

Environment Online

How to submit an Industry Regulation application – Amendment

Reference guide

May 2026



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

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1 Summary

This guide provides step-by-step instructions for users (or an authorised representative) to request an **amendment** to an existing licence or works approval through the Environment Online (EO) Portal.

This guide covers how to:

- Start a new **amendment** application
- Navigate through the key sections of the online form (including Instrument details, Amendment details, Premises details, Prescribed activities etc.)
- Review and submit your application

2 Prerequisites

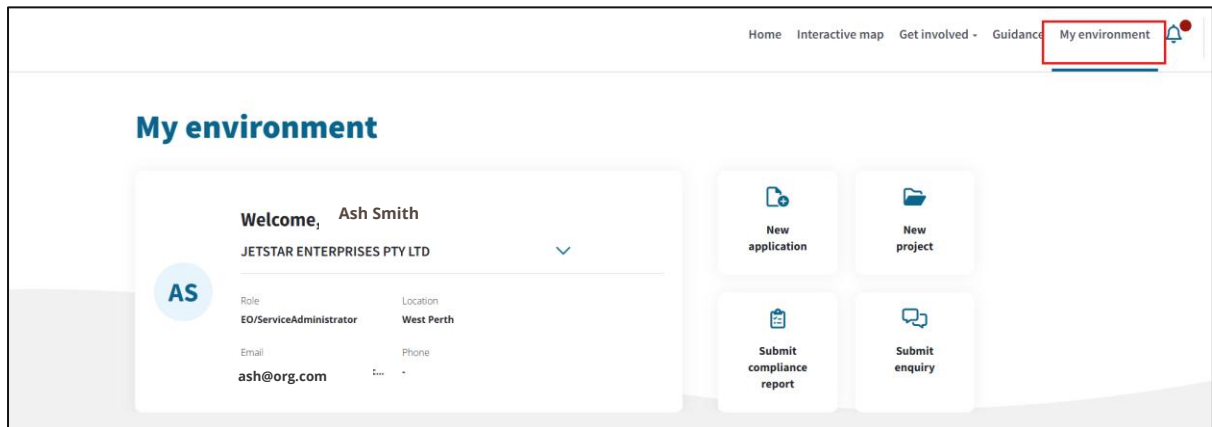
Before submitting an amendment application in EO, ensure the following:

- **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 or works approval instrument you intend to amend.
- **Supporting documents ready (if applicable):** Prepare any supporting evidence that may be required for your circumstances (e.g. authorisation to act, site contamination reports, notices, remediation documentation, audits or other relevant evidence).

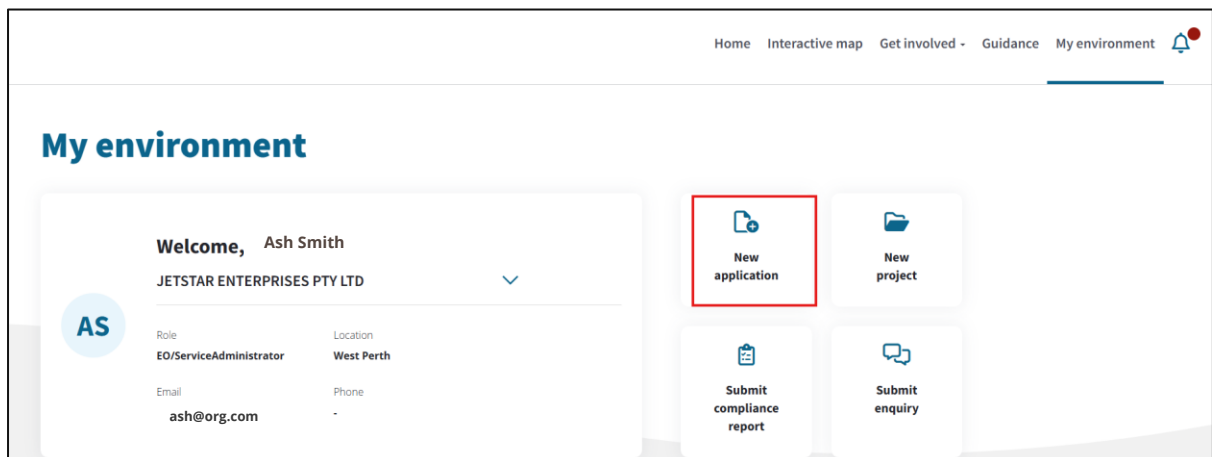
3 Start an amendment application (licence or works approval)

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:
- **Amendment - Amendment** or **Administrative amendment**, depending on your application type
 - 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](#).

