

Environment Online

Reference guide – submit a spatial data attachment-based application

19 June 2024



Summary

This guide demonstrates the process of completing the three-step attachment-based application process. This process can be used to submit the following applications under Part IV of the *Environmental Protection Act 1986*:

- s.48A – Refer a scheme
- s.38E – Derived proposal
- s.40AA – Significant amendment
- s.45C – Amend an approved proposal and/or condition
- s.45D – Consolidate/Divide Ministerial Statement.

The three-step attachment includes:

1. Proposal location
2. Attachments
3. Review and submit.

Prerequisites

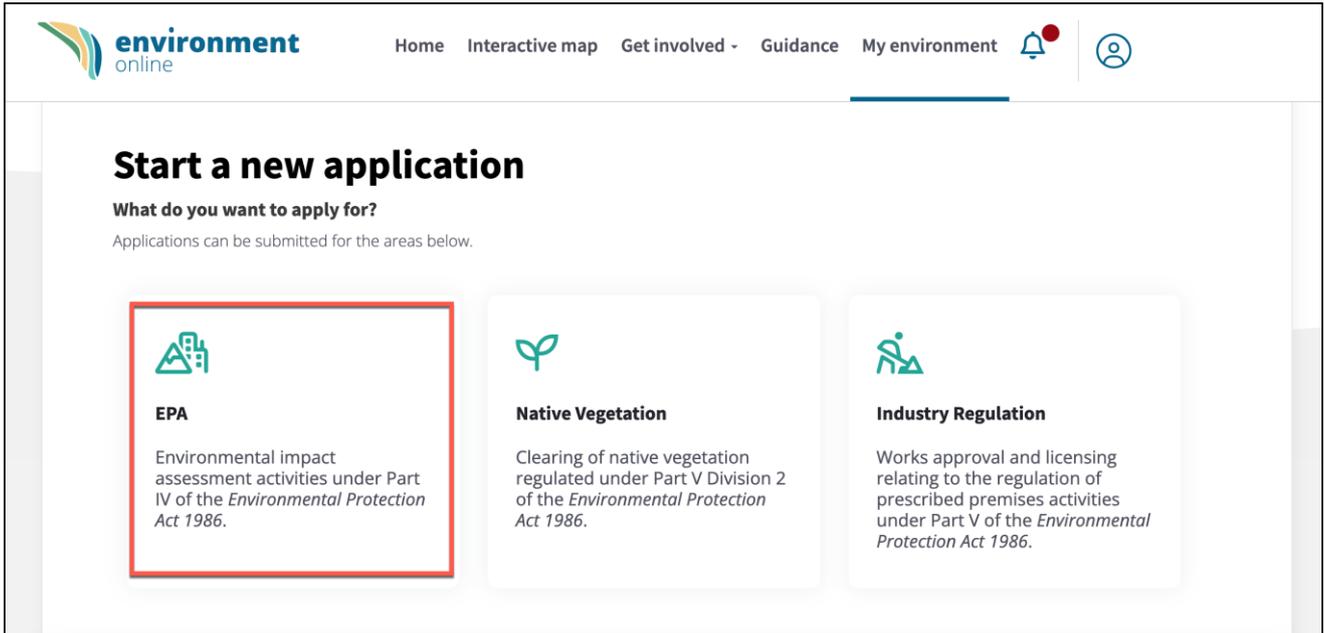
To complete this process you must be a registered Environment Online user and logged in to Environment Online, using your preferred login option.

Submit an application

1. Select the **My environment** tab, then select **Start a new application**.

The screenshot shows the 'My environment' dashboard. The top navigation bar includes the 'environment online' logo, 'Home', 'Interactive map', 'Get involved -', 'Guidance', and 'My environment' (highlighted with a red box). A notification bell and a user profile icon are also present. The main content area features a 'My environment' header, a welcome message 'Welcome, LP', and a user profile card with fields for ROLE (EO/ServiceAdministrator), LOCATION (N/A), EMAIL, and PHONE. To the right, there are four action buttons: 'Make an enquiry', 'Start a new application' (highlighted with a red box), 'Start project', and 'Submit a post assessment plan'.

