

Environment Online

How to submit an Industry Regulation application – Licence renewal

Reference guide

May 2026



Government of **Western Australia**
Department of **Water and Environmental Regulation**

Contents

1	Summary	3
2	Prerequisites	3
3	Submit a licence renewal application	4
3.1	Before you begin – Licence renewal	6
3.2	Instrument details.....	7
3.3	Contact details.....	9
3.4	Renewal details.....	11
3.5	Premises details	11
3.6	Prescribed activities	14
3.7	Elements.....	16
3.8	Emissions and discharges	20
3.9	Receptors	21
3.10	Surveys for assessments (IBSA and IMSA).....	22
3.11	Other approvals.....	23
3.12	Lead Agency status	24
3.13	Stakeholders and consultations.....	25
3.14	Attachments.....	26
3.15	Review and submit.....	27
3.16	Validating application	29
3.17	Submission confirmation	29
4	Support and troubleshooting.....	30

1 Summary

This guide provides step-by-step instructions for an instrument holder (or an authorised representative) on how to submit an **Industry Regulation licence renewal application** through the Environment Online (EO) Portal.

This guide covers how to:

- Start a **license renewal** application
- Navigate through the key sections of the online form (including Instrument details, Contact, Premises details, Prescribed activities, Elements, Emissions and discharges, Receptors, Other approvals, Lead Agency status and Attachments)
- Review and submit your application

2 Prerequisites

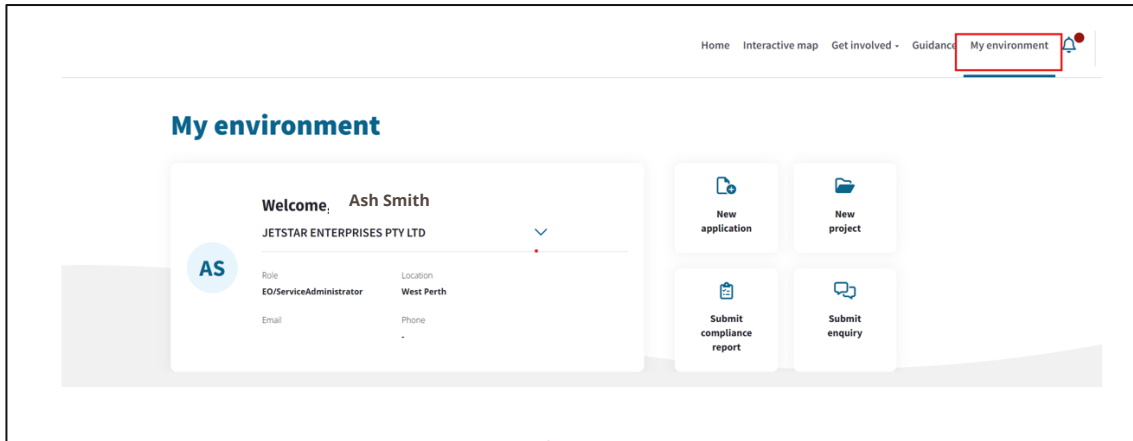
Before submitting a licence renewal application in EO, ensure the following:

- **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.
- **Instrument details:** You will need to select the correct licence that is relevant to the fee application.
- **Supporting documents ready (if applicable):** Prepare any supporting evidence that may be required for your circumstances (e.g. proposed fee calculations or other relevant evidence).

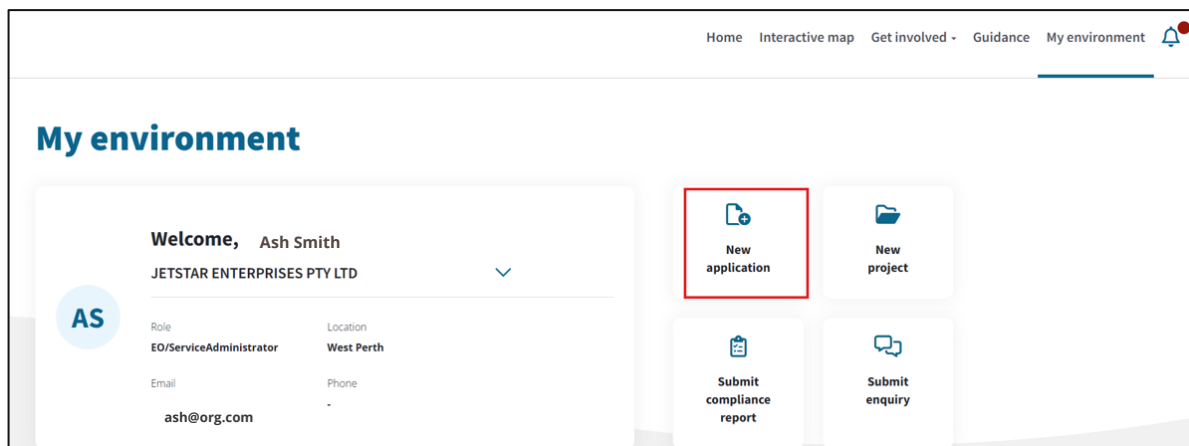
3 Submit a licence renewal application

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**.

