

Environment Online

Reference guide – Submit an amendment to an application in Environment Online (proponent)

15 August 2022



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

Prerequisites

To amend an application in the Environment Online portal, you must be a registered individual or entity. Refer to the Get Started Guide for details on how to register.

Before creating or amending an application, a project and proposal need to be linked. Create a project and proposal before starting an application or amendment request. Refer to the following Reference Guides to create a project, proposal, and application:

- Reference Guide – Create a project (proponent)
- Reference Guide – Create a proposal (proponent)
- Reference Guide – Submit an application in Environment Online (proponent)

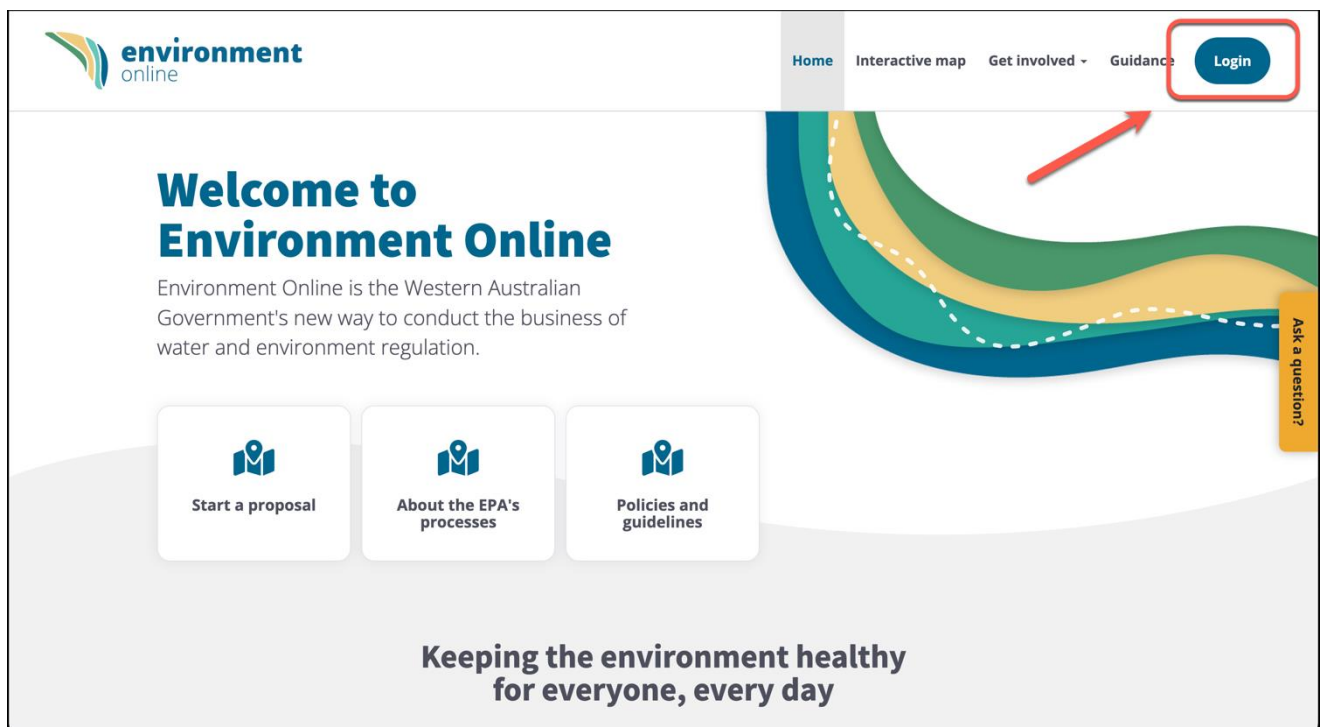
To process an amendment to an application, take note of the application stage, as the amendment request will be processed differently per stage.

If you are unsure what information is required for an application, consult the knowledge database, or request a pre-application meeting. Both options are available within the Environment Online portal.

