Environment Online

How to submit an Industry Regulation application – New registration

Reference guide

May 2026

Government of Western Australia
Department of Water and Environmental Regulation

Contents

1 Summary

This guide provides step-by-step instructions for users (or an authorised representative) on how to submit a **new Industry Regulation registration** through the Environment Online (EO) Portal.

This guide covers how to:

- Start a new **Industry Regulation registration application**
- Navigate through the key sections of the online form (including Contact details, Premises details, Prescribed activities, Elements, Other approvals, Lead Agency status, Stakeholders and consultation, and Attachments)
- Review and submit your application

2 Prerequisites

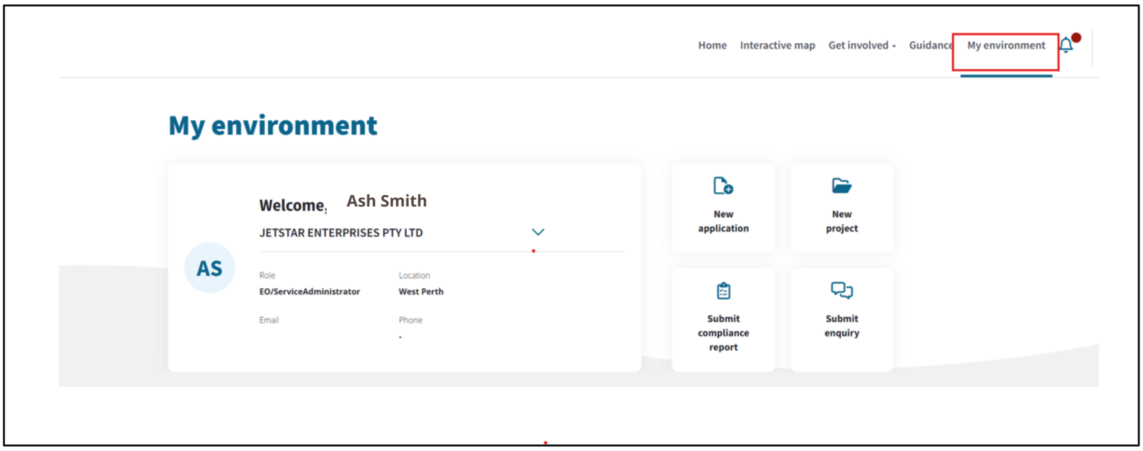
Before submitting a new registration application in EO, ensure the following:

- **EO login account:** You must be a registered EO user and logged into the correct organisation/account profile.
- **Authority to act:** If you are submitting on behalf of an organisation (e.g. as a consultant/agent), you must have delegated access granted by the organisation's Service Administrator in EO.
- **Required form(s):** Download and complete the required form referenced in EO (e.g. the Applicant history and request for exemption form shown on the 'Before you begin' page).
- **Invoice/payment readiness:** Ensure the correct invoice details are available (and have a purchase order number ready if your organisation requires one on invoices).
  Supporting documents ready (if applicable): Prepare any supporting evidence relevant to your circumstances (e.g. proof of occupier status, authorisation to act, and any documents referenced in the 'Other approvals' section).

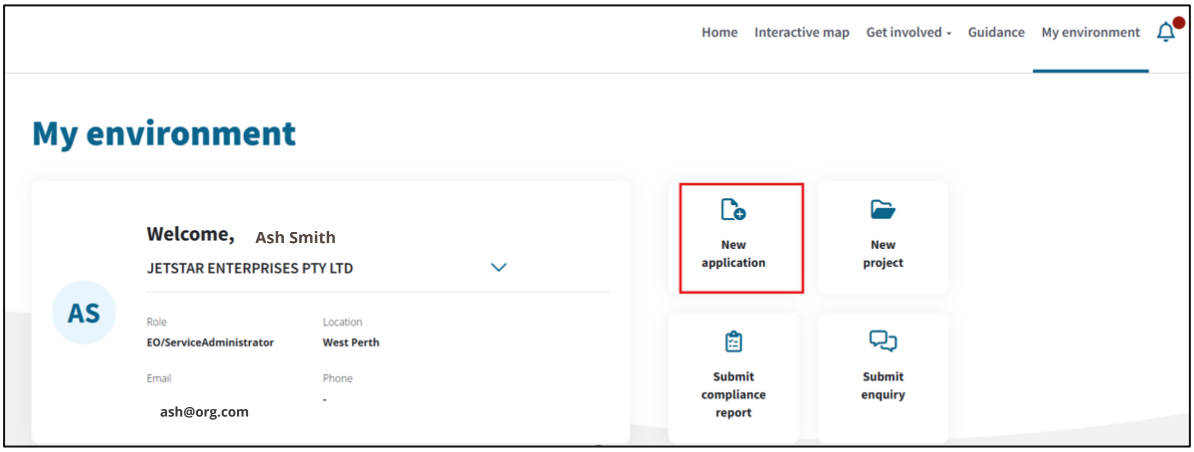
3 Submit an application – New registration

After logging in to the EO Portal:

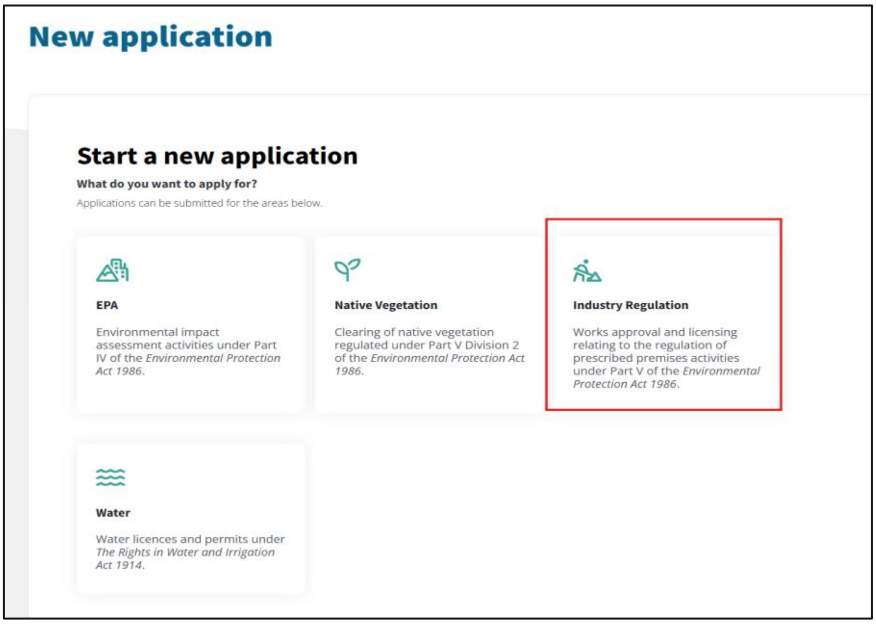
1. Go to the **My environment** dashboard.



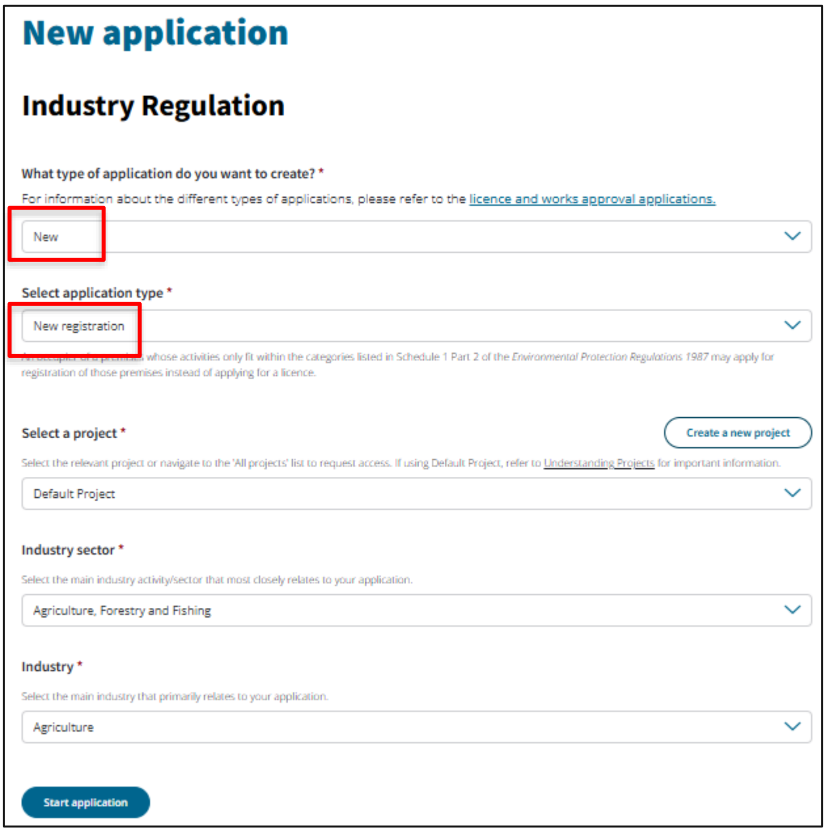
2. Select **New application**.



