providing proof of identity by submitting your ID at your local office or by [emailing certified copies of your ID](#). Alternatively, post your original, certified documents to:

Department of Resources – MyMinesOnline
PO Box 15216
City East Qld 4002

Full *MyMinesOnline* system access is granted by verifying two types of identification. Refer to the business industry website for a full list of acceptable forms of ID <https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/myminesonline/register>.

Supporting documents

In addition to proof of identity for each EP applicant, you must also provide the department with a number of other documents, which the department has covered in the [MIN/2015/1254 Operational Policy – Exploration work program and relinquishment requirements for an exploration permit](#) and [Work program Guideline \(MRA\)](#):

- your overall [Work Program](#) rationale statement and the requirements for either an activities-based work program or an outcomes-based work program as described under section 130AA of the MRA.
- [Financial and Technical Capability](#) statements
- the details of your involvement in any other Queensland resource exploration commitments

A number of supporting documents may also be required to accompany your application:

- proof of identity for an authorised holder representative (if not already a registered

user of MyMinesOnline - refer to the Proof of Identity section above)

- your rationale for [conditionally surrendering](#) any of your existing EPs
- your [Environmental Authority](#) application, including maps of environmentally sensitive areas, and Registered Suitable Operator application (both assessed and issued through the [Department of Environment and Science](#))
- [Native Title documentation](#), including any private indigenous land use agreements (ILUA) or details of existing state ILUA native title documents
- GSQ Lodgement Portal reference details
- private research documents declaring any third parties providing technical expertise.

Applicant details

You must provide the full contact details of the applicants who will be EP holders, including an ACN. If there are two or more holders, one must be nominated as the authorised EP holder. If the applicant is a company, please provide an ARBN, ensuring the company details are exactly the same as the information held by the [Australian Securities and Investments Commission](#).

The following table provides an overview of the holder, authorised holder and authorised holder representative structure. Current legislation allows co-ownership of mining resource authorities by two or more people or companies as either tenants in common or as joint tenants. **Unless otherwise specified, *tenants in common* is the default co-ownership structure.**

Tenants in common allows two or more companies and/or individuals to hold separate and distinct proportional EP shares. In the case of individuals, the right for an EP holder to leave EP interests to beneficiaries upon their death is in accordance with the directions in their will: that is, it does not pass automatically to the remaining tenant/s in common.

Joint tenancy is commonly held by individuals owning equal EP shares. When a joint tenant dies, the EP share automatically passes in equal proportion to any surviving holder/s. Joint tenants must hold an equal share in the EP (for example, 50% each if two or 25% each if four tenants etc.) but unlike Tenants in common, a will does not override joint tenancy.

An **authorised holder (AH)** is the individual or company authorised to liaise with the department about a registered EP. In the case of individuals being sole holders, that person will be the authorised holder representative, unless an agent is nominated to act on their behalf.

Authorised holder representatives (AHR) are those people or parties nominated by the company (an agent or individual in that company).

Multiple holders must nominate a person from one of the holder companies, or an agent company, to act on their behalf. A *Letter of Authority* signed by the holders needs to accompany the application to indicate that permission has been given.

All of the details and requirements for your *Letter of Authority*, including a template to help you prepare this document, are outlined in the department's [Authorised holder representative guide](#) and [Letter of authority template](#).

Resource area selection

Area description

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

If applying via MyMinesOnline or via hard copy lodgement at the department's office, the following applies:

EPs are applied for and granted over blocks and sub-blocks. These blocks and sub-blocks have been approved by the chief executive in Block Identification Maps (BIM) Series B. These are identified by reference to the latitudes and longitudes defined in the Australian Geodetic Datum 1966 (AGD66).