Amendment

Select application type *

Amendment

An amendment application is used to request changes to your existing licence during its duration. The location of a prescribed premises cannot be amended, but premises boundaries can be altered.

Select application activity *

Licence

Select a project *

Select the project that this application relates to. Create a new project if it does not relate to an existing project.

Default Project

Industry sector *

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

Coal Mining

Industry *

Select the main industry that primarily relates to your application.

Coal Mining

Start application

3.1 Before you begin – Amendment

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 what cannot be amended).

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). The form needs to be uploaded to the online application.

3. You may need to download and complete additional forms **if relevant**, and upload them 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).

Amendment

When to use this form?

Use this form to apply for an amendment of a works approval or licence under section 59 of the Environmental Protection 1986 Act (EP Act). A licence or works approval cannot be amended to change the location of a prescribed premises as the original assessment undertaken is site-specific. In these cases, the occupier must surrender the existing licence or works approval and apply for a new works approval and licence for the new location.

For prescribed premises already licensed, changes to the premises can be authorised through a works approval or licence amendment (section 53 of the EP Act). Where an applicant is unsure whether an application for a licence amendment or a works approval is appropriate, the applicant can discuss options with the Department.

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.

Amendment applications on 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 return your application. 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.
- ✓
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](#).

- 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 Instrument details

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


- In **Select the instrument you want to amend**, choose the correct instrument.
- 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).

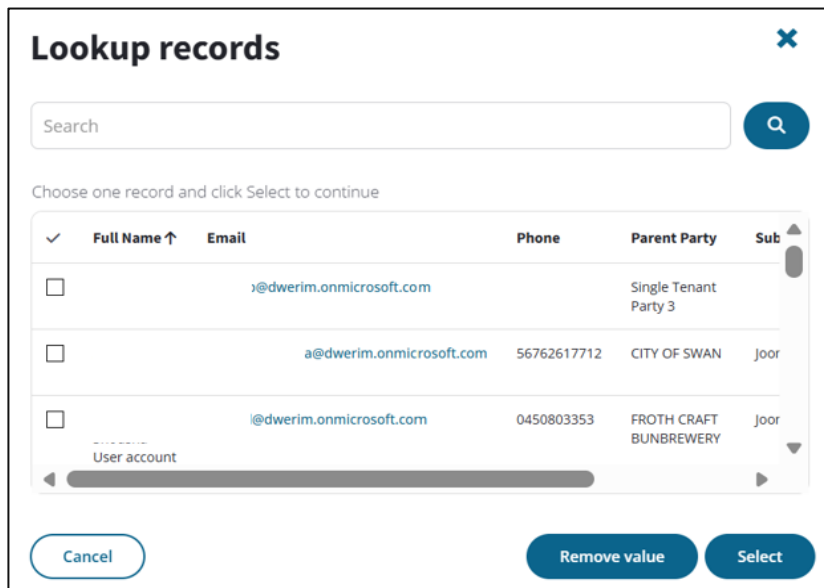
The screenshot displays the 'Instrument details' page. On the left is a vertical navigation menu with the following items: Instrument details (selected), Amendment details, Premises details, Prescribed activities, Elements, Emissions and discharges, Receptors, Surveys for assessments (IBSA and IMSA), Other approvals, Lead Agency status, Stakeholders and consultations, Attachments, and Review and submit. The main content area is titled 'Instrument details' and contains the following sections:

- Select the instrument you want to amend ***: A dropdown menu showing 'Industry Regulation Approval - L5982/1994/12'.
- Instrument details**: A table with the following data:


Holder	Instrument number	Instrument type
JETSTAR ENTERPRISES PTY LTD	L5982/1994/12	Licence
Start date	Expiry date	Annual fee due date
26 Jul 2024	26 Sep 2026	27 Sep 2025
- Instrument expiry and assessment**: A yellow warning box stating: 'If your Instrument has less than 90 business days remaining until its expiry date, there a risk that we may not be able to assess your application in time.'
- Contact details**:
 - Primary contact ***: A text input field containing 'Ben Smith' with clear and search icons.
- Payment details**:
 - Invoice details ***: A text input field containing 'TEST Invoice Address' with clear and search icons.
 - Default invoice details**: A form with the following information:
 - Address**: 8 Davidson Tce, Joondalup, WA, 6000, Australia
 - Email**: ashousha@gmail.com
 - Do you need a purchase order number on your invoice? ***: Radio buttons for 'No' (selected) and 'Yes'.