2. Select the **EPA** tile.



The screenshot shows the 'Start a new application' page on the Environment Online website. The page features three application categories: EPA, Native Vegetation, and Industry Regulation. The EPA category is highlighted with a red border. The EPA tile contains the following text:

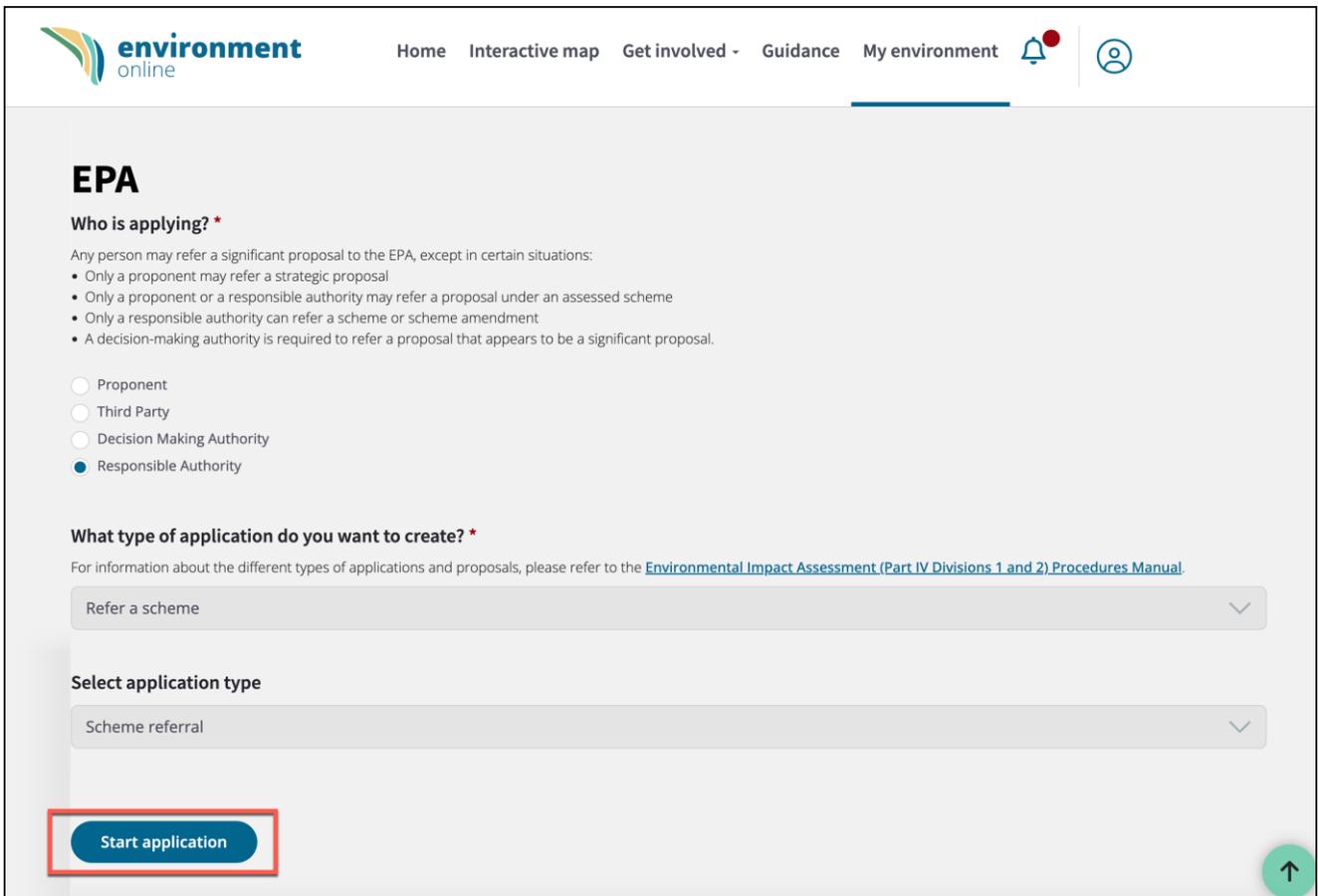
EPA
Environmental impact assessment activities under Part IV of the *Environmental Protection Act 1986*.