New application


Start a new application

What do you want to apply for?
Applications can be submitted for the areas below.




EPA

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




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*.



Water

Water licences and permits under *The Rights in Water and Irrigation Act 1914*.

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

New application

Industry Regulation

What type of application do you want to create? *

For information about the different types of applications, please refer to the [licence and works approval applications](#).

Other

Select application type *

Renewal

Renewal applications are only relevant when your licence is needed beyond the current expiry date. Late fees will apply where submission is less than 70 days before the expiry date on your current licence.

Select application activity *

Licence

Select a project *

[Create a new project](#)

Select the relevant project or navigate to the 'All projects' list to request access. If using Default Project, refer to [Understanding Projects](#) for important information.

Default Project

Industry sector *

Select the main industry activity/sector that most closely relates to your application.

Select

Industry *

Select the main industry that primarily relates to your application.

Select

[Start application](#)

When to use this form?

Use this form to apply for a replacement of an expiring licence under Part V, Division 3 of the Environmental Protection Act 1986 (EP Act). Licences are issued for a limited period, up to a maximum of 20 years. When a licence reaches its expiry date, it ceases to have effect. It is the responsibility of licence holders to ensure their licence continues to remain valid.

You must submit an application to renew your licence more than 70 business days before the expiry of your current licence, otherwise late application fees will be applied (regulation 5CB of the Environmental Protection Regulations 1987). If you submit your renewal application late, the department may also be unable to issue a new licence before your current licence expires.

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 [Applicant history and declaration](#) 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.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.

[Applicant history and declaration](#)

[Application form annex: Clearing activities](#)

[Application form annex: Category checklist \(solid waste landfills\)](#)

[Application form annex: Category checklist \(tailings storage facilities\)](#)

[Application form annex: Activity checklist \(Better practice organics recycling\)](#)

✓ A fee is required for this application

An indicative fee will be provided to you as part of the application process. Once your application is validated, the department will issue you an invoice with the correct fee. You will be required to pay the fee within 30 days of the date on the invoice.

Late application fees may also apply to applications submitted 70 calendar days or fewer before the licence expiry date.

✓ Consider booking a scoping meeting

You may want to request a scoping meeting with one of our officers before submitting an application. Please refer to [Industry regulation guide to licensing](#) for further information when a scoping meeting is recommended. This meeting will allow you to discuss your plans and receive early advice, ensuring the best possible outcome for your application. Scoping meetings are not a statutory requirement and will be accepted at the discretion of the Department. A scoping meeting is not a substitute for applicants obtaining professional assistance for the preparation of an application, supporting documentation, environmental studies, and/or the interpretation of legal matters.

Please submit an Industry Regulation pre-application meeting request enquiry through Environment Online to [organise a meeting](#).

Continue

3.1 Before you begin – Licence renewal

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 from exemption* (link shown on the page). This form needs to be uploaded onto this online application.

3. Note the fee/payment information shown.
4. 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.

Licence renewal

When to use this form?

Use this form to apply for a replacement of an expiring licence under Part V, Division 3 of the *Environmental Protection Act 1986* (EP Act). Licences are issued for a limited period, up to a maximum of 20 years. When a licence reaches its expiry date, it ceases to have effect. It is the responsibility of licence holders to ensure their licence continues to remain valid.

You must submit an application to renew your licence more than 70 business days before the expiry of your current licence, otherwise late application fees will be applied (regulation 5CB of the *Environmental Protection Regulations 1987*). If you submit your renewal application late, the department may also be unable to issue a new licence before your current licence expires.

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 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](#)

3.2 Instrument details

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

1. In **Select the instrument you want to renew**, choose the correct instrument.
2. Review the **Instrument details** to confirm you have selected the correct instrument. Details are auto populated and may include the holder name, instrument number/type, and relevant dates (e.g. start/expiry date, annual fee due date).



APP-0712640
Renewal
PRJ-0492839 - Default Project

Instrument details

Select the instrument you want to renew *

Where your instrument is not listed, please confirm that the instrument is visible within the Portal. If not visible, contact EO Support for assistance.

