



NORTHERN
LAND COUNCIL

Permit Administration System (PAS)

How to use PAS

Our Land, Our Sea, Our Life

How to register in the Permit Administration System (PAS)

- Access the new system at <https://permits.nlc.org.au> or via the NLC website
- Follow the steps to register your details
- Receive email notifications of your registration
- You can now apply and use your dashboard to view or print applications and permits. NLC will notify you about progress on your applications

WELCOME TO OUR PERMIT CENTRE!

This is the new place to apply for recreation, transit, residential and work permits to Aboriginal land in the Northern Land Council region.

Already registered?
Login here

Email*

Password*

LOGIN [Forgot password?](#)

First time here?
One-time registration

Register once to save all future permits in one easy to access place.

GET STARTED

How to apply

- Log into the Permit Administration System (PAS)
- Choose 'Apply for permit' and select the permit type.
- Step 1: Tell us how you'll be travelling, eg by land/sea/air and the type of transport (private, hire or company vehicle or scheduled service).
- Step 2 & 3 Enter the purpose of your trip, and locations and dates of access you are requesting
- Step 5 & 6: Enter accommodation and vehicle details. You can 'Save and Quit' from this point.
- Step 7: Enter the names of the other people travelling with you.
- Check the application summary, upload supporting documents and submit and pay.

Work APPLY NOW →

Work permits can be applied for by individuals or by organisations on behalf of their employees, contractors or agents. Applicants need to outline wor... [LEARN MORE](#)

For work applications;

- Choose the type of work & enter company details
- Use the bulk upload function to enter multiple employees

How to open a saved/submitted application

- Once an application has been saved or submitted, you can view it via your dashboard.

ID	SUBMITTED	FULL NAME	DATE IN	PRIMARY DESTINATION	TYPE	STATUS	
17714	16 Jul 2020	Sharon McAnelly	01 Aug 2020	Maningrida	Work - Essential Activity	Consider	VIEW



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How to view an application

- After you have selected an application, you will see all the details
- Use the Down Arrows on the right hand side to check the details under each section. In the view below, the People Section has been opened
- An Edit button is available at the bottom of the page that will guide you through the original 7 steps. You can 'Save and Quit' at any time.
- NLC will notify you about progress on your applications via email

The screenshot displays the PAS interface for application #17714. At the top, the Northern Land Council logo and name are visible, along with the version number 0.2.11554.0 QA. The application status is 'Consider' with a response due date of 30 Jul 2020. The application is currently assigned to the Jabiru Regional Office. The main section shows the applicant's name, Sharon McAnelly, and her primary location, Maningrida. The start date is 1st Aug 2020 and the end date is 2nd Aug 2020. The company name is Gateway Technology, and the work permit type is Essential Activity. The transport mode is Land, Private. Below this, there is a table of application details with columns for quantity, name, contact information, and AREW ID. The 'People' section is expanded, showing Tess Bates with contact details and AREW ID. At the bottom, there are sections for Permit fee summary, Essential Activity under B, Visitor Declaration and/or Disclosure, and Terms and Conditions, each with a dropdown arrow.

NORTHERN LAND COUNCIL 0.2.11554.0 QA

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STATUS : Consider
Response due date: 30 Jul 2020
Currently assigned to: Jabiru Regional Office

WORK APPLICATION ID #17714

0 OF 1 APPROVED

Sharon McAnelly
"Visiting my mother-in-law"

Primary location Maningrida
Start date 1st Aug 2020
End date 2nd Aug 2020

Company name: Gateway Technology
Work permit type: Essential Activity
Transport Land, Private

SHOW ALL

Leg 1 Maningrida 1st Aug 2020 - 2nd Aug 2020 Next action 30 Jul 2020 Consider

SHOW ALL

Section	Quantity	Name	Contact	AREW ID
Applicant	x1	Sharon McAnelly	mcanes@nlc.org.au	
Company	x1			
People	x1	Tess Bates	P: 0401 118 260 E: tess.bates@gmail.com	
Accommodation	x1			
Vehicle details	x1			
Document uploads	x0			

Permit fee summary

Essential Activity under B

Visitor Declaration and/or Disclosure

Terms and Conditions



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How to obtain your approved permit

- Approved permit applications will be sent to your nominated email address.
- Alternatively you can request to collect the permit from an NLC Office.
- Use your Permit Dashboard to download, print or email your permit directly from your PAS account at any time.

