



Prospecting guide

The department has developed a series of guides to help existing and potential permit holders understand the legislation around the issue of permits, and their responsibilities as a permit holder(s). Prospecting permits are granted and administered under Chapter 2 of the *Mineral Resources Act 1989* (“the MRA”).

It is recommended that this guide is read in conjunction with the relevant resource legislation to gain a full understanding of the activities that can be conducted and your obligations as a permit holder(s). The full legislation is available online from the [Office of Queensland Parliamentary Counsel](#) website.

Key information

- Prospecting permits can be sought for coal or all minerals other than coal
- In certain circumstances, a prospecting permit can be obtained as a pre-requisite tenure for a mining lease or mining claim application
- Prospecting permits can have only one company holder or one individual holder
- A prospecting permit allows you to prospect, hand-mine and peg a mining lease or mining claim on the available land specified in the permit.

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

Permitted activities

A prospecting permit allows you to prospect, hand-mine, or peg a mining lease or mining claim on the available land specified in the permit.

Prospecting is the act of finding the existence, quality or quantity of minerals on, in or under land. This includes using a metal detector or similar handheld instrument or taking samples using only handheld instruments. It does not include the act of hand mining.

Hand-mining means using hand-operated tools, such as picks, shovels, gads, sieves and windlasses to extract minerals to be used by the holder of the prospecting permit.

Prospecting permits may be granted for any combination of hand mining, prospecting or pegging, however prospecting permits that include hand mining or prospecting have additional requirements from a prospecting permit for pegging only.

Parcel prospecting permits (PP) can be granted for a particular parcel of land for a term of 3 months. Features of a prospecting permit include:

Specified mineral	Coal or all minerals other than coal
Duration	3 months
Size	1 parcel, or 2 or more adjoining parcels if owned by same landholder
Renewable	No
Rent	No rent payable
Application fee (no GST applicable)	A small application fee is payable on lodgement. Please review our website for a full list of fees .
Security (no GST applicable)	Pegging: No security required Prospecting or hand-mining: minimum \$500

This guide should be read in conjunction with [Operational policy: Applying for a mining lease for coal with a prospecting permit \(Policy No 2/2013\)](#) for further information regarding these specific circumstances.

Describing the land

The parcels of land within the boundary of the proposed prospecting permit must be described via Lot on Plan or Road/River Name.

Further research of the permit area can be made in [MinesOnlineMaps](#).

Your description must include the landowner's name and address, the current land usage and proposed land usage. For multiple land parcels, the land owner must be the same across parcels where the Proposed Usage is Permit. i.e. the land owner for land used only as access may be different to the owner of the land that is subject to the prospecting permit .

Land is excluded from a prospecting permit if:

- it is in the area of a mining claim, mineral development licence or mining lease; or
- it is covered by an application for a mining claim, mineral development licence or mining lease that has not been granted.

However, if the holder of, or applicant for, the mining claim, mineral development licence or mining lease consents in writing to an application for a prospecting permit for land in the area of or covered by the claim, licence or lease, this section does not apply to the application to the extent stated in the consent.

A prospecting permit may also be granted if the holder is the applicant for the mining claim, mineral development licence or mining lease. A prospecting permit may be granted for all or part of a fossicking area only if the application for the permit was made, but not decided, before the land became a fossicking area.



NOTE: The proposed area of the prospecting permit can only be held by one land owner.

WARNING: The permit is automatically terminated at the expiry date.

Environmental authorities and native title

Prospecting permits do not require an Environmental Authority. However, a prospecting permit is defined as a '*small scale mining activity*' under the *Environmental Protection Act 1994* and additional conditions may apply under this Act.

Prospecting permits conditioned for 'pegging only' do not require a native title process, however prospecting permits for prospecting or hand mining purposes over non-exclusive land where native title may continue to exist, will be required to comply with the provisions of the commonwealth *Native Title Act 1993*.

This could involve either a 'right to negotiate' or 'indigenous land use agreement' process, which involve considerable time and expense. Contact the Native Title team to discuss option. If native title exists over the proposed area for a prospecting permit, the application will need to be for the purpose of pegging only.

Consent

Consent from the land owner is required before a prospecting permit holder may enter land to prospect or hand mine. You must give at least five business day's written notice to the owner of the land before initial entry onto that land. The owner of the land may agree to a shorter period for an entry notice to be given.

Should the owner of the land allow you to enter upon the land earlier than the prescribed five business day period, such permission must be written and signed on the entry notice by the land owner.

Security

Security is collected in order to rectify any actual damage that may be caused by the holder of a prospecting permit (or a person acting under the holder's authority). Should no damage to land or property be sustained, the security deposit will be refunded.

Review our [Collection of Security Guideline](#) for more information.