3. On the business area triage screen ('Start a new application'), select **Industry Regulation**.



4. On the **Application type** screen, select the relevant application type:
   - **New – New registration**
   - Complete the remaining fields on the page as required (e.g. project, industry sector/industry), then select **Start application**.



3.1 Before you begin – New registration

1. Read the information page to ensure you understand the process, guidelines and key considerations relevant to your application.
2. Review the eligibility and key notes provided (including who should submit the application and when).

> **Important:** As part of this online application, you are required to download and complete the required form: *Application form annex: Applicant history and request for exemption* (link shown on the page). This form needs to be uploaded onto this online application.

3. You may need to download and complete additional forms **if relevant**, to be uploaded onto this online application as part of your submission.
4. Note the fee/payment information shown (fee is required; an invoice/payment request will be issued as part of the process).

When to use this form?

Use this form to apply for a new licence under Part V, Division 3 of the *Environmental Protection Act 1986* (EP Act).

A premises is considered a prescribed premises under Schedule 1 of the *Environmental Protection Regulations 1987* (EP Regulations) if the activities on the premises meet the category description, and the production or design capacity threshold for that activity is met or exceeded.

Prescribed premises are regulated by the Department of Water and Environmental Regulation under Part V Division 3 of the EP Act.

If you are the occupier of a premises and intend to carry out any work on or in relation to the premises which causes the premises to become, or to become capable of being a prescribed premises, please apply for a works approval.

About the process

To complete your application, you will need to fill in the required fields in the following stepper pages, as well as download and complete the Application form annex: Applicant history and request for exemption form, uploading it along with any other supporting documents in the 'Attachments' section of this form. You may also need to download and complete the Application form annex: Clearing activities if your application includes native vegetation clearing.

Applications for certain categories of prescribed premises may require one or more additional supporting forms to be submitted with the application form. These forms provide clear (although not exhaustive) instructions on the information we require to assess an application involving the categories listed below.

- Application form annex: Category checklist (solid waste landfills)
- Application form annex: Category checklist (tailings storage facilities)
- Application form annex: Activity checklist (Better practice organics recycling)

Furthermore, a report template is optional to assist you as an operator of an organics recycling facility to address supporting information requirements and facilitate efficient processing of your application.

- Report template: Better practice organics recycling

Once submitted, we will review your application and a decision will be made to either validate or decline to deal with the application in accordance with s.54(2)(a) or s.57(2)(a) of the EP Act. We may request further information prior to making this decision. Once validated, the assessment of your application will commence.

Before you begin

Review our guidelines and instructions

Make sure you have all the background information you need to fill out the form.

Guideline: Industry regulation guide to licensing
Procedure: Prescribed premises works approvals and licences
DWER regulatory documents
Guideline: Submit an application

Download application forms

Make sure you have the application forms you need to include in submission.

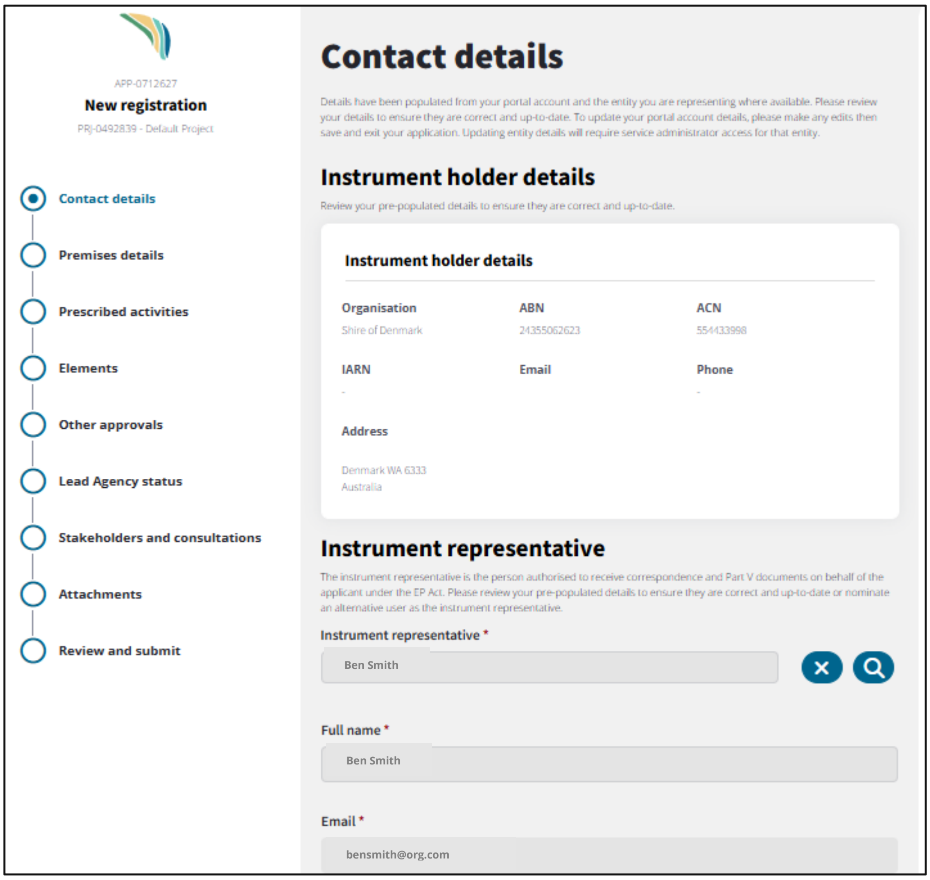
Application form annex: Applicant history and request for exemption
Application form annex: Clearing activities
Application form annex: Category checklist (solid waste landfills)
Application form annex: Category checklist (tailings storage facilities)

5. When you are ready, select **Continue**. Clicking this button will start the submission process. Your submission will be automatically saved as a draft if you choose to complete it later.

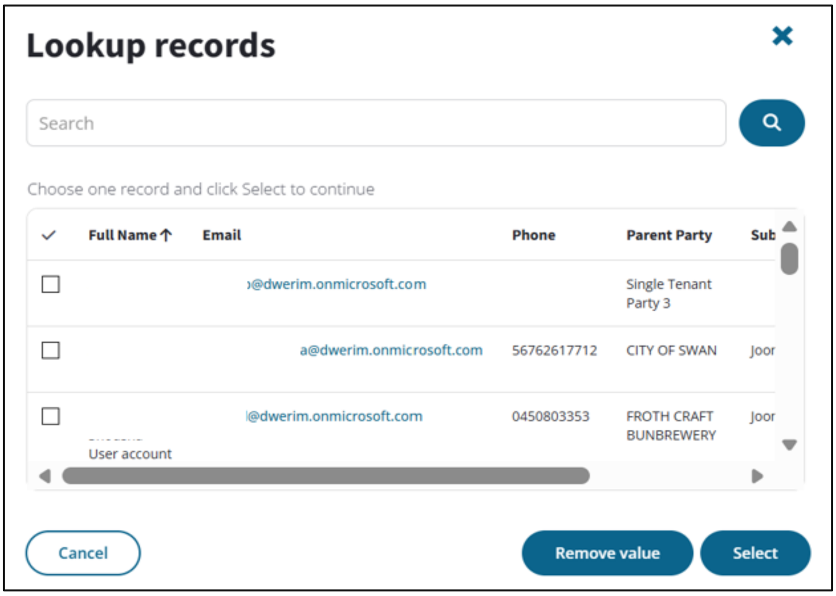
3.2 Contact details

This section allows you confirm the correct contact details for your **new registration** application. The EO Portal will display the instrument holder's key details and prompt you to confirm information before you continue.