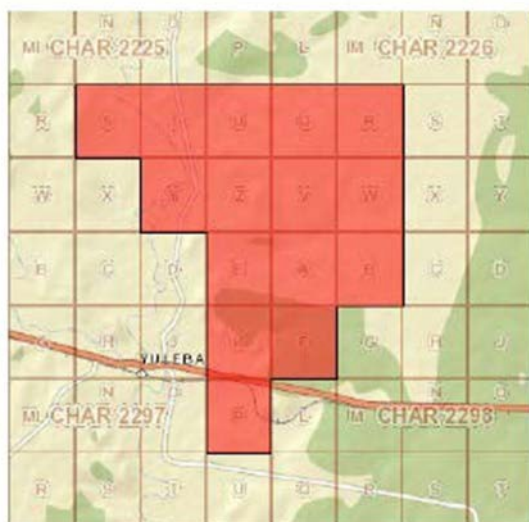
You can access the BIM link here: <https://data.qld.gov.au/dataset/queensland-mining-and-exploration-administration-series>)

- each BIM has a unique name and contains 3456 blocks, which are numbered in sequence.
- each block is approximately 75 square km in area and each sub-block is approximately 3 square km in area - the exact size of the block depends on curvature of the earth.
- each block is divided into 25 sub-blocks, which are identified in alphabetical order (with the exception of the letter "i").
- each block equals five minutes of latitude by five minutes of longitude and sub-block equals one minute of latitude by one minute of longitude.

For example, the exploration resource authorities shown below (highlighted in red) is located within the Charters Towers BIM. It covers:

- block 2225, sub-blocks s,t,u,y and z
- block 2226, sub-blocks q,r,v and w in,
- block 2297, sub-blocks e,k and p
- block 2298, sub-blocks a,b and f.

In the application, these would be listed (using the first block and sub-block as an example) as CHAR 2225 sub-block “s”.



Generally, applicants will use the department’s online spatial system to review the areas that are available for application and to research past resource authorities and geological information for the area. You will need to ensure that you have given regard to the constrained land layer and other restrictions. See [MIN/2015/1251 Operational policy - Prescribed areas for exploration permits \(excess and non-contiguous\)](#) before finalising your blocks and sub-blocks for application.

Land size and availability

Land availability

All land can be subject to an EP application, with the exception of:

- national parks and dedicated conservation zones;
- areas where exploration is expressly prohibited (Crown Land where an Act excludes mining, for example);
- restricted land;
- moratorium land; or
- existing resource authorities.

National Parks

Section 27 of the *Nature Conservation Act 1992* lists areas where mining and exploration is prohibited in order to protect National Parks and other zones identified for conservation.

Moratorium area

An eligible person may apply for sub-blocks in the area of an earlier permit for the same mineral that has ended¹ or in the area of an application for an EP for the same mineral which has been refused or abandoned,² only after the land is released from a moratorium period of at least two calendar months from the date the earlier EP or EP application became non-current. The work program for an EP application from land released from a moratorium area must be activities-based, pursuant to section 134A(5) of the MRA.

Existing EPs

The department cannot grant an EP over an existing EP unless the grant is for a different mineral (including coal) or the current holder surrenders the granted EP over the same area in favour of a new EP in the same name. An EP may overlap land within an existing resource authority (application for a mining claim, mining lease, or mineral development licence, or granted mining claim, mining lease, or mineral development licence) however the land will be excluded at grant.³ If the resource authority later becomes non-current, the land can, in some cases, be added back into the area of the exploration resource authority.⁴

Land within an existing undecided application is unavailable unless the application is for a different mineral (including coal), or the current holder conditionally surrenders a granted EP over the same area in favour of a new EP in the same name, for the same resource.

[Additional provisions include overlapping land](#) for some resource authority types, Priority Agricultural Areas, Priority Living Areas, Strategic Environmental Areas, Strategic Cropping Areas or declared high preservation areas.

Size restrictions

Unless otherwise approved by the Minister under section 127(4) of the MRA, an EP for coal:

- cannot exceed 300 sub-blocks (tender), pursuant to section 9(a) of the Mineral Resources Regulation 2013; or
- six sub-blocks (for project related application), pursuant to section 136Q(b)(iii) of the MRA.

Unless otherwise approved by the Minister after considering an applicant's statement about why the applicant requires more than the prescribed area of land under section 133(h)(iii) of the MRA, an EP for minerals cannot exceed 100 sub-blocks.

If your EP application exceeds this maximum area, a statement outlining why you are requesting extra land must be submitted for Ministerial approval. Online applications should include this document as part of *Step 4: Land Availability Report*.

