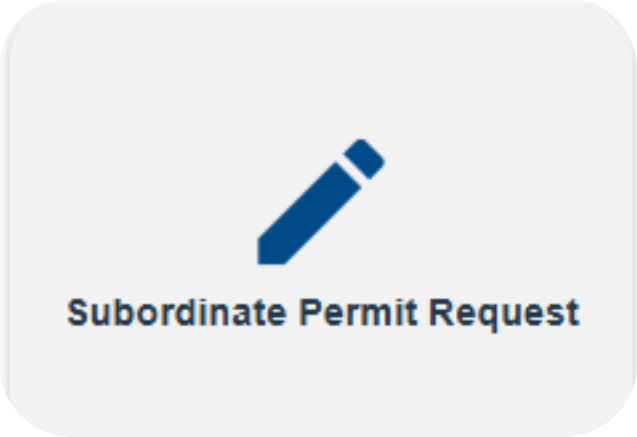
Department of Energy and Mines
Mineral Lands Division

Guide to the
Quarry Management and Administration Portal (QMAP)

Submitting a Subordinate Permit Application



Submitting a Subordinate Quarry Permit Application

This guide explains how the holder of a quarry permit can initiate a Subordinate Quarry Permit (SQP) through the Quarry Management and Administration Portal (QMAP).

A Subordinate Quarry Permit allows another individual, company, or organization to operate within an active quarry permit area, subject to approval by the Department.

Important
Both the host permit holder and the subordinate applicant must have active QMAP accounts before a Subordinate Quarry Permit request can be submitted. Paper or PDF applications submitted by email will not be accepted.

Before you begin

Before starting the application, ensure you have:

- The associated permit number.
- Both the host permit holder and subordinate applicant have active QMAP accounts.
- The host quarry permit is active and issued.
- The quarry is not a quarry lease.
- You have the subordinate applicant's name and email address.
- You know the requested expiry date and anticipated extraction volume (if known).

Eligibility Requirements

A Subordinate Quarry Permit:

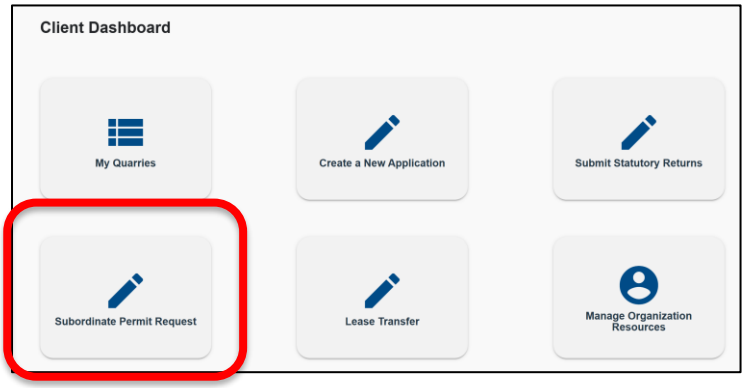
- Can only be requested under an active, issued quarry permit.
- Cannot be requested for an expired permit.
- Cannot be requested under a quarry lease.
- Cannot extend beyond the expiry date of the host permit.