- 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.
- Confirm that the contact details are correct.

- If you need to change the **Primary contact** person for this application, select the search button  , select the correct record and click **Select**.



Lookup records

Search 

Choose one record and click Select to continue

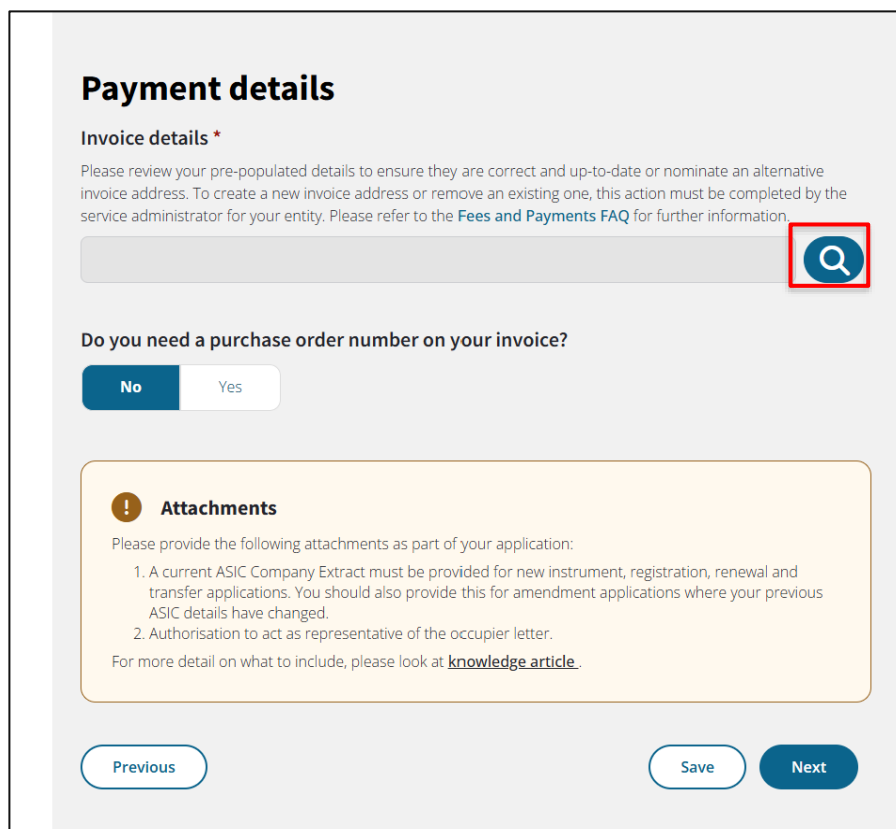
✓	Full Name ↑	Email	Phone	Parent Party	Sub
<input type="checkbox"/>		@dwerim.onmicrosoft.com		Single Tenant Party 3	
<input type="checkbox"/>		a@dwerim.onmicrosoft.com	56762617712	CITY OF SWAN	Joor
<input type="checkbox"/>		@dwerim.onmicrosoft.com	0450803353	FROTH CRAFT BUNBREWERY	Joor

User account

Cancel Remove value Select

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


- In the **Payment details** section, review the invoice details and indicate whether a purchase order number is required (No/Yes).
- 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:

- 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.
- Authorisation to act as representative of the occupier letter.

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

Previous Save Next

- 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 Amendment details

In this section, provide the detail of the proposed changes to the instrument.

- Provide a clear summary of what is being amended using plain, specific wording. This should allow the assessor to quickly understand what is changing, why the change is requested, which part of the current instrument the change relates to (if known) and if further details are provided in any supporting documents you will upload later (e.g. technical reports, plans, calculations or revised layouts).
- If the amendment is complex, enter a concise summary in this field and submit the detailed supporting information in the **Attachments** step later.


The screenshot shows a web application interface for an 'Amendment' (APP-0712357, PRJ-0491556 - Default Project). The 'Amendment details' section is active, featuring a large text area for 'Amendment changes *'. A navigation sidebar on the left lists various steps, with 'Amendment details' highlighted. At the bottom of the form, there are 'Previous', 'Save', and 'Next' buttons.