Sub-block applications over urban, residential or town land must include a work program clearly demonstrating how the applicant will minimise any land use conflicts in these specific areas before such applications may be considered.

¹ *Mineral Resources Act 1989*, s131(1)(b).

² *Mineral Resources Act 1989*, s131(1)(c).

³ *Mineral Resources Act 1989*, s132(1).

⁴ *Mineral Resources Act 1989*, s132(2).

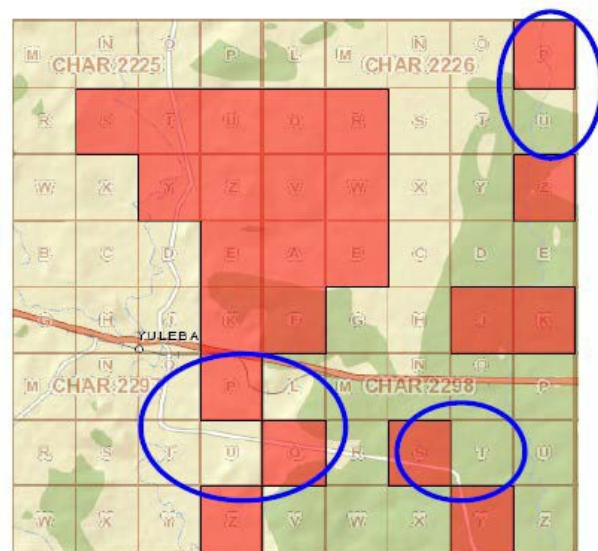
Land without a common boundary or non-contiguous boundaries

Each sub-block in your application must adjoin at least one other sub-block by at least one side and not corner to corner (contiguous land). EPs may still be granted for sub-blocks with non-contiguous boundaries if the Minister is satisfied the proposed work program is consistent with competent and efficient mineral exploration practices.

A non-contiguous statement needs to be included for an application with non-contiguous sub-blocks along with the detailed work program outlining how the proposed work will be carried out.

The applicant must also show how the data they collect in exploring the EP area will be integrated across the gaps between the non-contiguous sub-blocks and add to the ongoing development of the exploration model.

Below is an example of an EP with non-contiguous sub-blocks and without a shared common boundary. Note that only blocks with corners touching are considered non-contiguous.



Land constraints

You must ensure that the land for which you are applying is unencumbered and can be entered without restriction for the purposes proposed in the resource authority.

Overlapping resource authorities include existing resource authorities that intersect your application. The ability to proceed with the application therefore depends on the type and extent of resource authority overlap. However, where legislation prohibits overlaps, this area will be excluded from your EP application area, should it be accepted.

Unavailable land is generally excluded from applications, even though *MyMinesOnline* won't prohibit an application being submitted over this type of restricted land. However, this area will be removed from your EP application area should the department accept your application. While unavailable land is generally exempt, there are some specific circumstances (where an applicant wishes to conditionally surrender an existing EP in favour of another application, for example) where an application over unavailable land may

be accepted.

Constrained land has conditions limiting certain exploration or production activities. Areas of constrained land do not have to be identified on your application, but it is important to be aware that constraints may impact the range of activities you will be permitted to undertake.

[Restricted Areas](#) are listed with areas of constrained land, even though in many instances, applications will not be accepted over restricted areas. For these, you may be able to apply for a higher form of resource authority (such as a mining lease).

Conditional surrender

If you are applying to conditionally surrender part or whole an existing EP in favour of a new one. The application must be in the same names as the surrendered EP and completely surrendered in the area of the new EP. Only a single conditional surrender will be considered for any EP or set of EPs, and no conditionally surrendered EP may be incorporated into further (bulk) conditional surrenders.

Environmental authorities and native title

Environmental authorities in relation to mining and resource activities are assessed by the [Department of Environment and Science](#) (DES), which administers the [eligibility criteria and standard conditions](#). DES will provide an EA number, required by the Department of Resources to confirm the EA has been issued before granting your EP.

Native title is also assessed independently by the department's own specialist teams. Please visit the [Native Title Hub](#).