Industry Regulation Approval - IR0053546/2025

Instrument details

Holder	Instrument number	Instrument type
Shire of Denmark	IR0053546/2025	Licence
Start date	Expiry date	Annual fee due date
31 Oct 2025	02 Nov 2031	29 Oct 2025

Instrument expiry and assessment

Under regulation 5CB of the EP Regulations, a licence holder must apply to replace an expiring licence more than 70 calendar days before the expiry of the existing licence, otherwise late application fees will be applied. If you submit your renewal application late, the department may also be unable to issue a new licence before your current licence expires.

Payment details

Invoice details *

Review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative invoice address. To create a new invoice address or remove an existing one, this action must be completed by the service administrator for your entity. Please refer to the [Fees and Payments FAQ](#) for further information.

Primary Address ✕ 🔍

Default invoice details

Address
PO Box
Denmark WA 6333
Australia

Email
so@denmark.wa.gov.au

Do you need a purchase order number on your invoice? *

No Yes


- Instrument details
- Contact details
- Renewal details
- Premises details
- Prescribed activities
- Elements
- Emissions and discharges
- Receptors
- Surveys for assessments (IBSA and IMSA)
- Other approvals
- Lead Agency status
- Stakeholders and consultations
- Attachments
- Review and submit

3. If an **Instrument expiry and assessment** notice appears, review it carefully. Where the instrument has limited time remaining before expiry, note the warning and proceed as soon as possible to avoid delays in assessment.
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.

Payment details

Invoice details *

Please review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative invoice address. To create a new invoice address or remove an existing one, this action must be completed by the service administrator for your entity. Please refer to the [Fees and Payments FAQ](#) for further information.



Do you need a purchase order number on your invoice?

No

Yes

Attachments

Please provide the following attachments as part of your application:

1. A current ASIC Company Extract must be provided for new instrument, registration, renewal and transfer applications. You should also provide this for amendment applications where your previous ASIC details have changed.
2. Authorisation to act as representative of the occupier letter.

For more detail on what to include, please look at [knowledge article](#).

Previous

Save

Next

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 Contact details

This section may be pre-filled based on your EO Portal account and the organisation you are representing.

1. Review the **instrument holder details** shown to ensure they are correct.
2. Where fields display a magnifying glass, you can search and select a record (e.g. instrument representative or contact details).
3. Confirm the **Instrument representative** and the **Primary contact details** for the application.

APP-0712640
Renewal
PRJ-0492839 - Default Project

Contact details

Details have been populated from your portal account and the entity you are representing, where available. Please review your details to ensure they are correct and up-to-date. To update your portal account details, please make any edits then save and exit your application. Updating entity details will require service administrator access for that entity.

Instrument holder details

Review your pre-populated details to ensure they are correct and up-to-date.

Instrument holder details

Organisation	ABN	ACN
Shire of Denmark	24355062623	554433998
IARN	Email	Phone
-	-	-
Address		
953 South Coast Highway Denmark WA 6333 Denmark WA 6333 Australia		

Instrument representative

The instrument representative is the person authorised to receive correspondence and Part V documents on behalf of the applicant under the EP Act. Please review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative user as the instrument representative.

Instrument representative


Ash Smith

Full name *

Ash Smith

Email *

Ash@org.com

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

Lookup records

Search

Choose one record and click Select to continue

✓	Full Name ↑	Email	Phone	Parent Party	Sub
<input type="checkbox"/>		@dwerim.onmicrosoft.com		Single Tenant Party 3	
<input type="checkbox"/>		a@dwerim.onmicrosoft.com	56762617712	CITY OF SWAN	Joor
<input type="checkbox"/>		@dwerim.onmicrosoft.com	0450803353	FROTH CRAFT BUNBREWERY	Joor

User account

Cancel Remove value Select

Important: Primary contact is a required field and cannot be left blank.

3.4 Renewal details

In this section, provide the details of the renewal.

1. Provide a summary of the renewal changes to the instrument.
2. Indicate if no significant changes have occurred to the prescribed premises.
3. Upload further details as supporting documents in the **Attachments** section.

APP-0197574
Renewal
PRJ-0097577 - example project A

- Instrument details
- Contact details
- Renewal details**
- Premises details
- Prescribed activities
- Elements

Renewal details

Provide a summary of any significant changes to the prescribed premises regulated on your current licence. You must also indicate whether no significant changes have occurred to the prescribed premises. Further details can be uploaded as supporting documentation in the 'Attachments' section.

Renewal changes *

Previous Save Next >

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.

