



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)

1. Go to: <https://permits.nlc.org.au> or <https://www.nlc.org.au/apply-for-permit>
2. Click '**Register**' and follow the instructions
3. Provide required information, then click '**Next**' until you get to the '**Complete Registration**' button
4. Click the '**Complete Registration**' button to finalise the registration process
5. You can now apply and use the dashboard to view or print applications and permits. NLC will notify you about progress on your applications

WELCOME TO THE NLC PERMIT CENTRE

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

Already registered? Login here

First time here? One-time registration

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

Email *

Password *

or register

or login

Forgot password?


We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

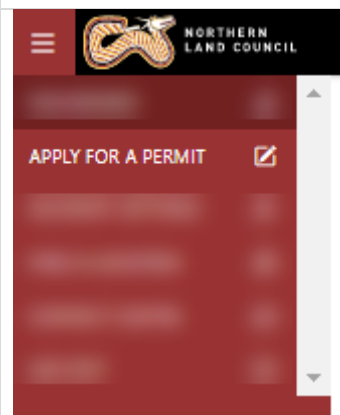
Email: permits@nlc.org.au Tel: 08 2622 1100 Fax: 1800 440 239

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How to apply

1. What I need before I apply:
 - Photo id (e.g. drivers licence, ochre card, proof of age card)
 - Covid -19 Safety Plan (only required for work permits)
2. Go to: <https://permits.nlc.org.au>
3. Enter your username (Email) and Password
4. Click on the '**Login**' button
5. Click on the '**MENU**'  icon on the top left corner of the screen
6. Click on the '**APPLY FOR A PERMIT**' option
7. Click on the '**Permit Tile**' to select a permit type
8. Enter permit Details:
 - Enter company details (this is applicable for work permits NLC will verify company details provided)
 - Enter the purpose of your trip
 - Upload relevant documents
 - Enter your COVID-19 Disclosure
 - Tell us how you'll be travelling, e.g. by land/sea/air and the type of transport (private, hire or company vehicle or scheduled service).
 - Enter locations and dates of access you are requesting (To enter more than one location, click on '**Add Another Destination**')
 - Enter the names of the other people travelling with you. Click on the '**Save for later**' button To save the application and submit at a later time
 - Enter accommodation and vehicle details.
 - Select how you would like to obtain your permit
 - Agree to Specific conditions
 - Submit application



5. Click on 'Apply For A Permit'

Select the type of permit that you would like:

<p>Work Apply Now →</p> <p>Work types include general, essential, mining, tourism (under an s19 agreement), research and media</p> <p>Learn More ></p>	<p>Blue Mud Bay - Tidal Fishing Apply Now →</p> <p>NLC will automatically grant access to some intertidal waters on Aboriginal land for the purpose of recreational fishing through to 31 December 2022</p> <p>Learn More ></p>	<p>Visitor Apply Now →</p> <p>Permit holders who have been invited to visit friends or family living in an Aboriginal community.</p> <p>Learn More ></p>
<p>Recreation Apply Now →</p> <p>Permit holders can access recreation areas on Aboriginal land for recreation purposes.</p> <p>Learn More ></p>	<p>Transit Apply Now →</p> <p>Permit holders can access specific private roads during the specific dates listed on their permit for travel through Aboriginal land.</p> <p>Learn More ></p>	<p>Residential Apply Now →</p> <p>Permit holders can reside on Aboriginal land, usually in a community, but also in worker's camps, staff accommodation and commercial accommodation.</p> <p>Learn More ></p>

6. Select Permit type

For work applications:

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



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How to view a saved/submitted application

1. Go to <https://permits.nlc.org.au>
2. Log in
3. The system displays two lists:
 - a. Permit List – this list shows previously submitted applications and draft applications
 - b. Application List – this list shows issued permits

Permit List

Search by any keyword Permit Id Date Permit Status

Select permit start date range Filter by status

ID	DATE ISSUED	FULL NAME	PRIMARY DESTINATION	TYPE	DATE IN	DATE OUT	STATUS	
73238	06 Aug 2020	Steve Tene - 2	Gunbalanya - 1	Work - Essential Activity <i>Primary</i>	06 Aug 2020	13 Aug 2020	Expired	View

Application List

Search by any keyword Application Id Date Application Status

Select application submitted date range Filter by status

ID	SUBMITTED	FULL NAME	DATE IN	PRIMARY DESTINATION	TYPE	STATUS	
74723	03 Sep 2020	Steve Tene - 0	30 Sep 2020	Gunbalanya - 1	Work - Mining	Withdrawn	View

Displaying 1 applications, page 1 of 1

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4. Click on the **'view'** button to view details of the Permit or Application



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← Back To Dashboard STATUS : Issued

WORK PERMIT ID # 73238 Primary

🕒 Date Submitted: 06 Aug 2020 ✓ 1 OF 1 APPROVED [Download](#) [Print](#) [Email](#)
🕒 Date Issued: 06 Aug 2020

Applicant details	Date in	Date out	Company details	Work permit type
Steve Tene	06 Aug 2020	13 Aug 2020	Zenco Constructions	Essential Activity

Purpose of trip
Visit SHOW ALL ▾

Leg 1	Gunbalanya	6th Aug 2020 - 13th Aug 2020	Approved ▾
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SHOW ALL ▾

👤 Applicant	x1	Steve Tene	📞 0469611019	✉ stvtene@gmail.com	Worker ID:
🏢 Company	x1				▾
👥 People	x1				▾
📄 Passengers Documents	x0				▾
📄 Company Documents	x0				▾
🏠 Accommodation	x1				▾
🚗 Vehicle details	x0				▾
📄 Document uploads ⓘ	x0				▾
📄 Permit fee summary					▾
📄 Essential Activity under Biosecurity Act - Determination 2020					▾
📄 COVID-19 Disclosure					▾
📄 Terms and Conditions					▾

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5. Click '**Show All**' to view more details of the Permit/ Application
6. Click the '**Download**' button to download your permit
7. Click the '**Print**' button to print your permit
8. Click the '**Email**' button email permit



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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 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



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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.