- 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 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



APP-0712357
Amendment
PRJ-0491556 - Default Project

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).

394 Robertson Road, Cardup WA 6122 Part of Lot 60 on Diagram 59263GPS coordinates (GDA 2020): 405614, 6430737; 406205, 6430749; 406132, 6430465; and 405547, 6430475

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.

Street address

Local government area *

Suburb *

Postcode

Instrument details

Amendment 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

- 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) and ensure they match the premises being amended.
- 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.

3.5 Prescribed activities

In this section, confirm the prescribed premises category. The existing prescribed premises categories on the instrument you selected in the **Instrument details** (Section 3.2) should be prepopulated on this page.

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

APP-0712750
Amendment
PRJ-0493037 - Default Project

- Instrument details
- Amendment 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

Prescribed activities

Categories

The relevant prescribed premises category must be listed for any proposed activities that meet the definition of a prescribed premises as set out in Schedule 1 of the EP Regulations. Where activities fall within more than one category, all applicable categories must be identified. For amendments to an existing instrument, all categories listed on the current instrument must be provided.

[+ Add category](#)

type	Production/design capacity	Estimated/actual throughput	Status	Actions
ty	2,500.00	2,000.00	Existing	⋮
s/year	150,000.00	125,000.00	Existing	⋮
s/year	60,000.00	60,000.00	Existing	⋮

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'.

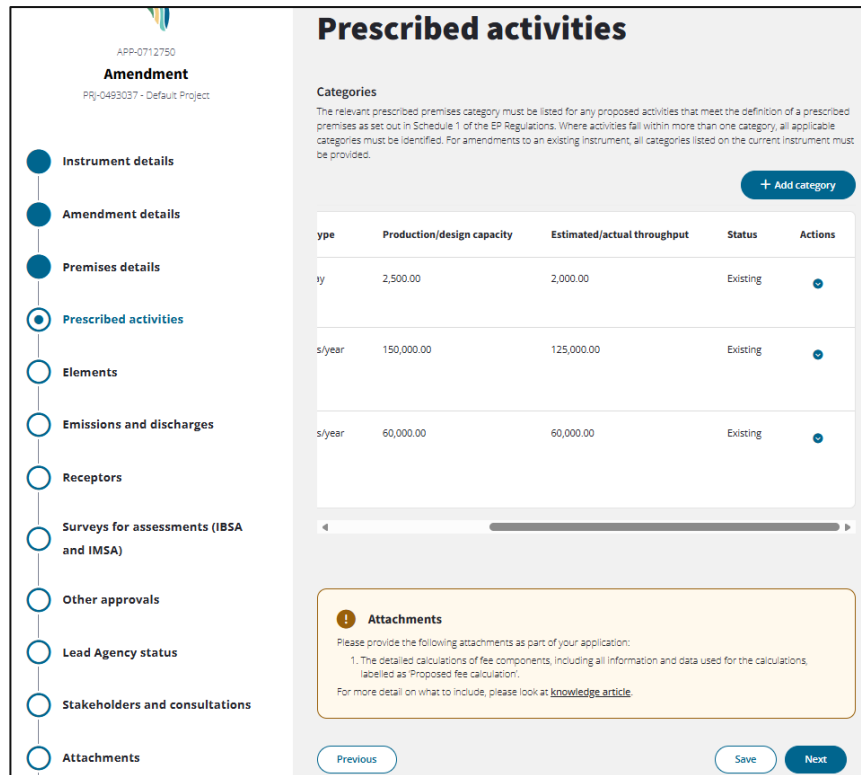
For more detail on what to include, please look at [knowledge article](#).

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

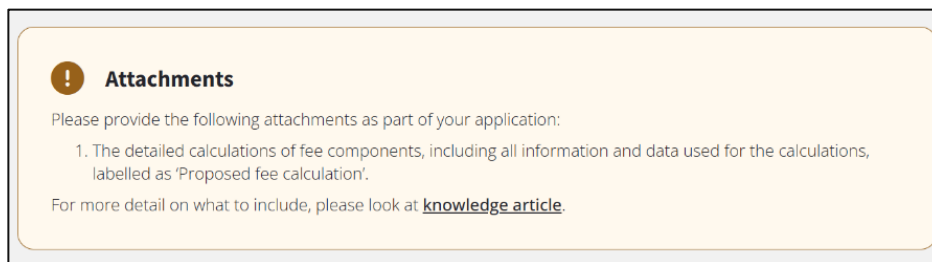
2. In the **Add prescribed activities** window, select the relevant category from the drop-down list.