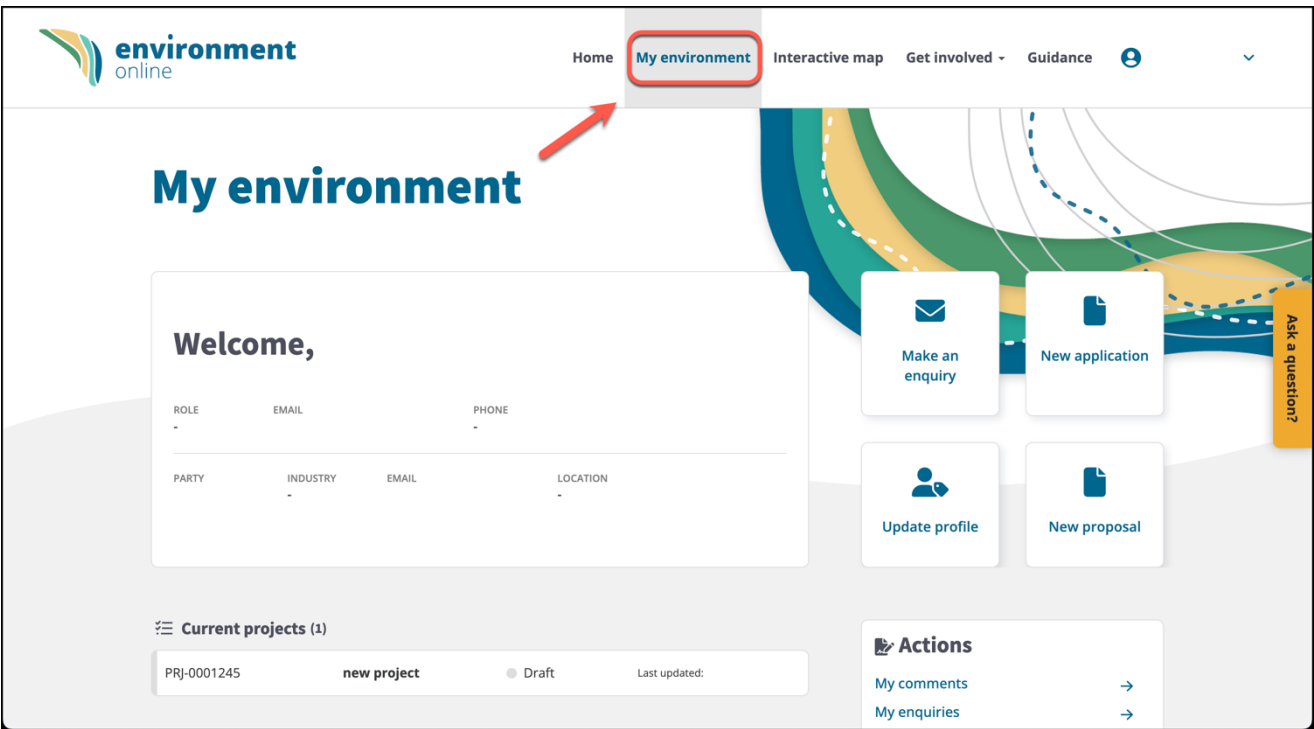
You must be logged in to the Environment Online portal to create an application.