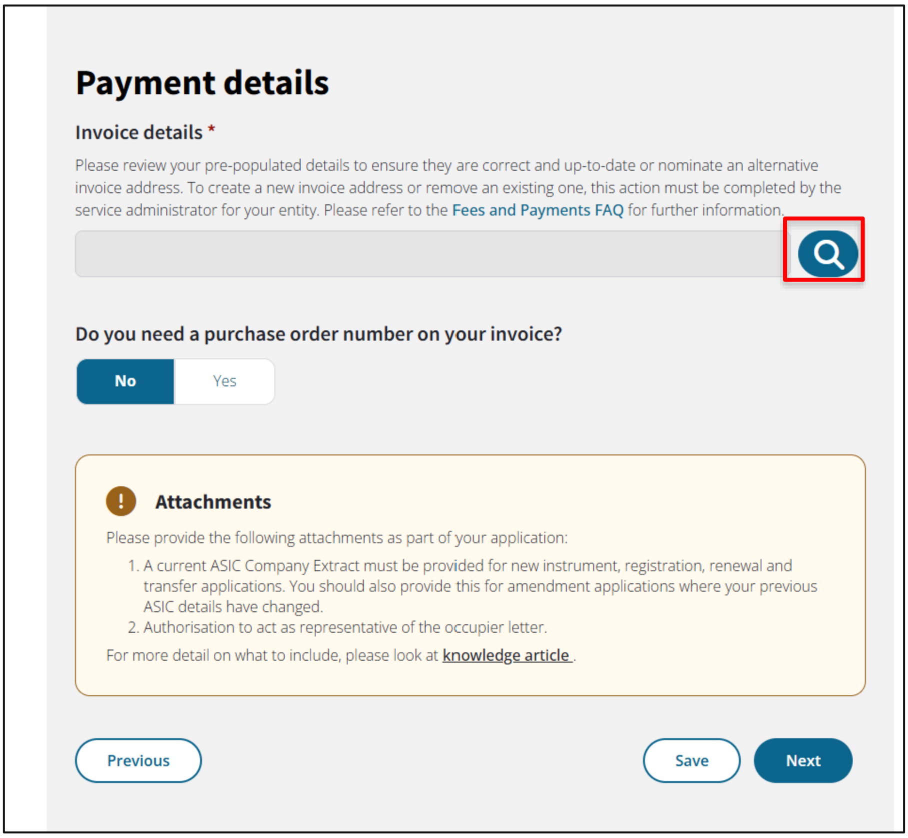
1. Review the **Instrument holder details** to confirm you have the correct information. Details are auto populated and include the organisation information (e.g. ABN, ACN, email, phone, address).



2. Confirm if the contact details are correct.
3. If you need to change the **Primary contact** person for this application, select search button , select the correct record and click **Select**.



4. In the **Payment details** section, review the invoice details and indicate whether a purchase order number is required (No/Yes).
5. If you need to select invoice details using a lookup, choose the correct record using the magnifying glass icon.

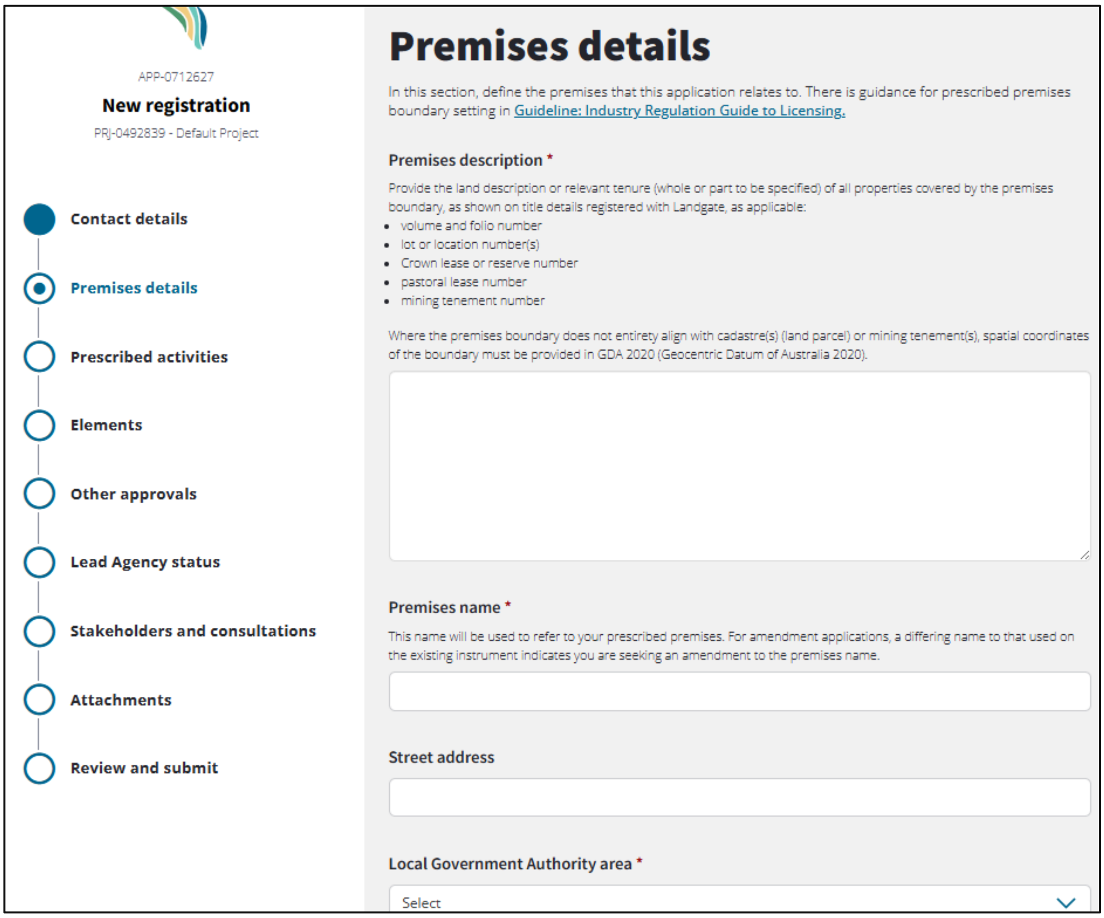


6. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.3 Premises details

In this section, define the premises that this application relates to, including (where applicable):

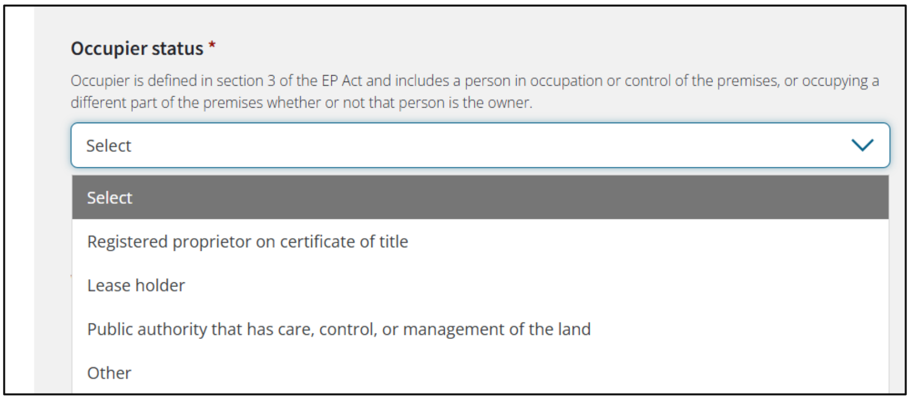
- Premises description
- Premises name
- Street address (if applicable)
- Local Government Authority area
- Suburb
- Postcode
- Occupier status



1. In **Premises description**, provide the land description and/or tenure details for the premises boundary. Include the relevant identifiers as applicable (for example):
   - volume and folio number
   - lot/location number
   - Crown lease or reserve number
   - pastoral lease number
   - mining tenement number
2. If the premises boundary does not fully align with cadastral or mining tenure boundaries, include the required spatial coordinates (GDA2020) as prompted on the page.
3. In **Premises name**, enter the name used to identify the prescribed premises. If the name differs from the existing instrument, this may indicate you are seeking an amendment to the premises name.
4. Complete the location-related fields (LGA, suburb, postcode, and street address if relevant).

5. In **Occupier status**, choose the option that best describes the occupier of the premises. Available options may include:
   - Registered proprietor on certificate of title
   - Lease holder
   - Public authority that has care, control, or management of the land
   - Other

   If **Other** is selected, provide any additional details if prompted.



Occupier status *

Occupier is defined in section 3 of the EP Act and includes a person in occupation or control of the premises, or occupying a different part of the premises whether or not that person is the owner.