The other two tiles are:

- Native Vegetation**: Clearing of native vegetation regulated under Part V Division 2 of the *Environmental Protection Act 1986*.
- Industry Regulation**: Works approval and licensing relating to the regulation of prescribed premises activities under Part V of the *Environmental Protection Act 1986*.

3. Choose your role, then complete all mandatory fields to commence the application. Select **Start application** to proceed.

Note: For the purposes of this guide, the example provided demonstrates a Responsible Authority submitting a Scheme referral. Similar steps should be undertaken for other applications listed.



The screenshot shows the 'EPA' application form on the Environment Online website. The form includes the following sections:

- EPA**
- Who is applying? ***

Any person may refer a significant proposal to the EPA, except in certain situations:

 - Only a proponent may refer a strategic proposal
 - Only a proponent or a responsible authority may refer a proposal under an assessed scheme
 - Only a responsible authority can refer a scheme or scheme amendment
 - A decision-making authority is required to refer a proposal that appears to be a significant proposal.

Proponent
 Third Party
 Decision Making Authority
 Responsible Authority
- What type of application do you want to create? ***

For information about the different types of applications and proposals, please refer to the [Environmental Impact Assessment \(Part IV Divisions 1 and 2\) Procedures Manual](#).

Refer a scheme
- Select application type**

Scheme referral
- Start application** (highlighted with a red border)

4. Familiarise yourself with the **Scheme referral** requirements, then select **Continue**.

Home Interactive map Get involved - Guidance My environment  

Home / Application Information

Scheme referral

When to use this form?

Fill out this form if you are a responsible authority and would like to refer a scheme amendment to the EPA. A responsible authority is required to refer all planning schemes and amendments to the EPA for environmental impact assessment under section 48A of the *Environmental Protection Act 1986*.

About the process

This application requires you to download a form which will need to be filled in offline. Once you have completed the form, you can upload the form and any supporting documentation and submit to the EPA.

As part of the application process you will be required to submit spatial data using our mapping tool and to download a template in which you will need to complete and upload before finalising your submission.

Before you begin

-  **Check your spatial data requirements**
To speed up your application process make sure your spatial data is correct and that it meets the requirements.
[Shapefile submission User Guide](#)
[Download shapefile templates](#)
-  **Review our guidelines and instructions**
Make sure you have all the background information you need to fill out the form.
[Map user guide](#)

[Continue](#)

Proposal location

5. Enter the proposal name and a description of your proposal. To enter the proposal location, open the map by selecting **Open full screen**.

Scheme referral

Fill out the 3 step form below and our support team will be in contact within the next 10 business days.

1. Proposal Location 2. Attachments 3. Review & submit

Proposal location

Your proposal name *
Your proposal name should contain the Scheme name, Scheme number and Amendment number.
For example: *City of Riverside Local Planning Scheme 3 Amendment 4.*

What your proposal involves *
Provide a short description of your proposal.

Where is your proposal located?
You will need to draw or upload your development envelope and proposal footprint on the map. Please note that the proposal footprint must be within the development envelope.
Expand the map to full screen for a better experience.

Before you begin

We recommend using the full screen for a better experience.