Create an amendment to an application

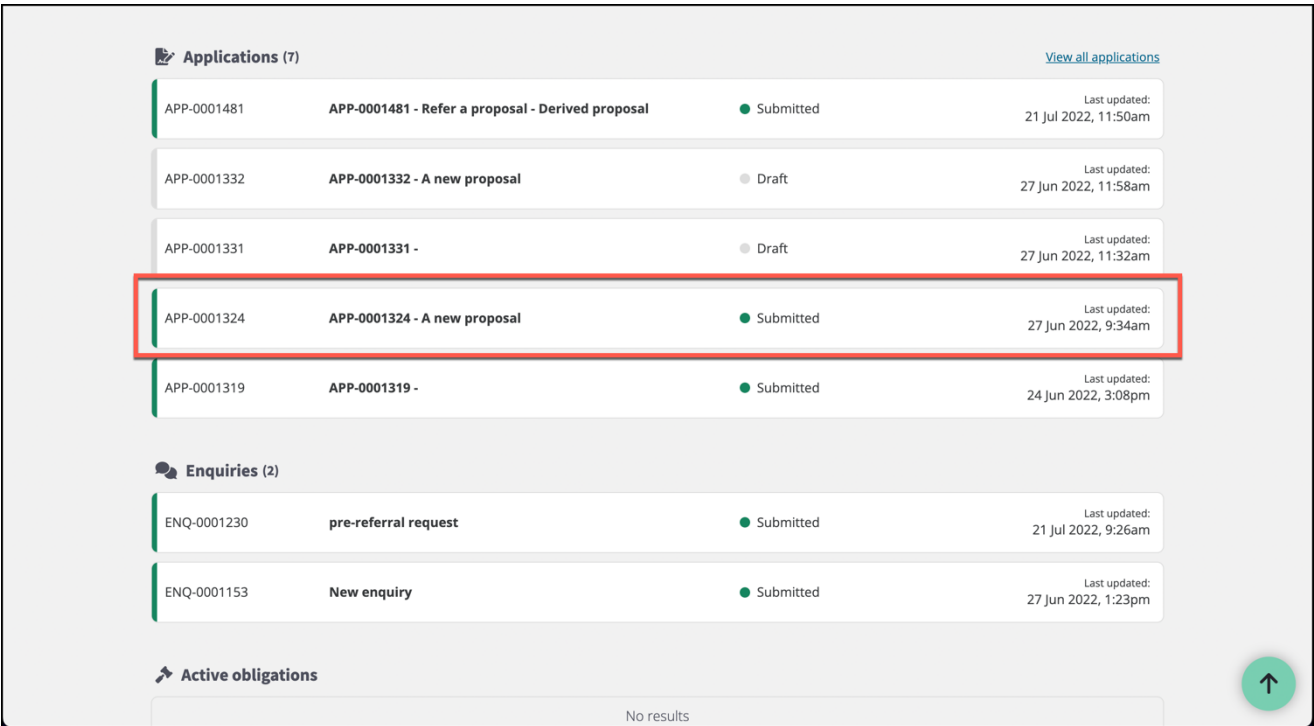
1. Login to the **Environment Online Portal**



2. Navigate to **My Environment** to view your current applications



3. Select the application that requires an amendment from the **Applications** list



4. Select **Start an amendment** from the right-hand option list

/ [My environment](#) / [Application summary](#)

Creating a new project

APPLICATION DASHBOARD

APP-0001303 - A new proposal

APPLICATION TYPE

Refer a proposal

View application
 View proposal

Creating a new project

APP-0001303

APPLICATION SUB TYPE	LEVEL OF ASSESSMENT	STAGE
Strategic proposal	N/A	1 2 3 4 5
STATUS	SUBMITTED	LAST UPDATED
Awaiting Information (Applicant)	-	24 Jun 2022
WAITING ON	FROM	TIME REMAINING
Environmental Review		N/A
PROPOSAL	INDUSTRY SECTOR	INDUSTRY
A new proposal	Electricity, Gas, Water and Waste Services	N/A

View all tasks

Tasks (7)

Complete Payment for Application - APP-0001303

In Progress (Draft)

Due: Not Specified

Complete Payment for Application - APP-0001303

In Progress (Draft)

Due: Not Specified

Complete Payment for Application - APP-0001303

In Progress (Draft)

Due: Not Specified

View application

View associated proposal

Enquire about this application →

Start an amendment →

Export to file (pdf, word) →

View all file exports →

Project

Creating a new project

These shortcut items are related to your whole project. Anything you update here will be reflected across all applications.

[Stakeholders & consultations](#) →

5. Familiarise yourself with the Change to proposal page. Review all instructions and download the required information, then select **Continue** to progress

Change to proposal

Who should use this form?

Some information about who this form is intended for and what this form will do. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

About the process

The change to a proposal form contains an additional related form that need to be completed in conjunction with it. This is the:

1. Proposal

You will be able to return to the change to a proposal form from this related forms. For more detailed information about the forms and the process please see [Name of knowledge base article](#).

