

Renewal guideline (Petroleum, Gas and Geothermal)

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Renewal guideline

This guideline provides information about the renewal process for petroleum, gas and geothermal resource authorities administered under the Acts listed in **Table 1**, including:

- receiving your renewal information
- key dates and why they are important
- information required with a renewal application
- 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
- how to make your renewal application online

Key information

This guideline applies to petroleum, gas and geothermal 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 guideline, you will be best placed to have your request processed within agreed timeframes, and with minimal disruption.

The department recommends that this guideline 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 lodgement system.

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](#).

Expiry notice

Before the resource authority reaches its renewal period, the authorised holder will be sent an expiry notice. 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.

Renewal lodgement and period

Renewal applications can be submitted using MyMinesOnline with payment of the relevant fee. All applications need to be submitted prior to the expiration date of the resource authority. Any application made after the expiry date of the resource authority term will not be accepted. You will be provided with an expiry notice approximately two weeks before the start of the renewal period for your resource authority.

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 1**. If you lodge your renewal application less than 20 business days (ATP, PFL, PPL, EPG, EPQ, GL, QL) or 40 business days (PL) before the expiry of the resource authority, the fee payable is an amount that is 10 times the application fee.

Table 1 also lists the Act that each petroleum, gas, or geothermal resource authority is administered under and the corresponding maximum renewal term.

Table 1: Renewal period and term by resource authority

Resource authority	Legislation	Renewal period	Max Renewal Term	Additional Information
ATP (2004)	<i>Petroleum and Gas (Safety and Production) Act 2004</i>	No more than 60 but more than 20 business days before the expiry	12 years	No longer than the original or previously renewed term – to a maximum cumulative term of 12 years.
PL	<i>Petroleum and Gas (Safety and Production) Act 2004</i>	No more than 80 but more than 40 business days before the expiry	30 years	No longer than the original or previously renewed term – to a maximum cumulative term of 30 years.
PFL, PPL	<i>Petroleum and Gas (Safety and Production) Act 2004</i>	No more than 60 but more than 20 business days before the end of the term of the licence	30 years	No longer than the original or previously renewed term – to a maximum cumulative term of 30 years.
ATP (1923)	<i>Petroleum Act 1923</i>	No more than 60 but more than business days before the expiry	12 Years	Various rules – refer to the legislation if one of these resource authorities.
PL (1923)	<i>Petroleum Act 1923</i>	No specific renewal period – but more than 40 days before the end of the term of the lease No renewals for resource authorities expiring after 1 November 2021.	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

Resource authority	Legislation	Renewal period	Max Renewal Term	Additional Information
EPG	<i>Geothermal Energy Act 2010</i>	No more than 60 but more than 20 business days before expiry	5 years	
GL	<i>Geothermal Energy Act 2010</i>	No more than 60 but more than 20 business days before expiry	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.
EPQ	<i>Greenhouse Gas Storage Act 2009</i>	No more than 60 but more than 20 business days before expiry	5 years	
QL	<i>Greenhouse Gas Storage Act 2009</i>	No more than 60 but more than 20 business days before expiry	5 years	No longer than original or previously renewed term (maximum 5 years) to a maximum cumulative term of 12 years.

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 can apply for a replacement authority to prospect or a petroleum lease under the *Petroleum and Gas (Production and Safety) Act 2004* (P&G Act). A replacement authority to prospect or petroleum lease will be treated like a renewal application.

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 <https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/forms>

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 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 <https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/forms>

Renewal requirements for each resource authority type

Because petroleum, gas and geothermal 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.