[Compliance with financial obligations](#)

Once technical assessments and native title processes are complete the department will advise you of any outstanding accounts (rent, security or financial assurances, for example). You have 20 business days from the date of the department's letter to finalise these accounts.

Work programs

The grant and renewal of an EP is conditioned for the term for which the EP is granted. Work program compliance may be assessed at any time during the term.

A work program may either be activities-based or outcomes-based under section 130AA of the MRA. However, a call for tender or a request made by the Minister may state that a particular type of work program is required i.e. for tender of EPs for coal, moratorium day applications, and for same day applications for EPs for minerals.

Section 130AA(1) of the MRA provides that a work program for a term of an EP is a work program that is either activities-based or outcomes-based.

Under section 130AA(2), an activities-based work program for a term of an EP is a document stating:

- (a) the activities proposed to be carried out during the term; and

- (b) the estimated human, technical and financial resources proposed to be committed to exploration during the term.

An activities-based **work program** which complies with section 137(3) should contain:

- a work program that lists the activities proposed to be carried out and the financial resources to be committed to exploration activities for the term
- a sufficiently detailed rationale document for the work program which includes statements about:
 - how the exploration model will significantly advance the assessment for the work program outlining the basis of prospectivity with consideration of the exploration maturity of the area;
 - details of when and where exploration activities will be carried out (when and where does not need to be evidenced by GPS coordinates or any other exact markers – the department only requires the general locality in relation to geological formations);
 - maps that show target formations and where exploration activities are proposed to be carried out;
 - details about previous exploration undertaken including any identified mineral or resources within the area of the EP;
 - justification for the area of the permit with respect to the proposed exploration program;
 - If the proposed permit supports other permits or forms part of a broader project, the work program must describe how it is to operate in the context of the project and clearly show the relationship to the other permits; and
 - detail on resource or infrastructure studies proposed to be carried out.

For further information on an activities-based work program refer to the [Work Program Guideline \(MRA\)](#).

Under section 130AA(3), an outcomes-based work program for a term of an EP is a document stating:

- (a) the outcomes proposed to be pursued during the term; and
- (b) the strategy for pursuing the outcomes mentioned in paragraph (a); and
- (c) the information and data proposed to be collected as an indication of mineralisation during the term; and
- (d) the estimated human, technical and financial resources proposed to be committed to exploration during the term.

An outcome-based **work program** which complies with section 137(3) will have a statement on the outcomes to be pursued and a sufficiently detailed rationale document providing information such as:

- a description, location and timing of the activities or exploration techniques proposed to be carried out initially (e.g. for the first two years) and the likely direction of the work program for the remainder of the term subject to the exploration results
- information on the data to be collected, geochemical analysis to be undertaken; for example, including outcrop samples, assays of drill hole intersections, geochemical results and geophysical results.

An application for an EP for coal in a coal mining project must be accompanied by a work program and a statement about how the work proposed to be carried out under the EP is necessary for the operation of the coal mining project, pursuant to section 136R(d) of the MRA. The department requires this to include government or privately sourced or developed research analysis (if applicable).

For further information on an outcomes-based work program refer to the [Work Program Guideline \(MRA\)](#).

The decision-maker must not grant an EP unless the work program is approved, therefore if the decision-maker is unable to approve the work program the application **will be refused** under section 136(1)(b).

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 EP 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 financial and technical capability and commitment documentation, as well as the appropriate evidence, detailed below.

Evidence requirements for financial and technical capability

If an applicant with financial or technical responsibilities for the EP has over five year's history as an EP 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 an EP holder in Queensland, or prefers not to rely on past performance, they must attach additional supporting evidence proving their ability to uphold their obligations.

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 five 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 five years	<ul style="list-style-type: none"> • financial capability statement • financial commitments document • supporting evidence of financial capability (see Guidelines) 	<ul style="list-style-type: none"> • technical capability statement • technical commitments document • third party declaration (if applicable) • supporting evidence of technical capability (see Guideline)

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

Understanding your resource authority holder obligations

Your EP holder obligations are generally listed:

- on the grant documents as mandatory resource authority conditions
- outlined in the legislation governing your resource authority
- attached to the environmental authority issued by the [Department of Environment and Science](#).