Select

Select

Registered proprietor on certificate of title

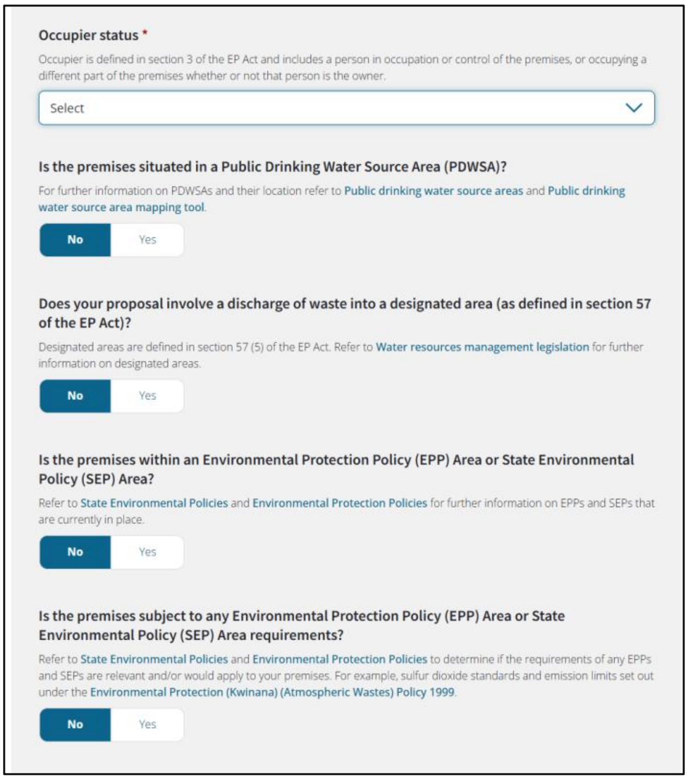
Lease holder

Public authority that has care, control, or management of the land

Other

6. Complete the premises screening questions (**No/Yes**) shown on the page, including:
   - whether the premises is in a Public Drinking Water Source Area (PDWSA)
   - whether the proposal involves discharge of waste into a designated area
   - whether the premises is within an Environmental Protection Policy (EPP) or State Environmental Policy (SEP) area
   - whether the premises is subject to any EPP/SEP requirements

   Use the links provided on the page (where needed) to check guidance before selecting your answer.



Occupier status *

Occupier is defined in section 3 of the EP Act and includes a person in occupation or control of the premises, or occupying a different part of the premises whether or not that person is the owner.

Select

Is the premises situated in a Public Drinking Water Source Area (PDWSA)?

For further information on PDWSAs and their location refer to Public drinking water source areas and Public drinking water source area mapping tool.

No Yes

Does your proposal involve a discharge of waste into a designated area (as defined in section 57 of the EP Act)?

Designated areas are defined in section 57 (5) of the EP Act. Refer to Water resources management legislation for further information on designated areas.

No Yes

Is the premises within an Environmental Protection Policy (EPP) Area or State Environmental Policy (SEP) Area?

Refer to State Environmental Policies and Environmental Protection Policies for further information on EPPs and SEPs that are currently in place.

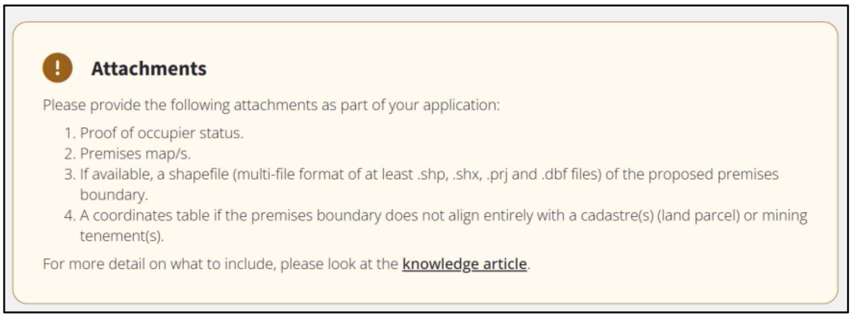
No Yes

Is the premises subject to any Environmental Protection Policy (EPP) Area or State Environmental Policy (SEP) Area requirements?

Refer to State Environmental Policies and Environmental Protection Policies to determine if the requirements of any EPPs and SEPs are relevant and/or would apply to your premises. For example, sulfur dioxide standards and emission limits set out under the Environmental Protection (Kwinana) (Atmospheric Wastes) Policy 1999.

No Yes

7. If you need to provide attachments as part of your application, include them in the **Attachments** section.

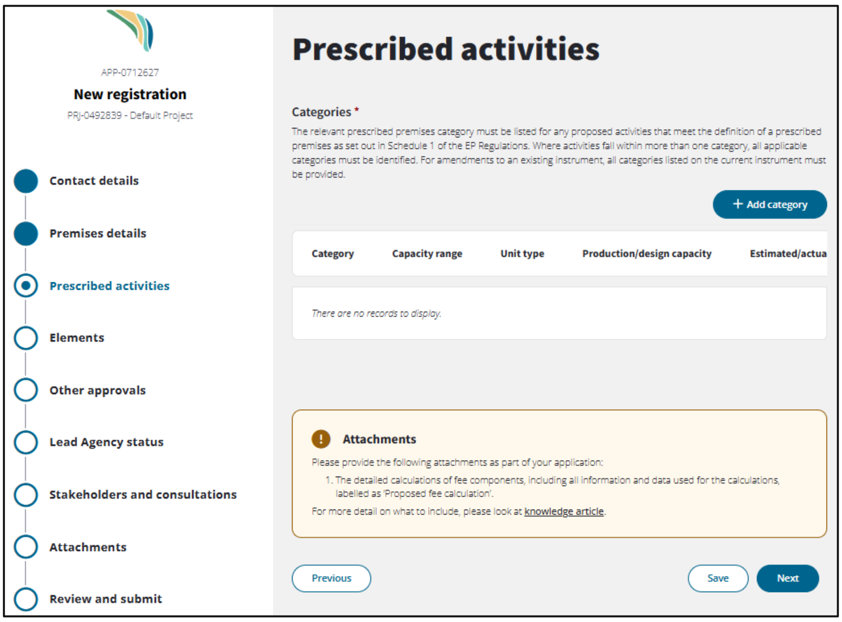


8. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

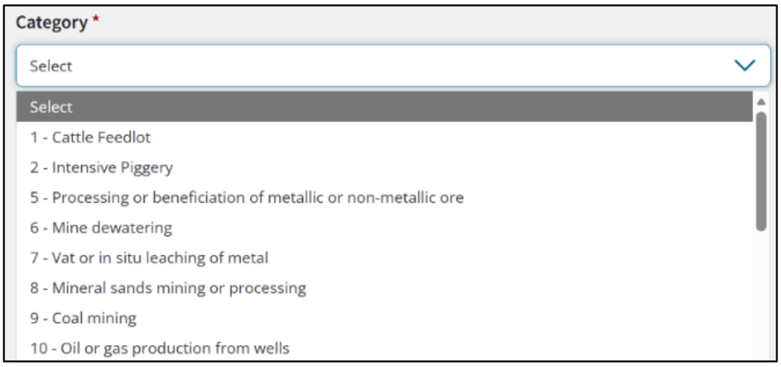
3.4 Prescribed activities

In this section, confirm the prescribed premises category.

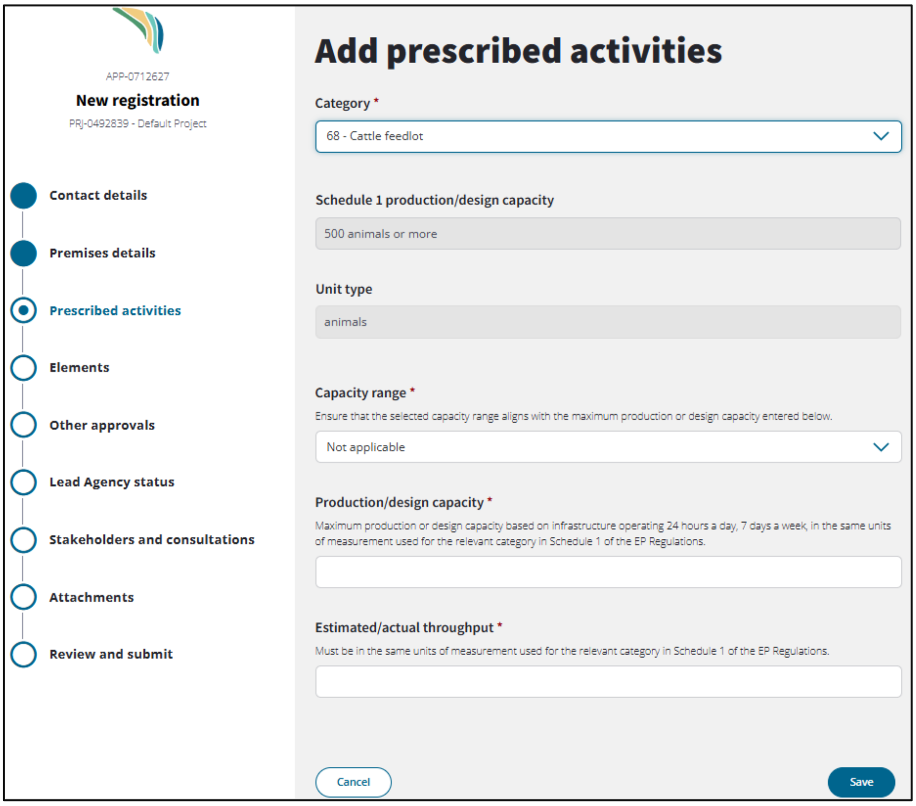
1. Select **+ Add category** to add a prescribed activity/category to the application.