Open full screen

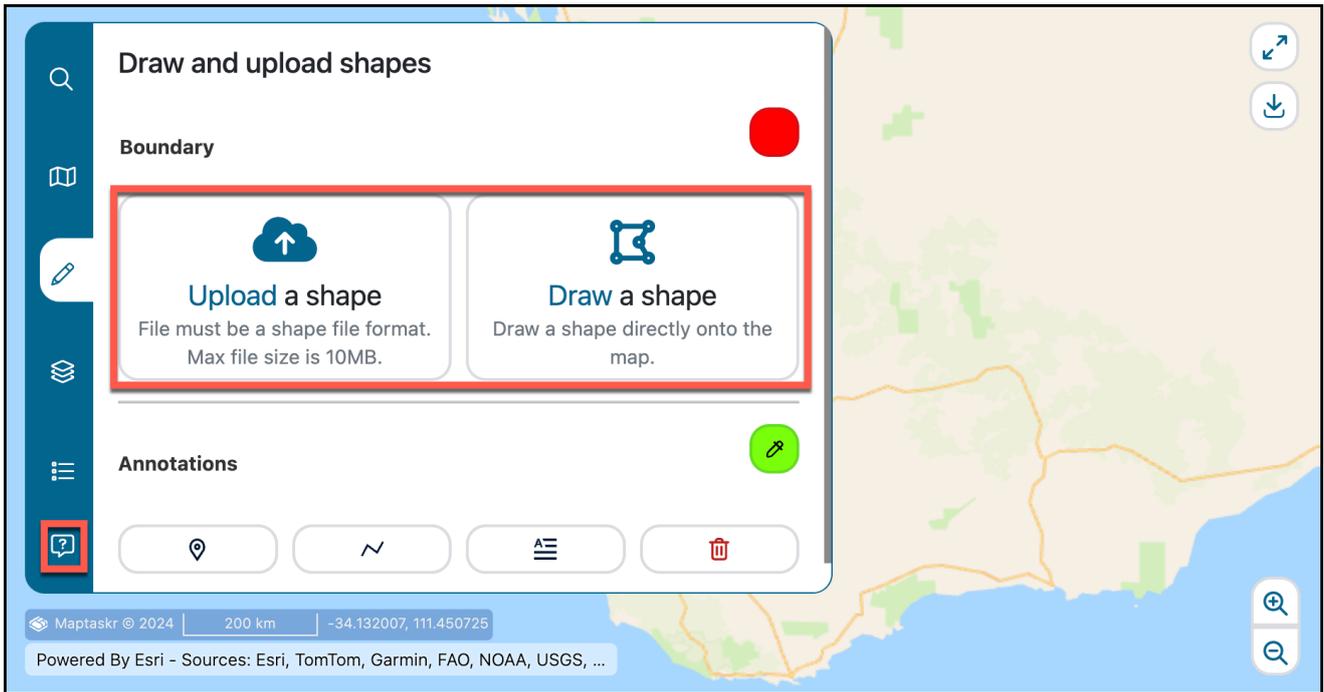
[Continue to map](#)