3. After selecting a category, complete the category-specific fields that appear. 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 amendment.
7. If the scope of your amendment will modify or remove one of the existing premises categories prepopulated from your instrument, click the  button on the category and choose either **Edit** or **Remove**.



- If you need to include detailed calculations of fee components, attach this to your application in the **Attachments** section.



- 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 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.

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

APP-0712357
Amendment
PRJ-0491556 - Default Project

- Instrument details
- Amendment details
- Premises details
- Prescribed activities
- Elements**

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.

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

+ Add elements

Previous Save Next

- On 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

- 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

✓	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 amendment 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. Attach any supporting documents to your application 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.

3.7 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 of the emissions and discharges.

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

The screenshot displays the 'Emissions and discharges' section of a web application. On the left is a sidebar with navigation links: Instrument details, Amendment details, Premises details, Prescribed activities, Elements, Emissions and discharges (selected), Receptors, Surveys for assessments (IBSA and IMSA), Other approvals, Lead Agency status, Stakeholders and consultations, Attachments, and Review and submit. The main content area is titled 'Emissions and discharges' and contains two primary sections: 'Waste management' and 'Part 2 waste'. The 'Waste management' section includes a table with columns for Activity, Solid/Liquid/Other, Waste Type, and Actions. Below the table, there is a '+ Add' button highlighted with a red box. The 'Part 2 waste' section includes a '+ Add' button at the bottom right. The interface also features a top navigation bar with project details and a bottom navigation bar with a table structure for recording data.

2. Complete the **Add waste management** page with the required details.

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

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

3.8 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.

1. Select + **Add receptor**.

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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	L
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 amendment and the premises.
- If you need to provide receptor and environment siting map/s and other additional supporting documentation, include them as part of your submission in the **Attachments** section.

! Attachments

Please provide the following attachments as part of your application:

- Receptor and environmental siting map/s, labelled accordingly and showing the premises, environmental siting context, surrounding receptors and their distances to the premises.
- 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.

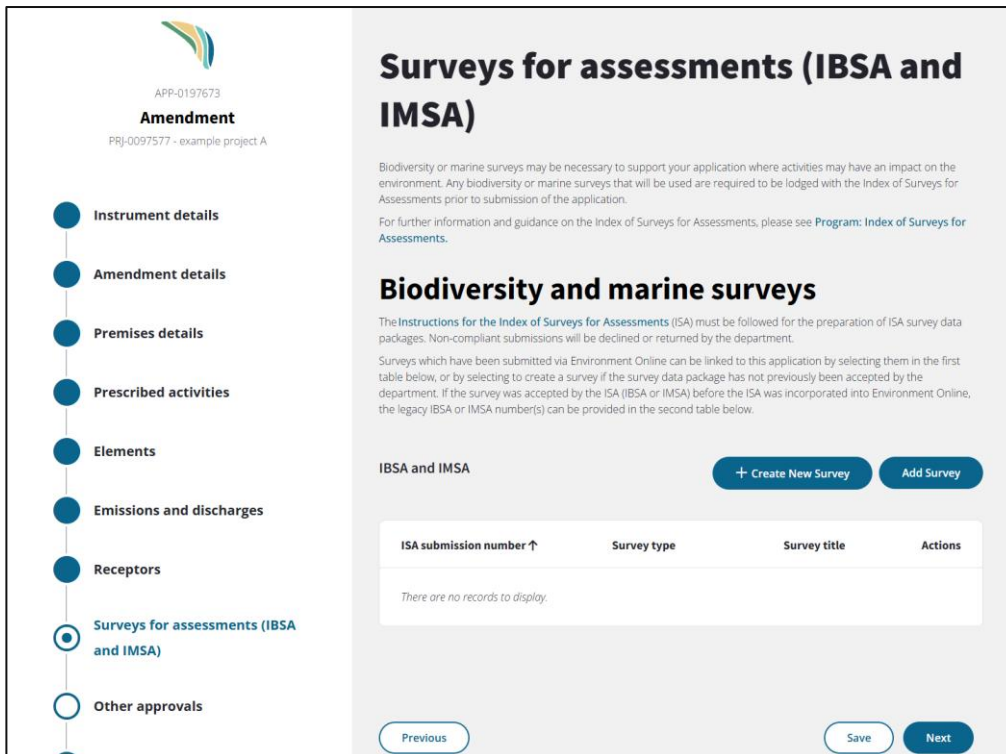
3.9 Surveys for assessments (IBSA and IMSA)