A summary of the most common EP [holder obligations](#) are outlined on the website.

Application steps for MyMinesOnline

What you need to do to apply	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>Resource Authority</i> types and the relevant forms are also available to download</p> <ol style="list-style-type: none"> 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 <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"> Select the <u><i>Continue to your application</i></u> link 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. Select Step 1. 	<p>Note: <i>MyMinesOnline</i> works best in Internet Explorer</p>
<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"> Enter the Permit Name (for your reference only as it will not be used by the Department) Specify the term of the proposed permit. The maximum term that may be granted is 5 years. 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 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 displays. Steps can be revisited throughout the process.</p>	<p><input type="checkbox"/> No additional documentation required</p>
<p>Step 2: Permit holder details</p> <p>From the Application status summary table or form, select Step 2: <i>Permit holder details</i></p> <ol style="list-style-type: none"> Select either Add company or Add individual Holder Search for your company or individual holder with either company name or ACN/ARBN or leave the field blank and select Search Select the relevant company or holder and select 	<p><input type="checkbox"/> Proof of identity</p> <p><input type="checkbox"/> Signed letter of authority</p> <p><input type="checkbox"/> Signed letter of consent by the holder/s</p>

What you need to do to apply	Supporting information
<p>Next or select Create new company/individual record and add/update contact details including email address and select Next</p> <ol style="list-style-type: none"> 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:</p> <p>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). 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"/> The Authorised Holder Representative guide contains information about what to include in a letter of authority <input type="checkbox"/> Letter of authority template available on website.
<p>Step 3: Select permit area</p> <p>From the Application status summary table or form, select Step 3: <i>Select permit area</i></p> <p>After investigating the online mapping system and validating the land that is available for application, you will need to nominate the BIM and Block for the permit area and the sub-blocks you wish to apply for from the collection of data that you have investigated. Tick the boxes as appropriate on the screen to:</p> <ol style="list-style-type: none"> 1. Choose the <i>BIM, block and sub block</i> option 2. Enter the BIM and select the sub blocks and select Save. 	<ul style="list-style-type: none"> <input type="checkbox"/> The BIM and sub blocks

What you need to do to apply	Supporting information
<p>3. Wait for the following message to appear on the screen <i>the records are saved successfully. Click the Next button to proceed.</i> Select Next.</p>	
<p>Step 3: Select permit area</p> <p>From the Application status summary table or form, select Step 3: <i>Select permit area</i></p> <p>After investigating the online mapping system and validating the land that is available for application, you will need to nominate the BIM and Block for the permit area and the sub- blocks you wish to apply for from the collection of data that you have investigated. Tick the boxes as appropriate on the screen to:</p> <ol style="list-style-type: none"> 4. Choose the <i>BIM, block and sub block</i> option 5. Enter the BIM and select the sub blocks and select Save. 6. Wait for the following message to appear on the screen <i>the records are saved successfully. Click the Next button to proceed.</i> Select Next. 	<p><input type="checkbox"/> The BIM and sub blocks</p>
<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. Review the area summary. <ol style="list-style-type: none"> a. The system will automatically identify where you have applied for an area in excess of size restrictions and prompt you to make a statement justifying the excess area. b. The system will automatically identify where you have applied for an area that has non-contiguous sub-blocks and prompt you to make a statement justifying the application. Select Next. <p>Overlapping permits</p> <ol style="list-style-type: none"> 2. The system will return a list of overlapping permits, unavailable land and constrained land. You may either amend your application to remove unavailable land, or if you are of the view that you may apply for the area, include justification when submitting the rationale for your work program. The system will not restrict your selection according to unavailable land. Should your application be accepted, your acceptance letter will advise you of the permit area that has been accepted. Select Next <p>Conditional surrender</p> <p>In this section, you need to specify if you are surrendering a permit for the purpose of having this one granted. A conditional surrender must be for the whole or part of the area in favour of a whole or part of a new application.</p> <ol style="list-style-type: none"> 3. This permit that is being surrendered must be surrendered in its entirety. Add the details of the permit you want to surrender. The system will auto-populate the holder and expiry details for you. 	<p><input type="checkbox"/> Any relevant justification statements</p>