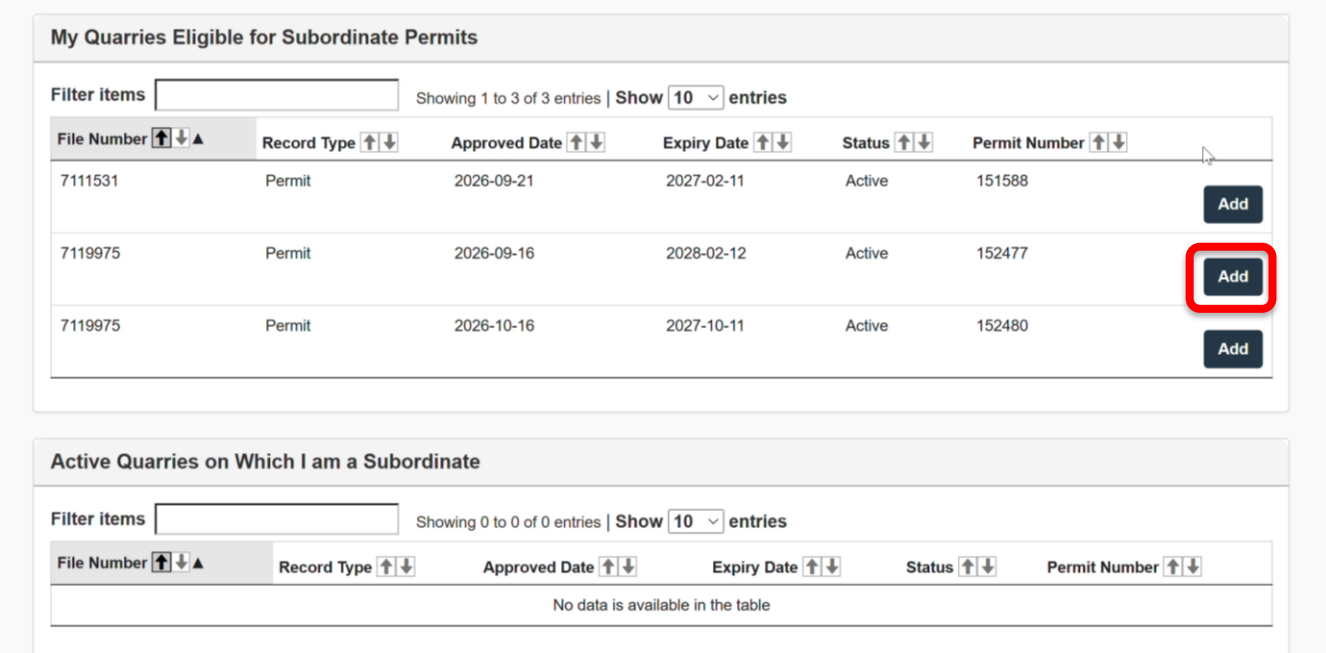
Section A: The Host Permit Holder

The following steps must be completed by the holder of the host quarry permit.

Step 1: Open the Host Quarry Permit

1. From the **Client Dashboard**, select the **Subordinate Permit Request** tile.
2. A list of eligible quarry permits will be displayed.
3. Locate the permit under which the subordinate permit will operate.
4. Select **Add**.



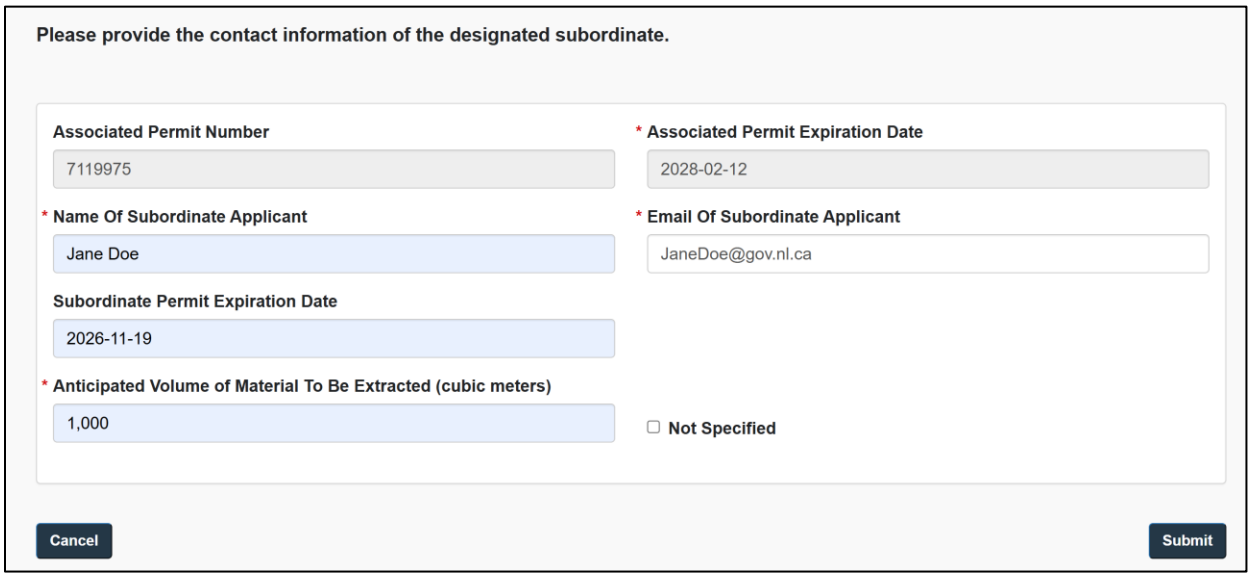


Step 2. Enter the Subordinate Details

Confirm the associated permit file number and associated permit expiration date shown on the form.

