

Environment Online

Reference guide – Request a pre-application meeting

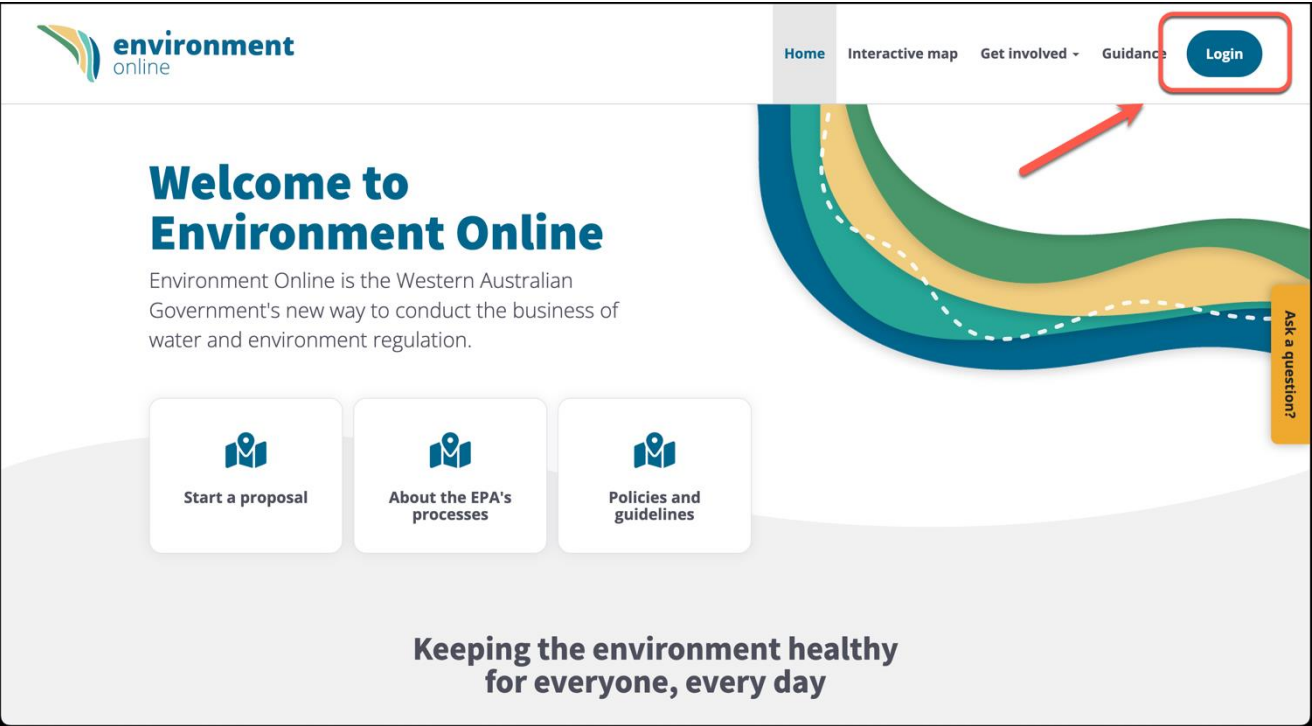
Version 3.0 current as published on 4 June 2024



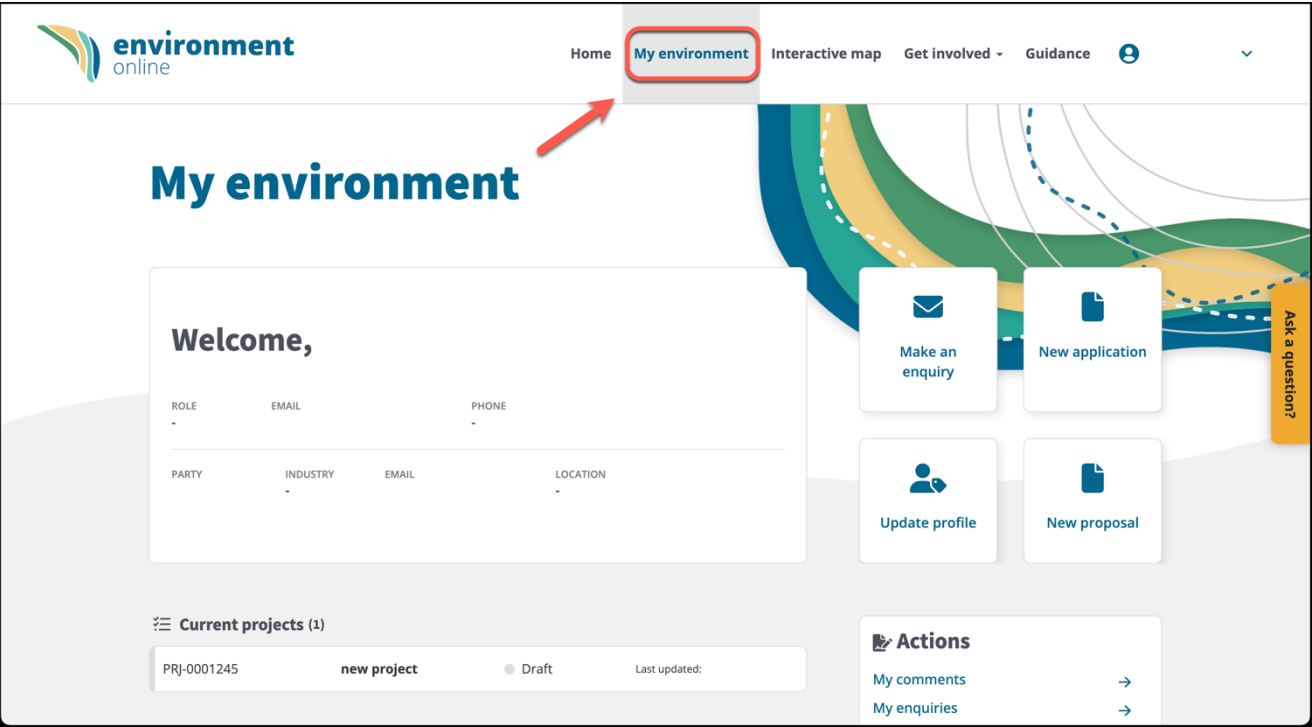
Government of **Western Australia**
Department of **Water and Environmental Regulation**