3.5 Premises details

In this section, define the premises that this application relates to. Enter the required details for the prescribed premises the renewal relates to, including (where applicable):

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

APP-0712640
Renewal
PRJ-0492839 - Default Project

Instrument details

Contact details

Renewal details

Premises details

Prescribed activities

Elements

Emissions and discharges

Receptors

Premises details

In this section, define the premises that this application relates to. There is guidance for prescribed premises boundary setting in [Guideline: Industry Regulation Guide to Licensing](#).

Premises description *

Provide the land description or relevant tenure (whole or part to be specified) of all properties covered by the premises boundary, as shown on title details registered with Landgate, as applicable.

- volume and folio number
- lot or location number(s)
- Crown lease or reserve number
- pastoral lease number
- mining tenement number

Where the premises boundary does not entirely align with cadastral(s) (land parcel) or mining tenement(s), spatial coordinates of the boundary must be provided in GDA 2020 (Geocentric Datum of Australia 2020).

Premises name *

This name will be used to refer to your prescribed premises. For amendment applications, a differing name to that used on the existing instrument indicates you are seeking an amendment to the premises name.

- 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
- 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.
- 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.
- Complete the location-related fields (LGA, suburb, postcode, and street address if relevant).
- 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.

Attachments

Please provide the following attachments as part of your application:

1. Proof of occupier status.
2. Premises map/s.
3. If available, a shapefile (multi-file format of at least .shp, .shx, .prj and .dbf files) of the proposed premises boundary.
4. A coordinates table if the premises boundary does not align entirely with a cadastre(s) (land parcel) or mining tenement(s).

For more detail on what to include, please look at the [knowledge article](#).

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.

3.6 Prescribed activities

In this section, confirm the prescribed premises category.

1. Select **+ Add category** to add a prescribed activity/category to the amendment 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. Select **Save** to add the category.
6. Click **+Add category** again if more than one category applies to the application.
7. If you need to include detailed calculations of fee components, attach this to your application in the **Attachments** section.

! Attachments

Please provide the following attachments as part of your application:

1. The detailed calculations of fee components, including all information and data used for the calculations, labelled as 'Proposed fee calculation'.

For more detail on what to include, please look at [knowledge article](#).

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.

3.7 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**.


The screenshot shows the 'Elements' page in a web application. On the left is a vertical navigation menu with the following items: Instrument details, Contact details, Renewal details, Premises details, Prescribed activities, **Elements** (selected), Emissions and discharges, Receptors, and Surveys for assessments (IBSA). The main content area has a header 'Elements' and a sub-header 'Elements*'. Below this is a description of elements and a list of three bullet points. A red box highlights a blue button labeled '+ Add elements'. Below this is a yellow box titled 'Attachments' with a list of four numbered items. At the bottom of the page are three buttons: 'Previous', 'Save', and 'Next'.

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.

Add element

To add a new element you can either search in our elements catalogue or propose your own.

Search element




+ Create custom element

Cancel

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

Lookup records

Search



Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Model Element Category Name ↑	Created On	Industry
<input type="checkbox"/>	Abattoir facility	28/05/2025 2:29 PM	
<input type="checkbox"/>	Area for stockpiles	28/05/2025 2:29 PM	
<input type="checkbox"/>	Containment other than pond/dam (e.g. open pit)	28/05/2025 2:29 PM	
<input type="checkbox"/>	Dust Control management	28/05/2025 2:29 PM	
<input type="checkbox"/>	Feedlot	28/05/2025 2:29 PM	

Cancel Select

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.

Element type

To add a new element you can either search in our elements catalogue or propose your own.

Model Element

Stormwater management ✕ 🔍

Title *

Provide a short descriptive title for the element. Pre-populated element titles can be renamed as required.

Stormwater management

Design construction/installation specifications

Provide details of the proposed or as-constructed specifications of the element. This includes the physical extent and properties and any pollution control equipment or treatment systems that are part of the element.

Operational specifications

Provide details of the processes or operational activities undertaken in relation to the element. This includes how the element is operated and any management measures used to control emissions and discharges.

Site plan reference

A site plan showing the location of the element must be provided as an attachment. Provide a reference to the relevant site plan and any labelling on the plan specific to the element or its parts.

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.

Elements*
Add all of the elements relevant to your application. + Add elements

▼ **Element100** 🗑️ ✎

✂️ **Activities*** 4

Element activities are the four phases that may occur during the transition from construction to operation of an element. These activities have been pre-populated and can be removed if not relevant to your application. Use the Edit button to provide the details of commissioning or time limited operations if proposed.