Complete the following details about the Subordinate Applicant:

1. applicant name
2. applicant email address
3. Volume of material to be removed, if known.
    - If volume is not known, report as **Not Specified**.
4. Request the date you want the subordinate permit to expire.
    - the subordinate cannot be issued beyond the expiry of the host permit.
    - Note: the expiry date of the host permit is in the top right corner.
5. Once all information ha been entered, select **Submit.**



Step 3. Verify the Request

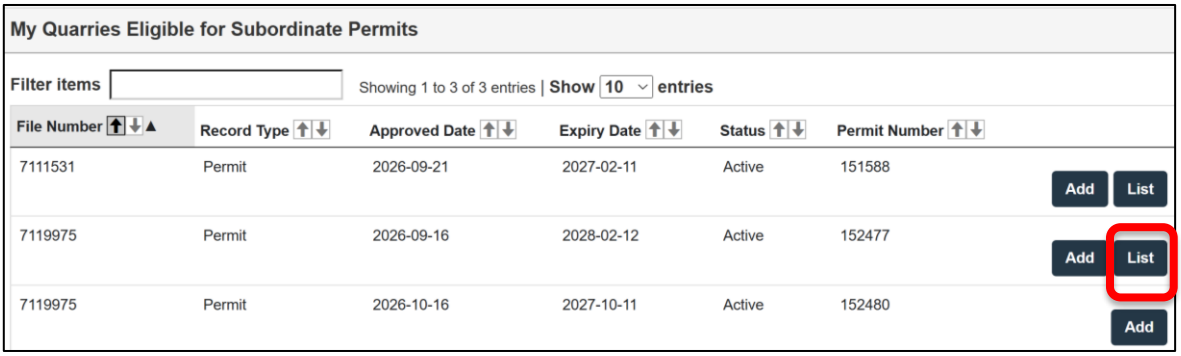
After submitting the request:

1. Return to the eligible permit list.
2. Select **List** beside the host permit.
3. Confirm that the request appears correctly in the list.

This screen will display:

- Previously issued subordinate permits for the site.
- Subordinate permit applications currently being processed.

An email confirmation will be sent once the request has been successfully submitted. If the request does not appear as expected, verify that the correct host permit was selected and that all required fields were completed.

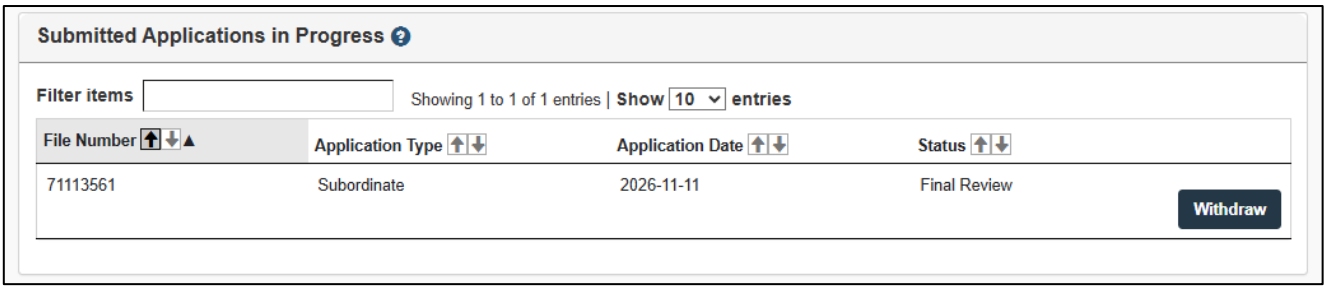


What Happens Next

Department Review

After the request is submitted:

1. Department staff review the request.
2. The subordinate applicant is linked to the application.
3. The subordinate applicant will see the application under **My Quarries** in the **Submitted Applications in Progress** in their QMAP account.
4. The Department determines whether the Subordinate Quarry Permit can be issued.



Permit Issuance

If the application is approved and the subordinate permit is issued, both the permit holder and the subordinate permit holder will receive a copy of the finalized permit by email.