2. In the **Add prescribed activities** window, select the relevant category from the drop-down list.



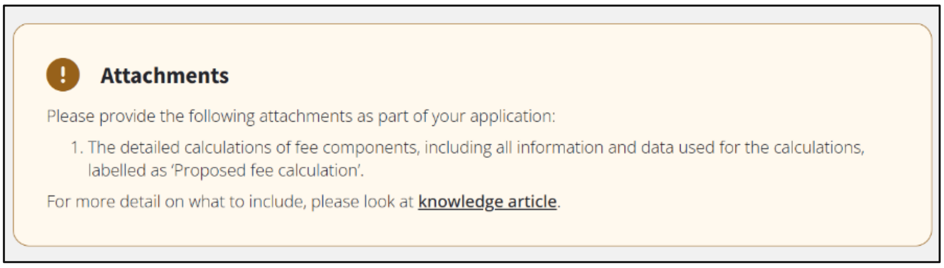
3. After selecting a category, complete the category-specific fields that appear. Depending on the category selected, this may include:
    - Unit type
    - Capacity range
    - Production/design capacity
    - Estimated/actual throughput (or other category-specific values)
4. Enter values carefully, as these details may affect fee components and assessment requirements.



5. Click **+Add sub category**.

6. Complete the required sub category information.

7. Select **Save** to add the category.
8. Click **+Add category** again if more than one category applies to the application.
9. If you need to include detailed calculations of fee components, attach this to your application in the **Attachments** section.



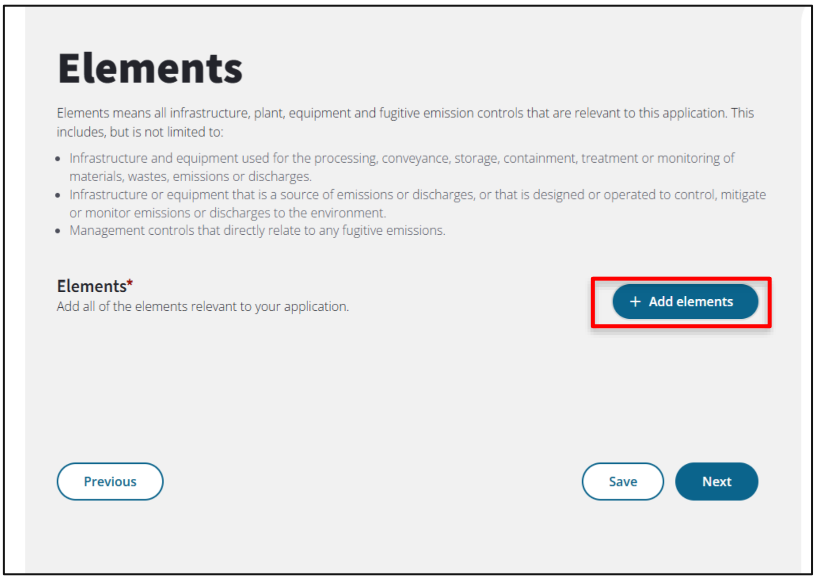
10. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.5 Elements

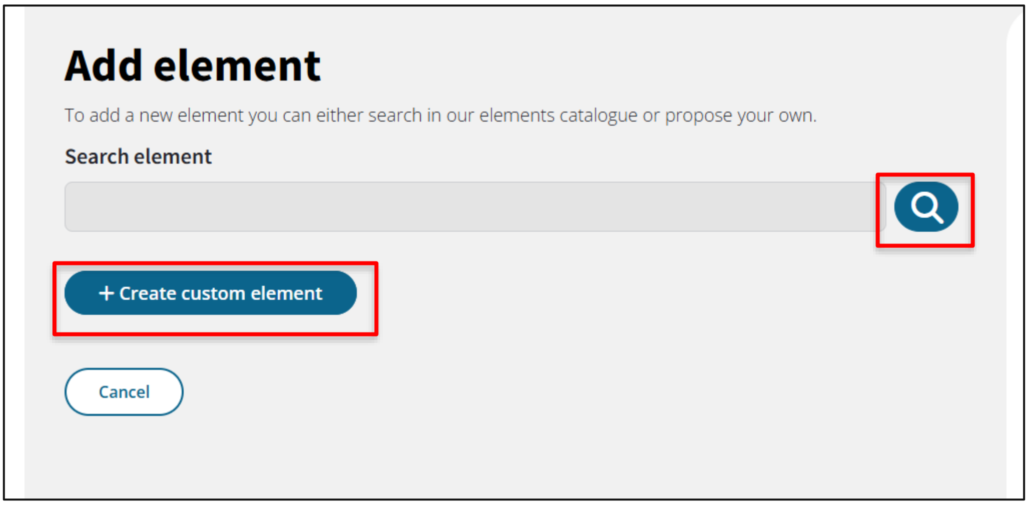
Elements means all infrastructure, plant, equipment and fugitive emission controls that are relevant to this application. This includes, but is not limited to:

- infrastructure and equipment used for the processing, conveyance, storage, containment, treatment or monitoring of materials, wastes, emissions or discharges
- infrastructure or equipment that is a source of emissions or discharges, or that is designed or operated to control, mitigate or monitor emissions or discharges to the environment
- management controls that directly relate to any fugitive emissions.

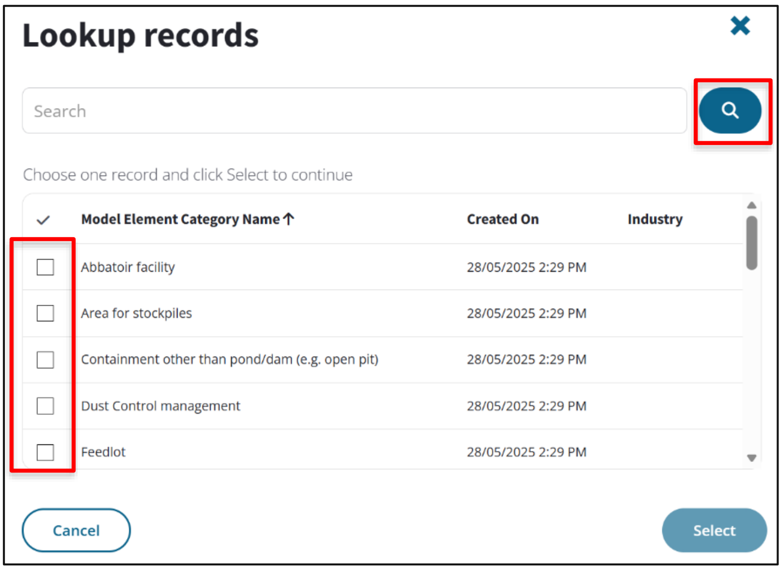
1. On the **Elements** page, select **+ Add elements**.



2. In the **Add element** screen, either:
    - use **Search element** to select an element from the list, or
    - select **Create custom element** if the required element is not available.