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<p>4. Provide a statement outlining the reasons you are surrendering in the field provided or upload additional supporting documents in the supporting documents panel. Choose the type of document that you are uploading from the list.</p> <p>5. Upload supporting documents. This should be a letter/s from all holders wishing to surrender in favour of the new permit. Select Save</p>	
<p>Step 5: Environmental authority</p> <p>From the Application status summary table or form, select Step 5: <i>Environmental Authority</i></p> <ol style="list-style-type: none"> 1. Nominate the impact type if the application meets the Small Scale Mining Criteria. 2. All other 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. <p>Note: Your EA will be assessed by 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 note, once technical assessments and native title processes are complete, the department will advise you of any outstanding monies (for example rent, security) and you have 20 business days from the date of the letter to finalise these accounts.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> You will be required to submit EA application directly to DES using Connect <input type="checkbox"/> You must be registered suitable operator before the EA can be issued.
<p>Step 6: Native title</p> <p>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 upload 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</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Payment of advertising fees, if required

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<p>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> <p>3. Select Next</p> <p>4. Review the Native title process summary and select Save.</p> <p>Please review our full Native Title Guide on land access and native title for mining activities.</p>	
<p>Step 7: Proposed program</p> <p>From the <i>Application status summary</i> table or form, select Step 7: <i>Proposed program</i></p> <p>The scope of work programs may vary depending on the size and complexity of the proposed operations. If the proposed permit supports other permits or forms part of a broader project, the work program must describe it and clearly show the relationship to the proposed permits</p> <ol style="list-style-type: none"> 1. For exploration permits you must provide the duration of your proposed term 2. Download and complete the work program template, as required Instead of the template, you can also provide your own document, along with any other supporting documentation 3. Upload the completed proposed development plan or mining program and select Save. 4. You are required to upload a rationale statement to support your proposed workprogram. <p>Please review our full Development Plan or Work Program Guide on preparing a work program.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Download the work program template <input type="checkbox"/> Provide your work program <input type="checkbox"/> Provide your work program rationale statement

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<p>Step 8: Financial and technical capability</p> <p>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</p> <p>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 generally listed on the <i>Instrument of Grant</i> as 'permit conditions' 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

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<p>Step 10: Pay and submit application</p> <p>From the <i>Application status summary</i> table or form, select Step 10: <i>Pay and submit Application</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 <ol style="list-style-type: none"> a. Submit your form in person or post it to a Mines Assessment Hub. You can pay by cash, via EFTPOS or by cheque if submitting your form in person. b. If posting your application, only cheque payments are accepted c. 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. 	<p><input type="checkbox"/> Proof of payment to verify your application has been successfully lodged</p>

Legislative Requirements

Legislative requirement – relevant to the application for a exploration resource authority	Exploration resource authority for coal for a coal mining project	Information to be provided
Section 133(a) – the application is made in the approved form	Section 136R(a) - be in the approved form and lodged with the chief executive	Application lodged via the MyMinesOnline electronic system or by submitting a paper application form.
Section 133(b) – specify the name of each applicant.	Section 136R(b) - state the name of the applicant	Question 2.1 and 2.2 – Holder Details Each applicant must be an eligible person. For companies - Include Company name and ACN. For Individuals – certified copy of photo identification.
Section 133(c) – specify the name and address for service of 1 person upon whom any notice may be served on behalf of the applicant or the applicants		Question 2.3 – Holder Details Nominate authorised holder to be the contact. (Note: This does not give this holder the sole responsibility of the resource authority, it just enables the department to have one point of contact) Enter details of authorised holder representative.