Permit List

TODAY / LAST 7 DAYS / THIS MONTH / CUSTOM

Search by any keyword

ID	DATE ISSUED	FULL NAME	PRIMARY DESTINATION	TYPE	DATE IN	DATE OUT	STATUS	
17677	14 Jul 2020	John Smith	Maningrida	Work - Essential Activity	24 Jul 2020	24 Jul 2020	Issued	VIEW

← BACK TO HOME

PERMIT ID # 17677

Date Issued: 14 Jul 2020

STATUS : Issued

How do permit conditions work

- Permit conditions are a critical part of your permit and NLC will revoke permits where you, or a member of your party, breach those conditions.
 1. Standard Conditions: The Standard Conditions (listed on page 7 & 8) apply to all permits issued by the Northern Land Council (NLC) unless they are contrary to a law of the Northern Territory or Commonwealth, or a Specific or Further Condition of this permit (in which case the Specific or Further Condition applies).
 2. Specific Conditions: There are Specific Conditions for work, transit and residential permits that override the Standard Conditions. There also Specific Conditions for some locations.
 3. Further Conditions: During the consideration process, traditional Aboriginal owners or the NLC may stipulate Further Conditions. Your entry onto Aboriginal land constitutes your acceptance of these conditions.
- Permit Conditions are listed on your issued permit.



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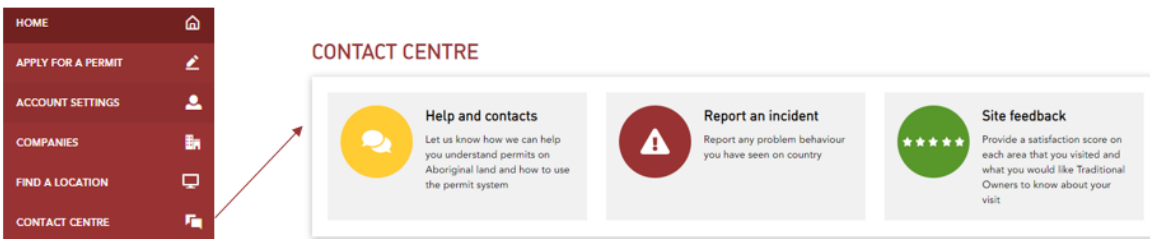
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Have a question?

- If you have any questions about the system or the application process, please use our new Contact Centre to record your query, and an NLC staff member will get in touch as soon as possible
- Alternatively, please email permits@nlc.org.au or phone the NLC on 1800 645 299



Report an incident

- You can report an incident on country. This will help us with visitor management. For some sites, you can also provide feedback for Traditional Owners
- You can use the Contact Centre without being logged-on

PAS Terms of Use

- The system's Terms of Use lay out your responsibilities in using the system and keeping your passwords safe.
 1. You will use NLC systems for the purposes for which they are intended and abide by any conditions of use.
 2. All information held within the PAS is the property of NLC or acknowledged third parties and protected by copyright. Unauthorised usage or access to NLC information is strictly prohibited.
 3. Your personal information can be viewed and updated by you via your secure PAS log-on.
 4. You will keep private and confidential any passwords or other methods of accessing secure NLC systems and not disclose them to others. You will seek to change your NLC passwords should you suspect security to the system or your information is compromised and notify NLC accordingly.

Preferred Browsers

- Preferred browsers are Microsoft Edge, Safari, Firefox and Chrome. User interface issues will be experienced when using Internet Explorer.