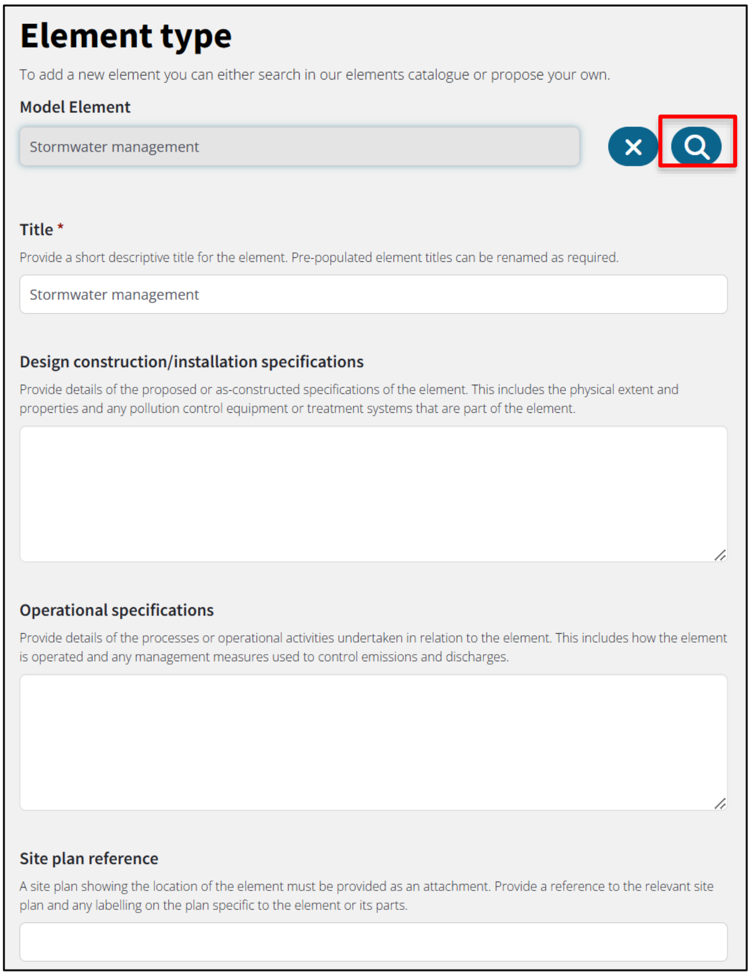


3. If you selected an element from the list, click **Select** to confirm then complete the **Element type/details** fields that appear.

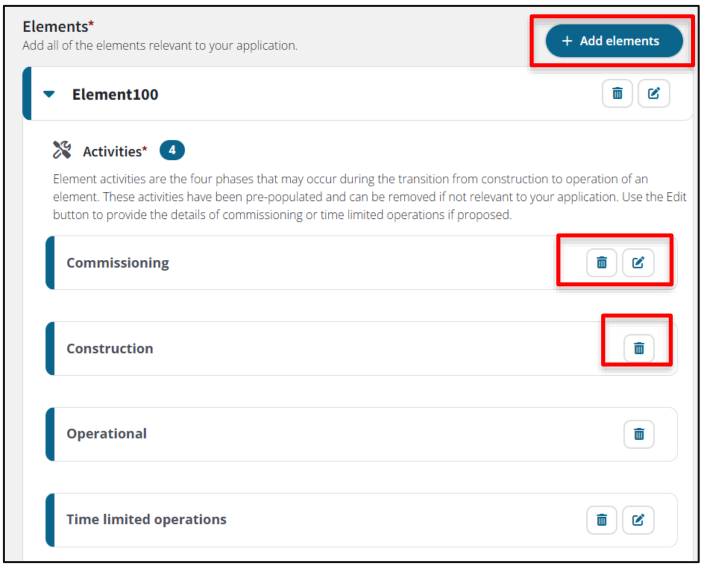


4. Complete all required fields (marked with *). Depending on the element, fields may include:
   - title/name
   - design or construction specifications
   - operational specifications
   - site plan reference
   - reference to supporting documents
   - related prescribed activity (if prompted)
   - whether it is critical containment (if prompted)

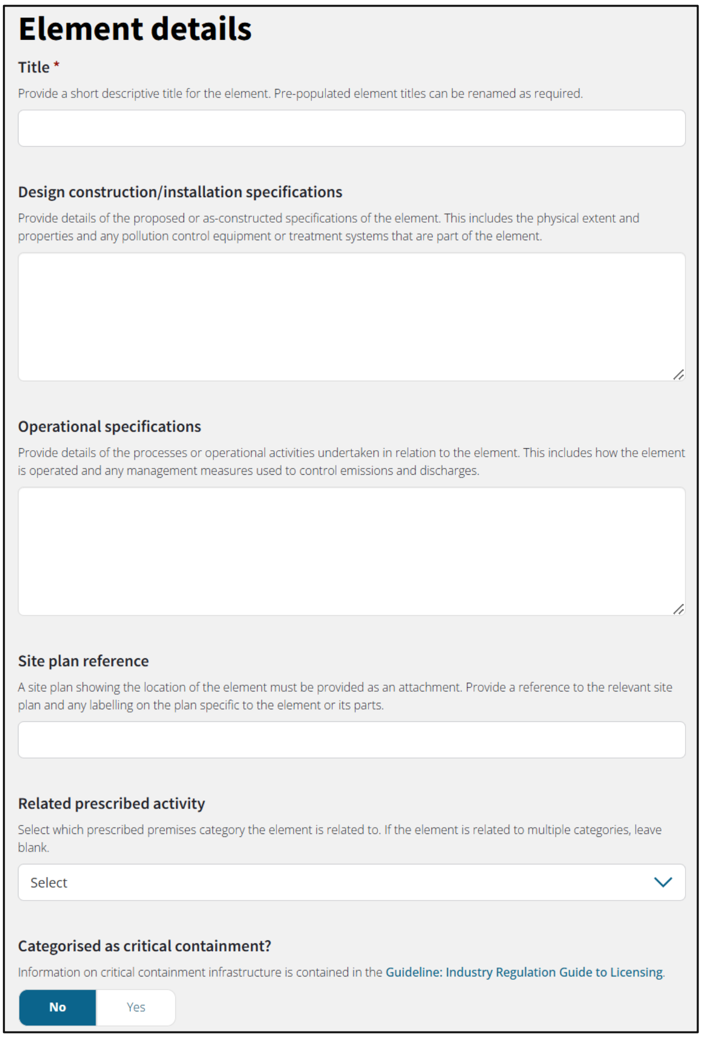
   Use clear, factual wording and align the details to the premises and prescribed activities in your application.



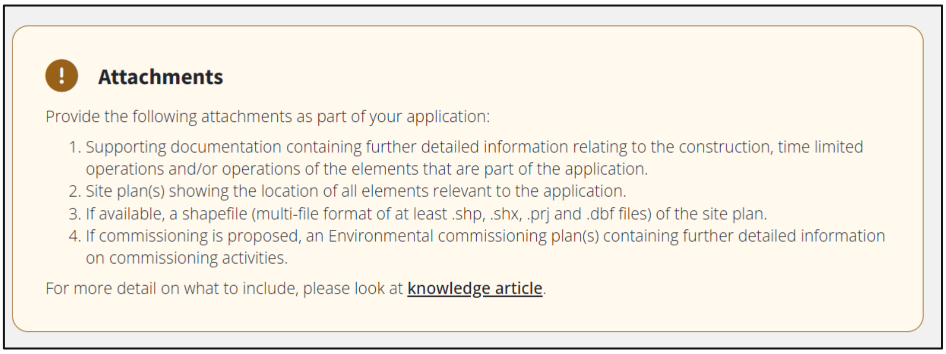
5. Save the element and repeat if needed by searching or creating the additional element.
6. Select **Save and close** to return to the **Elements** page.
7. Confirm the element appears in the list. Edit or delete the activities that are not applicable to the element listed.



8. If you need to **create a custom element** select this option on the **add element** page, then provide requested information as shown on the page before you click **Save and close**.



9. If you need to include attachments that support information about construction, time limited operations or operations of the elements, upload them in the **Attachments** section.