Table 2: Information requirements for renewals

	ATP	PL	PPL	PFL	EPG	GL	EPQ	QL
Renew holder details								
Term sought	✓	✓	✓	✓	✓	✓	✓	✓
Resource authority expiry date	✓	✓	✓	✓	✓	✓	✓	✓
Proposed changes to licence	✗	✗	✓	✓	✗	✗	✗	✗
Renewal justification	✓	✓	✓	✓	✓	✓	✓	✓
Consent of all holders	✓	✓	✓	✓	✓	✓	✓	✓
Public interest statement (optional)	✓	✓	✓	✓	✓	✓	✓	✓
Independent viability assessment	✓	✓	✗	✗	✓	✗	✓	✗
Holder obligations								
Statement for each obligation that has not been met (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓
Compliance history statement	✓	✓	✓	✓	✓	✓	✓	✓
Land information details								
Applications for potential commercial area	✓	✗	✗	✗	✓	✗	✓	✗
CSG statement (if overlapping)*	✗	✓	✗	✗	✗	✗	✗	✗
Statement addressing CSG criteria (if overlapping) *	✗	✓	✗	✗	✗	✗	✗	✗
Relinquishment notice (only if relinquishing)	✓	✓	✗	✗	✓	✗	✓	✗
Landholder consultation plan	✗	✗	✗	✗	✓	✓	✓	✓
Native title details								

	ATP	PL	PPL	PFL	EPG	GL	EPQ	QL
Original grant showing renewal is allowed	✓	✓	✓	✓	✓	✓	✓	✓
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 /development plan	✓	✓	✗	✗	✓	✓	✓	✓
Work program / development plan template	✓	✓	✗	✗	✓	✓	✓	✓
Rationale for work program / development plan	✓	✗	✗	✗	✓	✗	✓	✗
Updated production figures	✓	✓	✗	✗	✗	✓	✗	✓
Financial and technical capability statement								
Financial capability statement	✓	✓	✓	✓	✓	✓	✓	✓
Financial commitments document	✓	✓	✓	✓	✓	✓	✓	✓
Additional supporting financial evidence	✓	✓	✓	✓	✓	✓	✓	✓
Technical capability statement	✓	✓	✓	✓	✓	✓	✓	✓
Other resource commitments document	✓	✓	✓	✓	✓	✓	✓	✓
Additional supporting technical documents	✓	✓	✓	✓	✓	✓	✓	✓
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 3 of the *Petroleum and Gas (Production and Safety) Act 2004*.

Supporting evidence

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 proposed licence changes (PPLs and PFLs)
- landholder consultation plan (EPG, EPQ, GL & QL)

- financial and technical capability statement and commitments document
- later work program or later development plan
- overlapping and native title information

Consent of all holders

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 <https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/forms>

Renewal justification statement

Having a resource authority renewed is not an automatic process. The department is required to undertake an assessment of several 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.

See **appendix 1** for an example of the contents included in a renewal justification statement.

Public interest statement

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 proposed licence changes

***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.

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 conditions.

If you haven't met your conditions, you will need to provide us with information for each condition about why you haven't met the condition 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.

Reporting obligations

To meet your resource authority obligations all statutory reporting must have been met in the previous term. 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/legislation-policies/policies-guidelines>

Rental payments

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.

Royalty returns and payments

***All petroleum, gas and geothermal 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

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.

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• Supporting evidence of financial capability (see list below)	<ul style="list-style-type: none">• Technical capability statement• Technical commitments document• 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](#).

Proposed later work program or later development 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 later work program or later development plan will include site specific information about the proposed exploration, production activities and infrastructure requirements.

Later work programs for authorities to prospect (ATP)

A work program is a detailed description of the exploration activities to be carried out or outcomes to be pursued for the term of an ATP. A work program for an ATP can either be activities-based or outcomes-based pursuant to section 45 of the P&G Act.

An activities-based work program is a way of providing detailed information about:

- the nature and extent of activities to be carried out or the proposed outcomes under the resource authority; and
- the estimated human, technical and financial resources proposed to be committed during the period of the program.

An outcomes-based work program provides flexibility in planning and allows explorers to adjust their activities in response to exploration results without the need to seek approval from the department to vary their work program. The requirements of an outcomes-based work program include:

- the outcomes proposed to be pursued during the term;
- the strategy for pursuing the outcomes during the term;
- the information and data proposed to be collected about the existence of petroleum or gas during the period of the program;
- the estimated human, technical and financial resources proposed to be committed during the period of the program.