Next

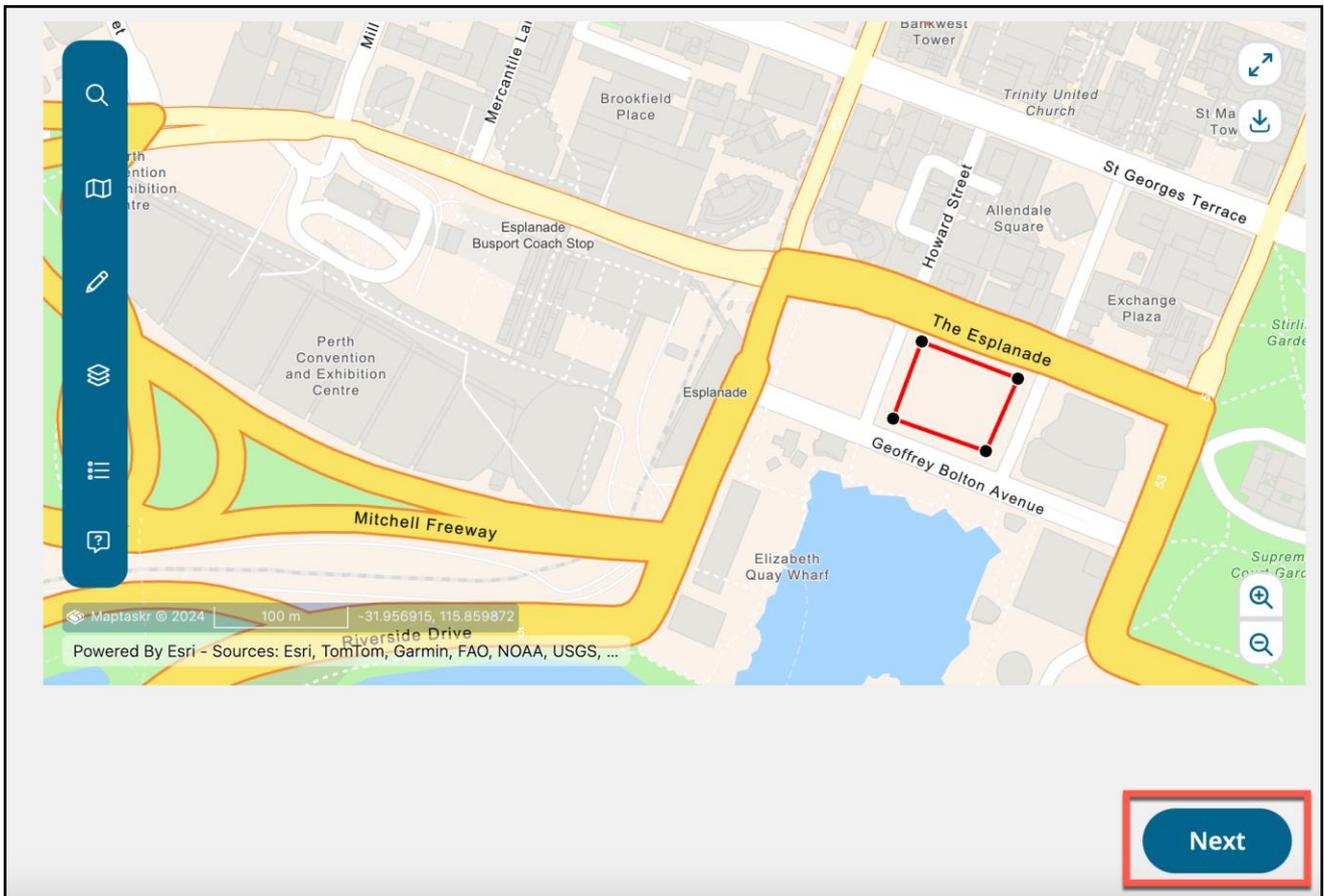
↑

6. **Upload a shape** file or **draw a shape**.

Note: Select the **question mark** icon to access the How to guide.



7. Select **Next** to continue.



Attachments

- In the **Attachment** step, add all supporting documentation by selecting **Add files**, then select **Next**.

Note: You must add at least one file to proceed.

Scheme referral

Fill out the 3 step form below and our support team will be in contact within the next 10 business days.

1. Proposal Location ✓ 2. Attachments 3. Review & submit

Attachment Process

All Western Australian planning legislation, primarily (but not limited to) the *Planning and Development Act 2005*, requires a responsible authority to refer all schemes and amendments to the EPA for environmental impact assessment under section 48A of the *Environmental Protection Act 1986*. Other relevant planning legislation includes the *Metropolitan Redevelopment Authority Act 2011*, *Hope Valley-Wattleup Redevelopment Act 2000*, and *Perry Lakes Redevelopment Act 2005* and *Swan Valley Planning Act 2020*.

If you represent a responsible authority and wish to refer a scheme or amendment to the EPA:

- Download and complete the necessary forms
- Upload the completed forms and any supporting information by clicking "Add files" below
- Click "Submit" to submit your request

Note: Attachments should not exceed 50MB.

You may request that the EPA keep any or all of the proposal information confidential by saving the information in the folder marked "Confidential" and providing information to support your request. A request for confidentiality does not automatically exempt information from disclosure. Where the EPA agrees that the information is confidential, the EPA will not publish the confidential information as part of the referral information. Refer to section 2.6.3 of the EPA's Procedures Manual for further information.

Downloads

[Referral of a Scheme/Scheme Amendment](#)

Title

[New folder](#)

Name ↑	Modified	
■ Confidential	21 minutes ago	⌵

[+ Add files](#)

[Previous](#) [Next](#)

[↑](#)

Review and submit

9. In the **Review and submit** step, review your application. Select the edit icon to amend any details.

Scheme referral

Fill out the 3 step form below and our support team will be in contact within the next 10 business days.

1. Proposal Location ✓ 2. Attachments ✓ 3. Review & submit

▼ **Proposal location** 

Name
City of Riverside Local Planning Scheme 3 Amendment 4.

Description
City of Riverside Local Planning Scheme 3 Amendment 4.

Location

Proposal Map

10. Select the **tick** box to confirm you are authorised to submit the application, then select **Submit**.

Note: The application will be validated. If there are any errors, use the edit icon to correct them.