Request a meeting via Environment Online

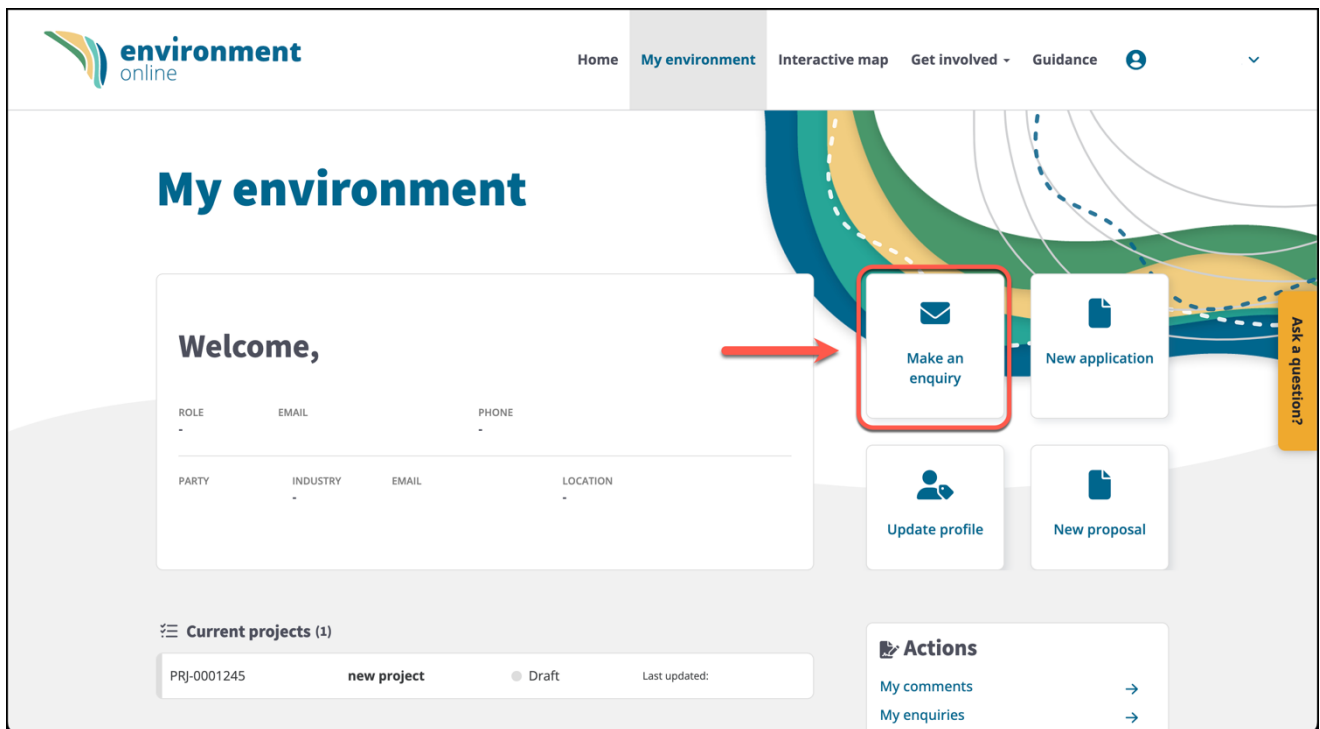
- 1. Log in to **Environment Online**



- 2. Navigate to **My environment**



3. Select **Make an enquiry**



4. Select **Pre-referral meeting** from the drop-down options as the **Enquiry Type**

5. Add the following:

- a. Title of your enquiry
- b. Instrument Number, must be a value between -2147483648 and 2147483647
- c. Application Number
- d. Details of your enquiry
- e. A short description of your enquiry
- f. Select the related proposal from the drop-down menu