Legislative requirement – relevant to the application for a exploration resource authority	Exploration resource authority for coal for a coal mining project	Information to be provided
		(The representative may be a holder or a resource authority management company)
Section 133(d) – define the boundary of the area of the proposed EP	Section 136R(c) - define the boundary of the area of the proposed EP	Question 3 – Details of Area Nominate the BIM/Block number and sub-blocks in the prescribed form. (Maximum of 100 sub-blocks for EPM, 300 Sub-blocks for coal) If the area is greater than prescribed, the applicant must state why the area is appropriate. Attach a map of the proposed area.
Section 133(e) – specify the mineral or minerals in respect of which the EP is sought		Question 1 – Permit Details Select: <ul style="list-style-type: none"> - All Minerals other than Coal; - Coal (Conditional surrender or Coal Mining Project only); or - All Minerals other than Coal (opal area restricted areas) - Specific minerals (in exceptional circumstances only) - Coal or mineral tender application General locality of the application
Section 133(f)(i) – be accompanied by a proposed activities-based work program for an EP being applied for over land released after a moratorium period (see sections 131(1)(b) and 131(1)(c)) for the term of the permit, if granted.	Section 136R(d)(i) – be accompanied by a proposed work program for the term of the permit, if granted	Question 7 – Work program Lodgement of a work program can be done either using the template on the prescribed form or using the excel spreadsheet available through MyMinesOnline. List the activities, quantity and expected cost for the term of the work program. The excel spreadsheet is the preferred method for preparing your work program as it is designed to calculate costs.

Legislative requirement – relevant to the application for a exploration resource authority	Exploration resource authority for coal for a coal mining project	Information to be provided
		Refer to the Development Plan and Work Program Guideline
Section 133(f)(ii) – be accompanied by a proposed work program for the term of the permit, if granted	136R(d)(ii) – be accompanied by a statement about how the work proposed to be carried out under the authority of the EP is necessary for the operation of the coal mining project	Question 7 – Work Program Attach a rationale for the work program for the term sought and then specifically for Year 1 and 2 (if the work program is for a term of five years). Attach any Research material including Information gathered from GSQ Data Portal. For an EPC for a coal mining project – state how the work program is necessary for the operation of the coal mining project.
Section 133(g)(i) – be accompanied by a statement detailing the applicant’s financial and technical resources	136R(d)(e) – be accompanied by a statement detailing the applicant’s financial and technical resources	Question 8 – Financial and Technical Capability Use the Financial and Technical capability guideline to prepare about your financial capability and technical capability.
Section 133(g)(ii) – if the application relates to land that includes sub-blocks of land that do not have a common boundary – be accompanied by a statement detailing how the work proposed can be carried out using competent and efficient mineral exploration practices		
Section 133(g)(iii) – if the application relates to an area of land that exceeds the area prescribed for the mineral or minerals – be accompanied by a statement about why the applicant requires more than the prescribed area of land		Question 4.1 – Land availability If the land is non-contiguous, include a statement about how the activities on the exploration resource authority can be carried out effectively.
Section 133(g)(iv) – be accompanied by proof of the applicant’s identity	Section 136R(f)(i) – be accompanied by proof of the applicant’s identity	

Legislative requirement – relevant to the application for a exploration resource authority	Exploration resource authority for coal for a coal mining project	Information to be provided
Section 133(g)(v) – be accompanied by the application fee prescribed under a regulation.	Section 136R(f)(ii) – be accompanied by the application fee prescribed by regulation.	
Section 133(1)(g)(iii) – be accompanied by, if the application relates to an area of land that exceeds the area prescribed for the mineral or minerals—a statement about why the applicant requires more than the prescribed area of land.		Question 4.2 – Land availability If the land is larger than the prescribed area, include a statement about why it is required. For an EPC for a coal mining project an area larger than 6 sub-blocks will not be accepted.
Section 133(1)(g)(iv) – proof of the applicant's identity	136R(f)(i) - proof of the applicant's identity	Question 2 – Permit Holder Details Attach proof of identity for each holder: <ul style="list-style-type: none"> - For a company extract from ASIC with ACN number - For an individual – certified copy of driver's licence. - Letter of authority from holders for authorised holder representative.
Section 133(1)(g)(v) – the application fee prescribed under a regulation	136R(f)(ii) - the application fee prescribed by regulation	Question 10 – Payment Refer to payment options in this Guideline

Document information

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Mineral Assessment Hub on (07) 4447 9230 or by email to

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MyMinesOnline Helpdesk on (07) 3199 8133 or by email to 8.30am – 4.30pm

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