Commissioning 🗑️ ✎

Construction 🗑️

Operational 🗑️

Time limited operations 🗑️ ✎

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**.

Element details

Title *
Provide a short descriptive title for the element. Pre-populated element titles can be renamed as required.

Design construction/installation specifications
Provide details of the proposed or as-constructed specifications of the element. This includes the physical extent and properties and any pollution control equipment or treatment systems that are part of the element.

Operational specifications
Provide details of the processes or operational activities undertaken in relation to the element. This includes how the element is operated and any management measures used to control emissions and discharges.

Site plan reference
A site plan showing the location of the element must be provided as an attachment. Provide a reference to the relevant site plan and any labelling on the plan specific to the element or its parts.

Related prescribed activity
Select which prescribed premises category the element is related to. If the element is related to multiple categories, leave blank.

Select

Categorised as critical containment?
Information on critical containment infrastructure is contained in the [Guideline: Industry Regulation Guide to Licensing](#).

No Yes

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.

Attachments

Provide the following attachments as part of your application:

1. Supporting documentation containing further detailed information relating to the construction, time limited operations and/or operations of the elements that are part of the application.
2. Site plan(s) showing the location of all elements relevant to the application.
3. If available, a shapefile (multi-file format of at least .shp, .shx, .prj and .dbf files) of the site plan.
4. If commissioning is proposed, an Environmental commissioning plan(s) containing further detailed information on commissioning activities.

For more detail on what to include, please look at [knowledge article](#).

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.

3.8 Emissions and discharges

In this section, provide information on waste-related activities relevant to the application, such as waste generation, acceptance onto the premises, treatment, disposal or processing into waste derived materials or products.

Sections on this page include:

- Waste management
- Part 2 waste
- Discharges to the environment
- Fugitive emissions
- Monitoring

Each section explains what information is required. Read this carefully to ensure you are capturing accurate information about the emissions and discharges.

1. Select the relevant **+Add** button and complete the required details.

APP-0197574
Renewal
PRJ-0097577 - example project A

- Instrument details
- Contact details
- Renewal details
- Premises details
- Prescribed activities
- Elements
- Emissions and discharges**
- Receptors
- Surveys for assessments (IBSA and IMSA)
- Other approvals
- Lead Agency status
- Stakeholders and consultations
- Attachments
- Review and submit

Emissions and discharges

Waste management

This section is used for providing information on waste related activities relevant to the application, such as waste generation, acceptance onto the premises, treatment, disposal or processing into waste derived materials or products.
For further guidance on the definition of waste, refer to the [Fact Sheet: Assessing whether material is waste](#).

Waste management
Add details of the waste management activities relevant to your application. If individual wastes are in the same physical state (solid, liquid, other) and will be managed in the same way, they can be included under one waste management activity. For example, acceptance of putrescible waste and inert waste can be entered under the one waste management entry if they will be managed in the same way.
Only add multiple of the same activity where there are wastes with different physical states (solid, liquid, other) or where it is necessary to distinguish that operations/management of the activity will be undertaken in a different or specific manner. For example, acceptance of asbestos waste (Special Waste Type 1) can be entered separately to other solid wastes due to different management actions occurring at acceptance.

+ Add

Activity	Solid/Liquid/Other	Waste Type	Actions
There are no records to display.			

Is any of the waste listed under Waste management considered dangerous goods for the purpose of the Dangerous Goods Safety (Storage and Handling of Non explosives) Regulations 2007?

Some wastes may require specific storage and handling requirements and/or approval under Dangerous Goods legislation. Wastes derived from dangerous goods may also be considered hazardous and need to be handled with the same precautions. For further information, please refer to [Dangerous goods and major hazard facilities - WorkSafe](#)

No Yes

Part 2 waste

This section is used for providing the detail of any point source discharges of Part 2 wastes that are relevant to the application. Part 2 wastes consist of tailings, bitterns, water to allow mining of ore, flyash, or wastewater from a desalination plant. If your premises includes category 5, 6, 7, 8, 9, 12, 14, 44, 46, 53, 54A, 70, 80, and/or 85B, your application must specify any applicable Part 2 waste amounts that will be discharged.
For the discharge of water to allow mining of ore, a detailed water balance demonstrating the volume of water proposed to be extracted and discharged to the environment should be provided as an attachment.

Part 2 waste components
In this section, include Part 2 waste components relating to Categories 5, 6, 7, 8, 9, 12, 14, 44, 46, 53, 54A, 70, 80, and/or 85B, but do not include Part 2 waste components where:

- Part 2 waste fees are not applied or;
- Part 3 discharge component fees will be applied instead

Refer to the [Fact sheet: Industry Regulation fees](#) to determine where this is the case.