The principal objectives of the later work program are to:

- provide an understanding of the nature and extent of the proposed minimum authorised activities to be conducted or outcomes to be achieved by the resource authority holder
- allow an assessment of the proposed authorised activities or outcomes and whether these activities or outcomes 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 an ATP should be renewed based on exploration activities or outcomes met in the work program.

Detailed information on the requirements of a later work program can be found in *Work program Guideline (ATP)* at <https://www.business.qld.gov.au/industries/mining-energy-water/resources/petroleum-energy/authorities-permits/applying/development>.

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 <https://www.business.qld.gov.au/industries/mining-energy-water/resources/petroleum-energy/authorities-permits/applying/development>

Overlapping resource authorities

***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 3 under the *Petroleum and Gas (Production and Safety) Act 2004* or the Mineral and Energy Resources (Common Provisions) Act 2014 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 documents refer to the coal seam gas statement and coal seam gas assessment criteria guideline on the business and industry website

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/legislation-policies/policies-guidelines>.

Relinquishment of resource authority area

If the relinquishment date of an ATP, EPG or EPQ falls on the same date as renewal, the renewal application should provide an estimate of the area to be relinquished.

Further information about the relinquishment requirements and how to lodge a relinquishment can be found in the [Relinquishment Guide](#).

Native title assessment

Under the *Native Title Act 1993* (NTA) the granting of a 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:

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

If the area of an ATP 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 Excluding Land Subject to Native Title Operational Policy for more information. This is available at

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/legislation-policies/policies-guidelines>

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 may 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.

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.

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, you will need to apply to undergo an alternative native title assessment.

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

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 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> <p><input type="checkbox"/> Select the Continue to your application link</p> <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> <p><input type="checkbox"/> Select Step 1.</p>	<p><input type="checkbox"/> Permit number for renewal</p>
<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. 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>) 4. Indicate if a notice of discovery and commercial viability has been lodged (ATP, EPG, EPQ) 5. Indicate if the Minister has obtained an independent viability assessment for the permit area being renewed (ATP, EPG, EPQ). 6. Indicate if you have been directed by the Minister to apply for a petroleum lease (ATP) 7. 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>	<p><input type="checkbox"/> Consent of all holders form – mandatory</p> <p><input type="checkbox"/> Renewal justification statement</p> <p><input type="checkbox"/> Public interest statement - optional.</p>
<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, 	<p><input type="checkbox"/> Relevant obligation statements if</p>

<p>upload a statement addressing how you will address this obligation.</p> <ol style="list-style-type: none"> 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). 	<p>required</p> <p><input type="checkbox"/> Obligation history statement</p>
<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 (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. 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) <p><input type="checkbox"/> neither of these permit types (no documents required)</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 (geothermal and GHG permits only)</p> <p>Upload the landholder consultation plan (mandatory for geothermal and GHG permits)</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. 	<p><input type="checkbox"/> Relevant overlapping statements</p> <p><input type="checkbox"/> Relevant CSG statement and a Statement addressing CSG assessment criteria</p> <p><input type="checkbox"/> Relevant relinquishment notice</p> <p><input type="checkbox"/> Land information list spreadsheet (mandatory)</p>

<p>Step 4: Native title assessment</p> <p>From the <i>Renew permit dashboard</i> or form, select Step 4: <i>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. 	<p><input type="checkbox"/> Payment of advertising fees, if required</p>
<p>Step 5: Proposed program or plan</p> <p>From the <i>Renew permit dashboard</i> or form, select Step 5: <i>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 / 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>	<p><input type="checkbox"/> Provide your development/mining program plan</p>

<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"> <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 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"> <input type="checkbox"/> Proof of payment to verify your application has been successfully lodged

Appendix 1

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

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.

More information

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