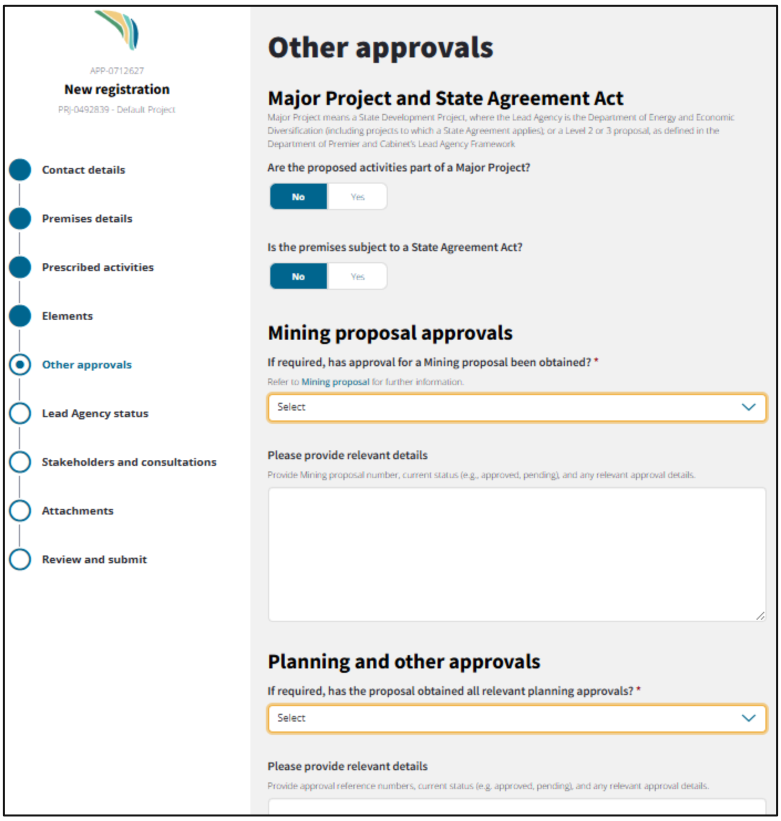


10. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.6 Other approvals

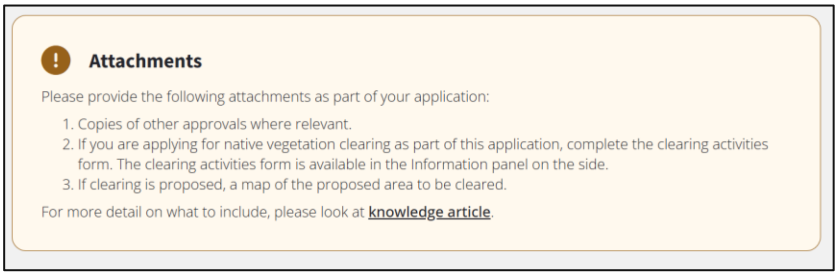
On the **Other approvals** page, work through each section and answer the questions shown (Yes/No and drop-down selections). The page may include questions about:

- Major project or State Agreement Act
- mining proposal approvals
- planning or other related approvals
- environmental impact assessment (including EPA referral)
- clearing of native vegetation
- water licences and permits



1. Provide additional details where required. Where you select **Yes**, additional fields may appear.
2. Complete the additional fields with the required information, such as:
   - approval or referral reference numbers
   - status of the approval/process
   - brief explanatory details relevant to the application

   Keep responses clear and concise.
3. If you need to provide attachments to support your application, include this in the **Attachments** section later.

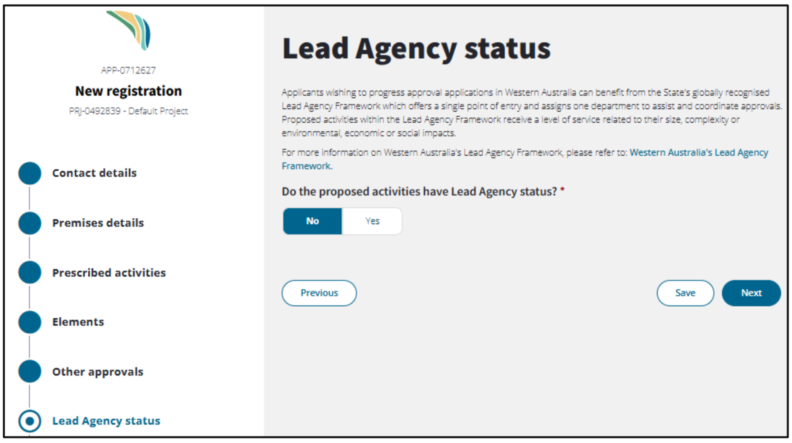


4. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

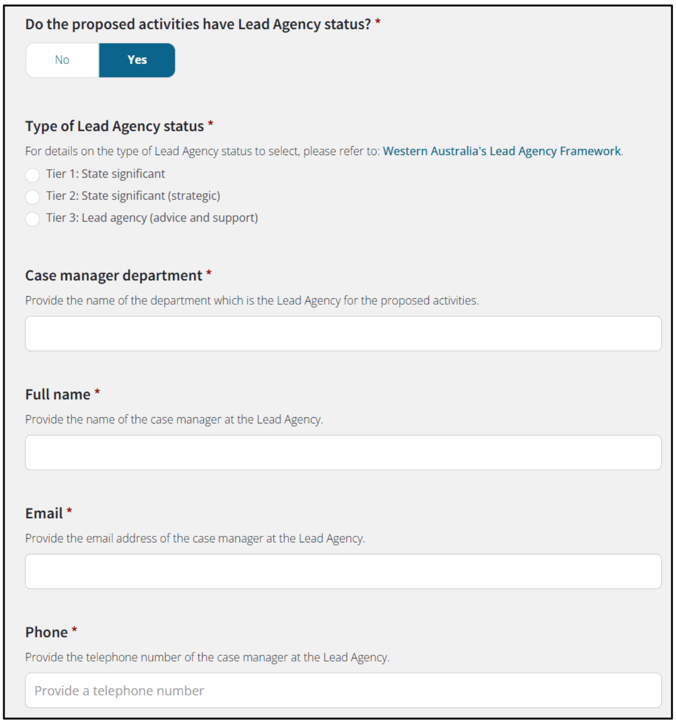
3.7 Lead Agency status

In this section, confirm the lead agency status of the proposed activities.

1. If you answer **No**, continue with this application by clicking **Next**.



2. If you answer **Yes**, fill in all the relevant fields as prompted.

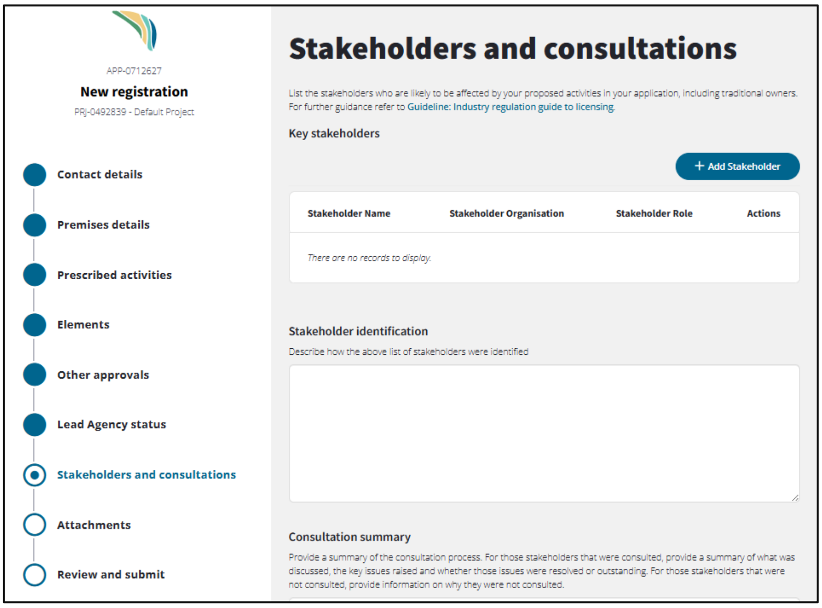


3. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.8 Stakeholders and consultations

In this section, list the stakeholders who are likely to be affected by your proposed activities in your application, including Traditional Owners.

1. Select **+ Add Stakeholder** to add stakeholder records (if applicable).
2. Complete the **Add new Stakeholder** in the pop-up/window.
3. Repeat this step if multiple stakeholders need to be listed.