+ Add

Waste type	Discharge quantity bracket	Discharge quantity	Actions
There are no records to display.			

Discharges to the environment

This section is used for providing the detail of any direct discharges to the environment that are relevant to the application. Consider all phases of the proposal including construction and commissioning (if relevant).
Do not include:

- Part 2 waste components entered in the previous section
- Any fugitive emissions.

You will also be prompted to include the amount of Part 3 discharge components associated with the discharges.

Discharges into air
Provide the detail of all direct discharges into air that are relevant to the application. This includes the matter being discharged, physical properties and characteristics of the discharge, the discharge rate and location, how impacts of the discharge will be controlled or managed, and the source of the discharge.
After entering your information and selecting Save, you will also be prompted to include the amount of Part 3 discharge components associated with the discharge.

+ Add

- Once added, complete the **Add waste management** page.

Add waste management

Activity *
Select the appropriate waste management activity from the dropdown menu.

Select
▼

Solid/Liquid/Other *

Select
▼

Waste description *
Provide details of the waste material(s) such as the source and waste characterisation, as well as any other relevant information.

Waste type
For solid wastes, select the applicable waste types from the **Landfill Waste Classification and Waste Definitions 1996** and if relevant, **Controlled Waste**. For liquid wastes and other wastes (gases, sludges, etc.) select Other Waste and/or Controlled Waste, as relevant. For waste derived materials (e.g. recycled construction waste outputs), select Not Applicable.
Multiple waste types can be selected. If Controlled Waste is selected, you must list the specific Controlled Waste types in an additional table that will be added to the form after you click Save.

Select or search options
▼

Cancel
Save

- Click **Save** to return to the **Emission and discharges** section.
- Continue to add records for each section (**Part 2 waste, Discharges to the environment, Fugitive emissions, Monitoring**), if applicable.
- If a section does not apply to the application, leave it blank unless the EO Portal requires a response.
- 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 Receptors

In this section, provide all sensitive human and environmental receptors that may be affected by an emission or discharge associated with the proposed activities.

- Select **+ Add receptor**.

APP-0197574
Renewal
PRJ-0097577 - example project A

- Instrument details
- Contact details
- Renewal details
- Premises details
- Prescribed activities
- Elements
- Emissions and discharges
- Receptors**
- Surveys for assessments (IBSA and IMSA)

Receptors

Receptors *

Provide all sensitive human and environmental receptors that may be affected by an emission or discharge associated with the proposed activities, as well as any sensitive receptors known or suspected to be present within, or within close proximity to, the proposed prescribed premises boundary. Refer to the [Guideline: Environmental siting](#) for further guidance.

[+ Add receptor](#)

Receptor Group	Receptor Type	Receptor Description	Distance and Orientation	Location
There are no records to display.				

Environmental siting context details *

Provide a summary of the environment at the premises and its surrounds, including details on topography, climate, geology, soil type, hydrology, and hydrogeology. Further detailed information and a map describing the environmental siting of the premises must be provided as an attachment. Provide a reference to the relevant document(s) and map(s) name, including any sections specific to environmental siting.

- In the **Add receptor** pop-up window, complete the required fields (for example, **Receptor group, Receptor description, Distance and orientation, Location description**), then **Add** the record.
- Repeat this step if multiple receptors apply.
- In **Environmental siting context details**, enter a short summary of the surrounding environment and nearby receptors. Include only the information relevant to the application and the premises.
- If you need to provide receptor and environment siting map/s and other additional supporting documentation, include them in the **Attachments** section.

! Attachments

Please provide the following attachments as part of your application:

1. Receptor and environmental siting map/s, labelled accordingly and showing the premises, environmental siting context, surrounding receptors and their distances to the premises.
2. Any additional supporting documentation containing detailed information about the environmental siting of the premises or sensitive receptors.

For more detail on what to include, please look at the [knowledge article](#).

- 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 Surveys for assessments (IBSA and IMSA)

In this section, provide any required biodiversity or marine surveys that support your application for activities that may impact the environment. Biodiversity or marine surveys are required to be lodged with the Index of Surveys for Assessments prior to submission of the application.

1. On the **Surveys for assessments (IBSA and IMSA)** page, review whether any survey records need to be linked to support the amendment application.
2. To link an existing survey record, select **Add Survey** and choose the relevant survey from the lookup.

Important: Clicking the **Create new survey** button will kickstart a separate EO submission process outside of this current submission. If you choose to do this, make sure you save your current amendment submission first before creating a new survey, so you can return and complete it later.

