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.

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.

How to open a saved/submitted application

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

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.
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.