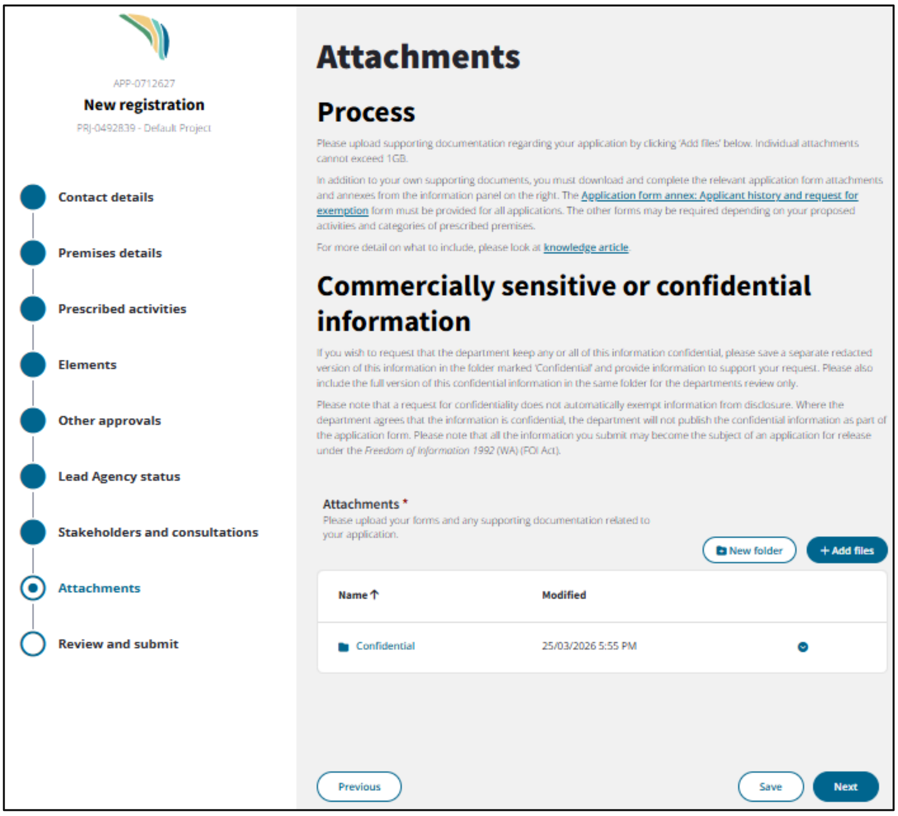


4. In **Stakeholder identification**, describe how stakeholders were identified for this application. Keep the response brief and relevant to the application.
5. In **Consultation summary**, summarise any consultation undertaken (or explain why consultation was not undertaken, if applicable). Include key points only (for example, who was consulted and any relevant outcomes/issues).
6. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.9 Attachments

Upload any required supporting documentation for your application on this section. This may include evidence needed to support the information in the **Contact details, Premises, Prescribed activities, Elements, Other approvals, Stakeholders and consultations** sections.

1. Select **+ Add files** to upload the supporting documents for the application.
2. Ensure files meet the EO Portal requirements (e.g. attachments should not exceed **1GB**).
3. Use **New folder** if needed to organise files before uploading.
4. Upload all required forms and supporting documents relevant to the application (for example, completed forms, technical reports, plans, or other evidence referenced in the application).
5. If any document contains confidential information, click the **Confidential** folder before clicking **+Add files**.
6. Where requested, upload both:
   - a redacted version (for release/public use where applicable), and
   - a full version (for departmental review)

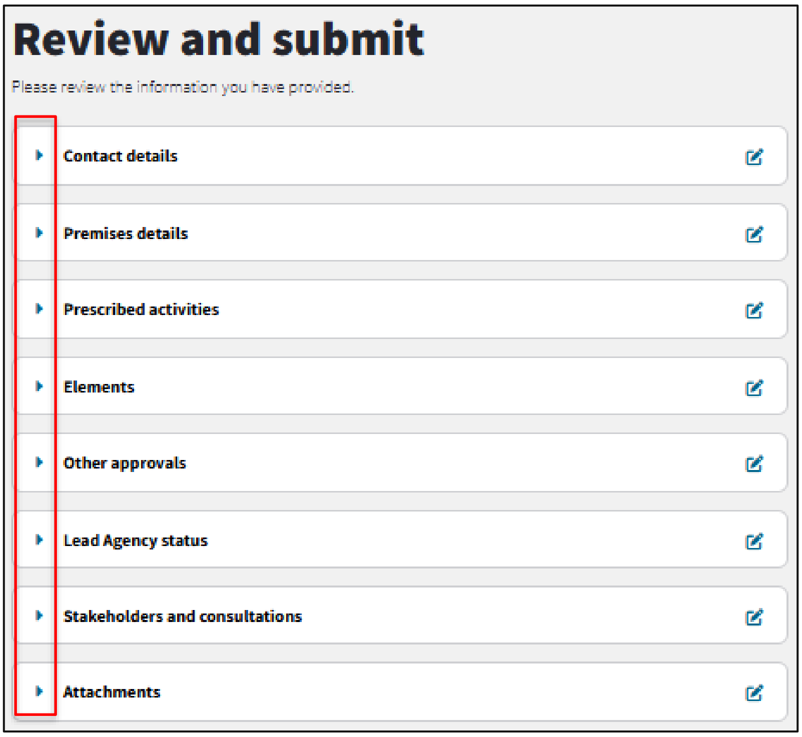


7. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.10 Review and submit

The **Review and submit** page is the final step before you submit your **new registration** application. Use this page to confirm all information is correct and that you have attached the required documents.

1. Click to expand and review each section:



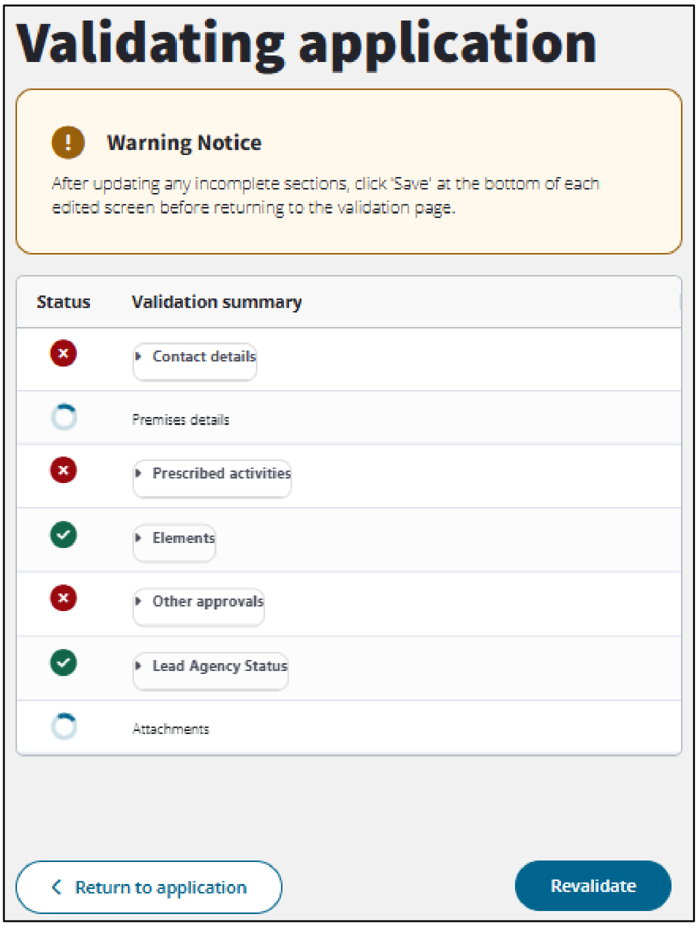
2. Select **Edit** (the pencil icon) if you need to make changes. This will take you to the section page.
3. Review any fee summary or fee estimate information shown on the page (if displayed).

> A fee of **24 units** applies for an application for registration of premises, unless the occupier of the premises holds a licence in respect of the premises, in accordance with r.5B(2)(c) of the EP Regulations.
>
> Once the department has confirmed that the application submitted meets the relevant requirements of the EP Act, you will be issued an invoice with instructions for paying your application fee.

4. Read the declaration(s) and confirm you are authorised to submit the application by selecting the declaration checkbox(es).
5. Select **Submit**. When prompted, confirm submission (**Important Notice**) to lodge your application.

3.11 Validating application

1. The EO Portal will go through a validation process when you click **Submit**. This might take a few seconds to complete.
2. If the status is marked red, as shown in the example for the **Contact details**, **Prescribed activities** and **Other approvals** fields, add any incomplete information by clicking on the item. This will navigate to a new tab.



3. After filling in the missing information and updating any incomplete sections, click **Save** at the bottom of each edited screen and close the open tab before returning to the validation page.
4. Once done, click **Revalidate** on the validation page.

3.12 Submission confirmation

After you submit your application, a confirmation (success) page will display. This page includes your application reference number. Note this reference number for your records.

The confirmation page may also include information about next steps and indicative assessment timeframes. Timeframes can vary depending on the completeness of the information provided and whether further information is required.

4 Support and troubleshooting

If you encounter any issues or require additional help while using this guide, there are several support options available to assist you.

Account and login

For help with accessing your account, resetting your password, or resolving login error, a self-service guide is available on Environment Online – Get started.

Guidance and help materials

A wide range of related materials, resources and user guides are also available on the Environment Online website. We encourage you to explore these for further guidance.

Contact support

For EO technical or system-related assistance, you can reach out to our support team during business hours 8.30 am – 4.30 pm, Monday to Friday via Environment Online – Support and select your support type enquiry.

Submit feedback or issues

You can also log issues, suggestions or feedback through the Environment Online – Issues and feedback by selecting your enquiry type. This helps us improve and address common challenges faced when using the system.