3. If you do not have any survey data to provide, click **Next** to proceed.

APP-0197574
Renewal
PRJ-0097577 - example project A

- Instrument details
- Contact details
- Renewal details
- Premises details
- Prescribed activities
- Elements
- Emissions and discharges
- Receptors
- Surveys for assessments (IBSA and IMSA)**
- Other approvals

Surveys for assessments (IBSA and IMSA)

Biodiversity or marine surveys may be necessary to support your application where activities may have an impact on the environment. Any biodiversity or marine surveys that will be used are required to be lodged with the Index of Surveys for Assessments prior to submission of the application.

For further information and guidance on the Index of Surveys for Assessments, please see [Program: Index of Surveys for Assessments](#).

Biodiversity and marine surveys

The [Instructions for the Index of Surveys for Assessments \(ISA\)](#) must be followed for the preparation of ISA survey data packages. Non-compliant submissions will be declined or returned by the department.

Surveys which have been submitted via Environment Online can be linked to this application by selecting them in the first table below, or by selecting to create a survey if the survey data package has not previously been accepted by the department. If the survey was accepted by the ISA (IBSA or IMSA) before the ISA was incorporated into Environment Online, the legacy IBSA or IMSA number(s) can be provided in the second table below.

IBSA and IMSA + Create New Survey Add Survey

ISA submission number ↑	Survey type	Survey title	Actions
<i>There are no records to display.</i>			

Previous Save Next

3.11 Other approvals

1. 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

APP-0197574
Renewal
PRJ-0097577 - example project A

- Instrument details
- Contact details
- Renewal details
- Premises details
- Prescribed activities
- Elements
- Emissions and discharges
- Receptors
- Surveys for assessments (IBSA and IMSA)
- Other approvals**
- Lead Agency status
- Stakeholders and consultations
- Attachments
- Review and submit

Other approvals

Major Project and State Agreement Act

Major Project means a State Development Project, where the Lead Agency is the Department of Energy and Economic Diversification (including projects to which a State Agreement applies) or a Level 2 or 3 proposal, as defined in the Department of Premier and Cabinet's Lead Agency Framework.

Are the proposed activities part of a Major Project? *

No Yes

Is the premises subject to a State Agreement Act? *

No Yes

Mining proposal approvals

If required, has approval for a Mining proposal been obtained? *

Refer to [Mining proposal](#) for further information.

Please provide relevant details *

Provide Mining proposal number, current status (e.g., approved, pending), and any relevant approval details.

Planning and other approvals

If required, have all relevant planning approvals been obtained? *

This includes, but is not limited to approvals under local planning schemes, regional schemes, heritage approvals, and other approvals from local government or planning authorities.

Please provide relevant details *

Provide approval reference numbers, current status (e.g., approved, pending), and any relevant approval details.

- Provide additional details where required. Where you select **Yes**, additional fields may appear.
- 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 amendment

Keep responses clear and concise.

- If you need to provide attachments to support your application, include this in the **Attachments** section later.

! **Attachments**

Please provide the following attachments as part of your application:

- Copies of other approvals where relevant.
- If you are applying for native vegetation clearing as part of this application, complete the clearing activities form. The clearing activities form is available in the Information panel on the side.
- If clearing is proposed, a map of the proposed area to be cleared.

For more detail on what to include, please look at [knowledge article](#).

- 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.

3.12 Lead Agency status

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

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

APP-0197574
Renewal
PRJ-0097577 - example project A

Lead Agency status

Applicants wishing to progress approval applications in Western Australia can benefit from the State's globally recognised Lead Agency Framework which offers a single point of entry and assigns one department to assist and coordinate approvals. Proposed activities within the Lead Agency Framework receive a level of service related to their size, complexity or environmental, economic or social impacts.

For more information on Western Australia's Lead Agency Framework, please refer to: [Western Australia's Lead Agency Framework](#).

Do the proposed activities have Lead Agency status? *

No Yes

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

Do the proposed activities have Lead Agency status? *

No Yes

Type of Lead Agency status *

For details on the type of Lead Agency status to select, please refer to: [Western Australia's Lead Agency Framework](#).

Tier 1: State significant
 Tier 2: State significant (strategic)
 Tier 3: Lead agency (advice and support)

Case manager department *

Provide the name of the department which is the Lead Agency for the proposed activities.

Full name *

Provide the name of the case manager at the Lead Agency.

Email *

Provide the email address of the case manager at the Lead Agency.

Phone *

Provide the telephone number of the case manager at the Lead Agency.