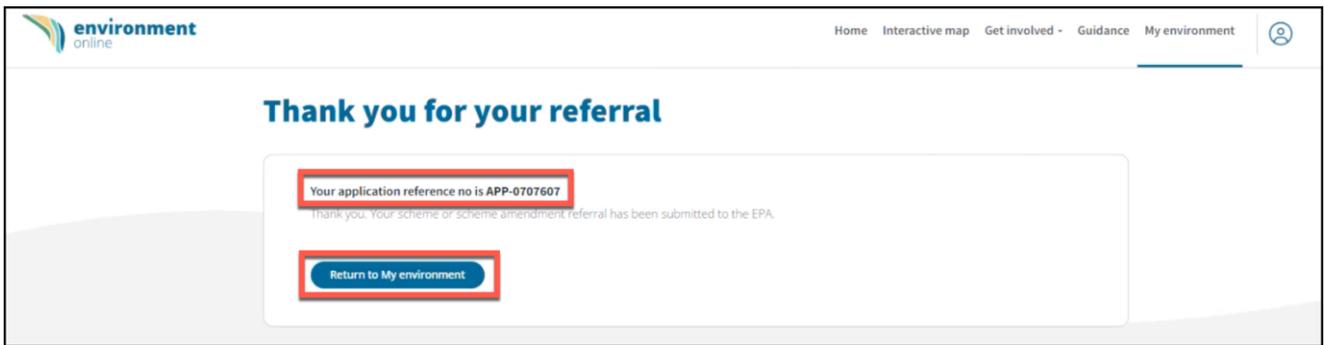
▼ **Attachments** 

Name ↑	Modified
 Confidential	05/06/2024 9:10 AM
 Referral of a Scheme or Scheme Amendment (4).doc (247 KB)	05/06/2024 9:11 AM

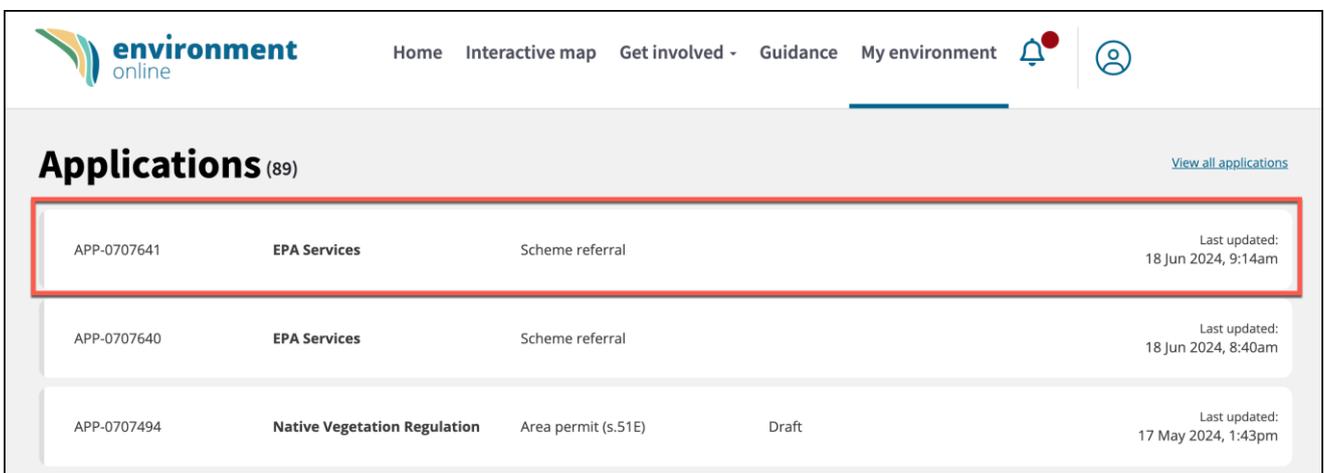
I confirm that I am authorised and have delegated authority to submit this application and engage in communication with the EPA and the Department of Water and Environmental Regulation regarding this application.

[Previous](#) [Submit](#)

- When successfully submitted, an acknowledgment screen will appear, which includes the **application reference number**.



- Select **My environment** to return to your dashboard.
- The application will be visible in the **Applications** section of the **My environment** dashboard.



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