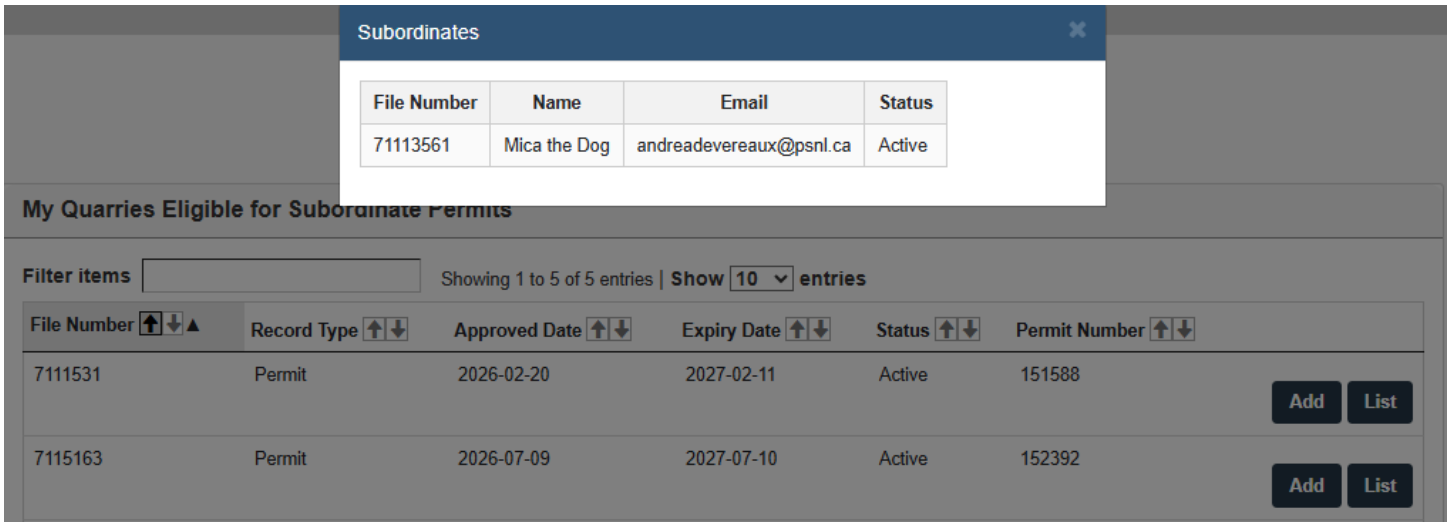
Checking the Status of the SQP Application on the Portal:

Host Permit Holder:

To view the status of a subordinate permit application:

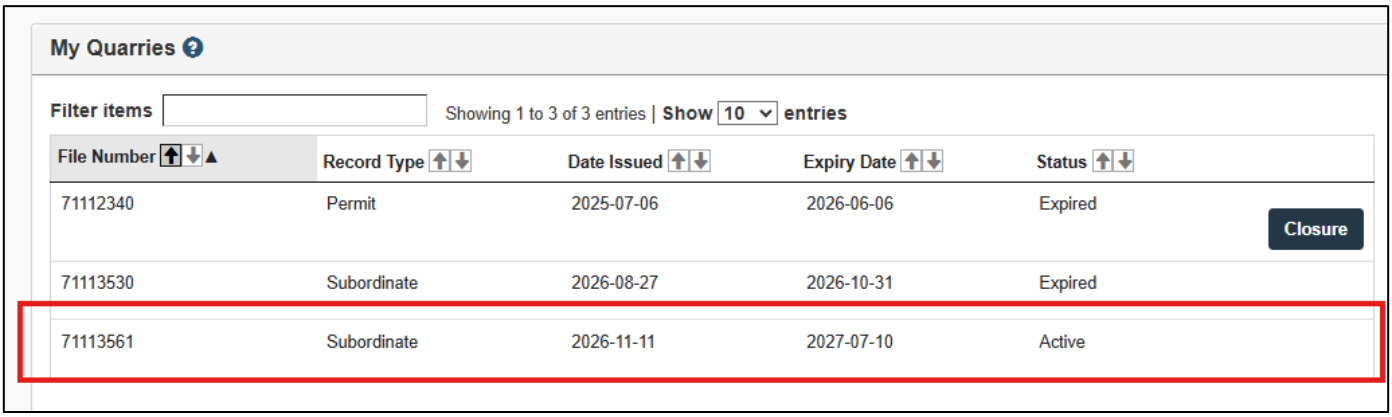
1. Open the **Subordinate Permit Request** tile.
2. Locate the host permit.
3. Select **List** beside the permit.

A window will display all subordinate permit applications and issued subordinate permits associated with that quarry permit, including their status.



Subordinate Permit Holder:

The issued subordinate quarry permit will appear in the applicant's **My Quarries** listing in QMAP.



Royalty Reporting

The subordinate permit holder is responsible for:

- Reporting all material removed under the permit.
- Submitting the required statutory return.
- Paying any applicable royalties.

The statutory return and royalty payment must be submitted no later than **two months after the permit expiry date**. An automatic reminder will be sent by the system to prompt for this.

Questions?

If you have questions about Subordinate Quarry Permit applications, please contact us at:

Quarries@gov.nl.ca
709-729-4044