In this section, provide any necessary biodiversity or marine surveys that support your application where activities may have an impact on the environment. Any biodiversity or marine surveys that will be used must 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 commence a separate Environment Online submission process outside of this current amendment submission. If you choose to do this, make sure you save your current amendment submission first so you can return and complete it later.

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



3.10 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

The screenshot shows a web application interface for 'Other approvals'. On the left is a navigation menu with items: Instrument details, Amendment details, Premises details, Prescribed activities, Elements, Emissions and discharges, Receptors, Surveys for assessments (IBSA and IMSA), Other approvals (highlighted), Lead Agency status, Stakeholders and consultations, Attachments, and Review and submit. The main content area is titled 'Other approvals' and contains several sections:

- Major Project and State Agreement Act:** Includes a definition of a Major Project and asks 'Are the proposed activities part of a Major Project?' with 'No' and 'Yes' radio buttons. It also asks 'Is the premises subject to a State Agreement Act?' with similar radio buttons.
- Mining proposal approvals:** Asks 'If required, has approval for a Mining proposal been obtained?' with a dropdown menu. Below is a text area for 'Please provide relevant details'.
- Planning and other approvals:** Asks 'If required, have all relevant planning approvals been obtained?' with a dropdown menu.
- Environmental impact assessment:** Asks 'Have the proposed activities been referred to the EPA?' with 'No' and 'Yes' radio buttons. It also asks 'Do you intend to refer the proposed activities to the EPA?' with a dropdown menu.
- Clearing of native vegetation:** Asks 'Have you applied for native vegetation clearing?' with a dropdown menu.
- Water licences and permits:** Asks 'Have you applied for a water licence or permit?' with a dropdown menu.

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 amendment

Keep responses clear and concise.

3. 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:

1. Copies of other approvals where relevant.
2. 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.
3. 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](#).

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.

3.11 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**.

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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

2. 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.

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.

3.12 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.

The screenshot displays the 'Stakeholders and consultations' section of an application portal. On the left is a sidebar with navigation options: Instrument details, Amendment details, Premises details, Prescribed activities, Elements, Emissions and discharges, Receptors, Surveys for assessments (IBSA and IMSA), Other approvals, Lead Agency status, Stakeholders and consultations (highlighted), and Attachments. The main content area is titled 'Stakeholders and consultations' and includes a sub-header 'Key stakeholders' with a '+ Add Stakeholder' button. Below this is a table with columns for Stakeholder Name, Stakeholder Organisation, Stakeholder Role, and Actions. The table currently contains no records. Below the table are two text input areas: 'Stakeholder identification' (with a prompt to describe how stakeholders were identified) and 'Consultation summary' (with a prompt to provide a summary of the consultation process).

4. In **Stakeholder identification**, briefly describe how stakeholders were identified.
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.

3.13 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**).

1. Select **+ Add files** to upload the supporting documents for the amendment application.
2. Use **New folder** if needed to organise files before uploading.

3. 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).
4. If any document contains confidential information, click the **Confidential** folder before clicking **+Add files**.
5. Where requested, upload both:
 - a redacted version (for release/public use where applicable), and
 - a full version (for departmental review)

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- Instrument details
- Amendment 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

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 [Application form annex: Applicant history and request for exemption](#) 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	25/03/2026 4:56 PM

[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.

3.14 Review and submit

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

Provide details of the proposed changes to the instrument.

Where the details are complex or extensive, a summary of each proposed change may be listed here, and further details uploaded as supporting documentation in the 'Attachments' section.

Please review the information you have provided.

- ▶ Instrument details 
- ▶ Amendment details 
- ▶ Premises details 
- ▶ Prescribed activities 
- ▶ Elements 
- ▶ Emissions and discharges 

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
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.

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

Validating application

Warning Notice

After updating any incomplete sections, click 'Save' at the bottom of each edited screen before returning to the validation page.

Status	Validation summary
✓	▶ Instrument details
✓	▶ Amendment 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.

3.16 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.