- 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.

3.13 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.

- Select **+ Add Stakeholder** to add stakeholder records (if applicable).
- Complete the **Add new Stakeholder** in the pop-up/window.

- Repeat this step if multiple stakeholders need to be listed.

APP-0197574
Renewal
PRJ-0097577 - example project A

Stakeholders and consultations

List the stakeholders who are likely to be affected by your proposed activities in your application, including traditional owners. For further guidance refer to [Guideline: Industry regulation guide to licensing](#).

Key stakeholders [+ Add Stakeholder](#)

Stakeholder Name	Stakeholder Organisation	Stakeholder Role	Actions
There are no records to display.			

Stakeholder identification
Describe how the above list of stakeholders were identified

Consultation summary
Provide a summary of the consultation process. For those stakeholders that were consulted, provide a summary of what was discussed, the key issues raised and whether those issues were resolved or outstanding. For those stakeholders that were not consulted, provide information on why they were not consulted.

- In **Stakeholder identification**, describe how stakeholders were identified for this application. Keep the response brief and relevant to the amendment.
- 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).
- 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.

3.14 Attachments

Upload any required supporting documents, including evidence for information provided in the **Instrument, Premises, Prescribed activities, Elements, Emissions and discharges, Receptors, Other approvals, Stakeholders and consultations** sections.

Ensure files meet the EO portal requirements (for example, attachments should not exceed **1GB**).

- Select **+ Add files** to upload the supporting documents for the application.
- Use **New folder** if needed to organise files before uploading.
- Upload all required forms and supporting documents relevant to the amendment (for example, completed forms, technical reports, plans, or other evidence referenced in the application).
- If any document contains confidential information, click the **Confidential** folder before clicking **+Add files**.
- Where requested, upload both:
 - a redacted version (for release/public use where applicable), and

- a full version (for departmental review)

APP 0197574
Renewal
PRJ-0097577 - example project A

- Instrument details
- Contact details
- Renewal details
- Premises details
- Prescribed activities
- Elements
- Emissions and discharges
- Receptors
- Surveys for assessments (IBSA and IMSA)
- Other approvals
- Lead Agency status

Attachments

Process

Please upload supporting documentation regarding your application by clicking 'Add files' below. Individual attachments cannot exceed 1GB.

In addition to your own supporting documents, you must download and complete the relevant application form attachments and annexes from the information panel on the right. The [Applicant history and declaration](#) form must be provided for all applications. The other forms may be required depending on your proposed activities and categories of prescribed premises. For more detail on what to include, please look at [knowledge article](#).

Commercially sensitive or confidential information

If you wish to request that the department keep any or all of this information confidential, please save a separate redacted version of this information in the folder marked 'Confidential' and provide information to support your request. Please also include the full version of this confidential information in the same folder for the departments review only.

Please note that a request for confidentiality does not automatically exempt information from disclosure. Where the department agrees that the information is confidential, the department will not publish the confidential information as part of the application form. Please note that all the information you submit may become the subject of an application for release under the Freedom of Information 1992 (WA) (FOI Act).

Attachments *
Please upload your forms and any supporting documentation related to your application.

[New folder](#) [+ Add files](#)

Name ↑	Modified
Confidential	18/02/2026 10:49 AM

[Previous](#) [Save](#) [Next >](#)

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.












3.15 Review and submit

The **Review and submit** page is the final step before you submit your 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:

Review and submit

Please review the information you have provided.

- ▶ Instrument details 
- ▶ Contact details 
- ▶ Renewal details 
- ▶ Premises details 
- ▶ Prescribed activities 
- ▶ Elements 
- ▶ Emissions and discharges 
- ▶ Receptors 
- ▶ Surveys for assessments (IBSA and IMSA) 
- ▶ Other approvals 
- ▶ Lead Agency status 

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).

Your total fees

Below is a list of fee estimations associated with your application. A fee is required for the submission of this application. You will be notified when a payment request and invoice is issued.

Item	Total amount
Part 1 premises components	\$0
Part 2 waste components	\$0
Part 3 waste components	\$0

Your total amount: \$0

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.

3.16 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, Premises details, Prescribed activities, Receptors** and **Other approvals** fields, add any incomplete information by clicking on the item. This will navigate to a new tab.

Status	Validation summary
✓	Instrument details
✗	Contact details
✗	Premises details
✗	Prescribed activities
✓	Elements
✓	Emissions and discharges
✗	Receptors
✗	Other approvals
✓	Lead Agency Status
🔄	Attachments

[Return to application](#)
[Revalidate](#)

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.

3.17 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.