What you need to do	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select <i>Lodge, renew or terminate a permit</i>, then <i>Lodge permit application</i> under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. 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 Terms and Conditions select Continue and use the drop down boxes to select the Resources Type as Mineral or Coal and the Permit Type as Prospecting Permit – Parcel <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 Continue to your application.</p> <ol style="list-style-type: none"> 2. Select the Continue to your application link <p>Once created, the steps to follow for the new permit application display in the Application status summary table if completing the steps online. Complete each step as described in the summary. The status of each step displays once details are completed. Some steps will not be available until a preceding step is completed.</p> <ol style="list-style-type: none"> 3. Select Step 1 <p>NOTE: You cannot use MyMinesOnline to apply for <i>Prospecting Permit – District</i>. You are required to complete a paper form and lodge your application at a mines lodgement office.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Login details <input type="checkbox"/> Permit type
<p>Step 1: Permit details</p> <p>From the <i>Application status summary</i> table or form, select Step 1: <i>Permit details</i></p> <ol style="list-style-type: none"> 1. Enter the Permit Name (for your reference only as it will not be used by the Department) <p>NOTE: The Term for parcel prospecting permits defaults to 3 months and cannot be changed</p> <ol style="list-style-type: none"> 2. Select Minerals sought <ul style="list-style-type: none"> • For Coal you will be given the option to upload a justification statement and the Purpose will default to Pegging (only). Select Save • For All minerals other than coal the screen displays the question: Are you targeting Corundum, gemstones and other precious stones? If Yes, is selected: A message displays advising the application will be processed at the Small Scale Mining hub. Select application Purpose: Pegging, Prospecting, Hand mining. Select Save <p>NOTE: the <i>Permit Licence</i> will state whether the permit is for ‘All minerals other than coal’ or ‘Coal’. It will not define Corundum, gemstones and other precious stones. This question is for processing purposes only.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Permit term <input type="checkbox"/> Minerals sought <input type="checkbox"/> Justification statement (OPTIONAL for Coal only)

Step 2: Permit holder details

From the *Application status summary table* or form, select Step 2: *Permit holder details*

1. **Select** either Add company or Add individual Holder
2. **Search** for your company or individual holder with either company name or ACN/ARBN or leave the field blank and select **Search**
3. **Select** the relevant company or holder and select **Next** or select **Create** new company/individual record and add/update contact details including email address and select **Next**

NOTE: Prospecting permits can have only one company holder or one individual holder

4. Attach proof of identity and select **Next**
5. Review and confirm contact details
6. 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**

NOTE: Verify you are an eligible person and/or company by attaching the relevant documentation compliant with *Policy 9/2012 Eligibility, proof of identity and authorised person/s*. Both individuals and companies must attach a *Proof of Eligibility* in accordance with this policy. Review our full [AHR Guide](#) for more information about what to include in a letter of authority

- Proof of identity
- Signed letter of authority (OPTIONAL)

Step 3: Select permit area

From the *Application status summary table* or form, select Step 3: *Select permit area*

1. **Select land** identification type Lot on plan or Road/River Name
 - a) For Lot on Plan:
 - Enter Lot number
 - Enter Plan number
 - Select Land tenure type
 - Select Current land usage
 - Select Proposed usage
 - Enter Land owner's name
 - Enter Land owner's address

Select **Save**. The **Background land** screen re-displays with the added land details. Continue to **Add** additional lot and plan numbers where owned by the same landowner, if relevant. Select **Save** when completed.

NOTE: where multiple lot and plan numbers are required as background land, they can be added to the same prospecting permit application where they are owned by the same landowner. The land owner name must match on each one. An error message will display if landowner names are not matched.

Where lot and plan numbers are owned by different landowners, a separate prospecting permit application must be made for each separately owned area.

- Lot on Plan or Land Tenure Name information
- Land owner's name and address
- Current and proposed land usage

b) For Road/River Name, which will most frequently be used for access roads

- Enter Road/River Name
- Select Road/River Name type
- Select Current land usage
- Select Proposed usage
- Enter Land owner's name
- Enter Land owner's address

Select **Save**. The Background land screen re-displays with the added land tenure name details. Continue to **Add** additional Road/River Names if owned by the same landowner, if relevant.

Step 4: Understanding your obligations

From the *Application status summary* table or form, select Step 4: *Understanding your obligations*

NOTE: As a result of the granting of a permit, permit holders must know their obligations generally listed on the Instrument of Grant as 'permit conditions' or mandatory conditions as prescribed by the Act or the Regulation. These obligations include environmental conditions, so you must confirm you understand your permit obligations.

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

Review our full [Resource Permit Obligations Guide](#)

- Review the [Permit Holder Obligations Guide](#) to ensure you've understood your responsibilities as a permit holder

Step 5: Pay and submit Application

From the *Application status summary* table or form, select Step 5: *Pay and submit Application*

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

1. Select your payment option by use of the radio buttons
 - Submit your form in person or post it to a mines lodgement office. You can pay by cash, via EFTPOS or by cheque if submitting your form in person.
 - If posting your application, **only cheque payments** are accepted
 - If you have registered for the MyMinesOnline portal and are submitting via the website, selecting the **Pay and Submit task** will offer payment options to complete your transaction
2. Click **OK** to accept the fee payment method or **Cancel** to change payment method
3. Once you have paid or provided proof of payment, select **Next** and an electronic email receipt will be sent. Your request will be submitted once payment is confirmed.
4. Select **Close**.

- Proof of payment to verify your application has been successfully lodged

This publication has been compiled by Service Training and Regulatory Support of Mining and Petroleum Operations, Department of Natural Resource and Mines.

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please **visit our [Mining online services](#) webpage** or
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