6. In the What is your enquiry? field, provide the details regarding the suggested dates, time and attendees of the pre-referral meeting

- a. Note: What factors should be considered?
 - i. overview of any surveys and studies that have already been conducted in the area
 - ii. any potentially significant environmental values that have been identified in the area, including listed species, parks, reserves, wetlands, heritage and cultural values and any sensitive receptors
 - iii. potential impacts of the proposal, including holistic and cumulative impact and any Matters of National Environmental Significance
 - iv. possible preliminary key environmental factors

- v. alternatives to the proposal and within the proposal
- vi. consideration of the mitigation hierarchy and significance
- vii. consideration of environmental outcomes
- viii. stakeholder consultation
- ix. proposed management measures
- x. possible assessment pathways, including the possible level of assessment

7. Select **Next**

New Enquiry

[Home](#) / New Enquiry

Enquiry Type *

4 Pre-referral meeting

What is the title of your enquiry? *

a

Instrument Number

b

Application Number

c

What is your enquiry? *

d

Enquiry Short Description

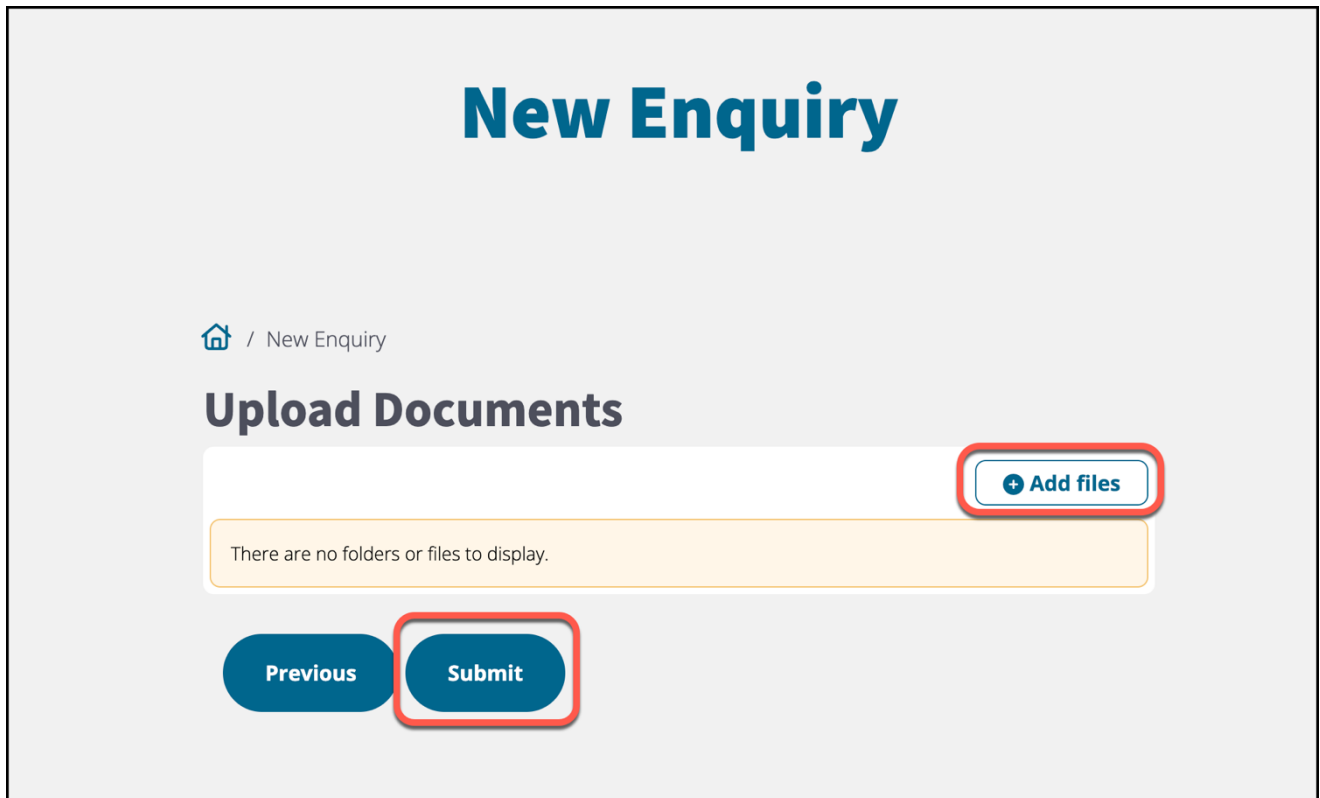
e

Proposal

f

Next

8. Select **Add files** to upload any supporting documentation
9. Select **Submit**



10. The **Thank You** page will display if the enquiry has been successfully submitted. You will receive an automated notification of the submission. Take note of the **enquiry reference number**
11. Select **Return to My Environment** to return to the dashboard.