Before you begin

Associated forms

Ensure you get things right for the best possible outcome.

[Project details\(for the application\)](#)

[Referral Information](#)

[Environmental Review](#)

Download the Amendment checklist

Get a list of things you'll need to do and have ready to complete the form. You'll need to make sure you have [created a project](#) or make one when you start.

[Step-by-step EPA process](#)

Review important guidelines and instructions

Ensure you get things right for the best possible outcome.

[Step-by-step Amendment process](#)

[Related fees for proposal changes](#)

[Guidelines and procedures](#)

Important

We strongly recommend you have a pre-referral meeting with the EPA before submitting a change to proposal. For more information visit [KB article/instructions](#) or [make an enquiry for a pre-referral](#).

Continue

- On the Amendment Summary page, enter the required information.
- Select **Next**

PRJ-0002251 - Creating a new project

EPA Referral

Change to proposal

Amendment summary

Proposal details

Decision making authorities

Tenure & local government approvals

Lead agency status

Stakeholders & consultations

Commonwealth approvals

Alternatives

Impact of amendment

Changes to environmental significances

Attachments

Review & submit

Describe the amendment

Summarise the changes that are being made in the amendment.

Reason for the amendment

Provide reasoning for the amendment.

Changes to your assessment

Describe if changes are required to your assessment including your LDA, scope items, and/or conditions, and if they are able to meet the needs of the amendment, or if changes to the process will be required.

Save and Exit

Next

Help

Pages

- Step-by-step through the proposal assessment process

Forms & Templates

Guidelines & Procedures

- Step-by-step through the proposal assessment process

8. The proposal that is related to the amendment request is automatically populated. Select the **Edit** icon to amend the proposal details

The screenshot shows the 'Proposal details' page. On the left, a sidebar lists navigation steps: Amendment summary, Proposal details (selected), Decision making authorities, Tenure & local government approvals, Lead agency status, and Stakeholders & consultations. The main content area is titled 'Proposal details' and includes a note about fees. Below this, a section titled 'Proposal to amend' displays a dropdown menu with the selected option 'PRO-0001292 - A new proposal (Ver. 6.00)'. An 'Edit' icon (a square with a pencil) is highlighted with a red box. At the bottom of the main content area are three buttons: 'Previous', 'Save and Exit', and 'Next'. The right sidebar contains 'Help' information, including 'Pages', 'Forms & Templates', and 'Guidelines & Procedures'.

9. Select **Yes** to acknowledge you are leaving the current form

The screenshot shows the same 'Proposal details' page, but with a modal dialog box open in the center. The dialog box has a title bar with a close button (X) and the text 'You are leaving this form...'. The main text of the dialog box reads: 'You are leaving this application to fill in additional required form. Once you have completed the form, you can return back to this form by going to the summary page and clicking 'Back to application' button.' At the bottom of the dialog box are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box. The background of the page is dimmed.

10. Update the proposal details to reflect the amendment request, then select Next to progress to the Summary page

Proposal

A new proposal

Draft

Proposal details

Elements

Stages

Greenhouse gas emissions

Attachments

Summary

Proposal details

Your proposal's name *

A new proposal

What your proposal involves *

Provide a short description of your proposal. Include what the proposed development is, and describe the main physical elements and infrastructure, construction and operational activities and the context of the proposal such as surrounding land uses or other proposals.

A short description including the above requirements.

Where your proposal is located *

Upload or draw your development envelope and your proposal footprint on the map. Expand map to full screen for a better experience.

Note that:

both must be uploaded or drawn (that is, one cannot be uploaded and the other drawn)

the proposal footprint must be within the development envelope

Search for an address, start to type and select your result

Next

Procedures and guidelines

Environmental Impact Assessment (Part IV Divisions 1 and 2) Administrative Procedures 2021

Environmental Impact Assessment (Part IV Divisions 1 and 2) Procedures Manual

Statement of Environmental Principles, Factors, Objectives and Aims of EIA

Step-by-Step Through the Proposal Assessment Process

Instructions

Instructions - How to Identify the Content of a Proposal

Make an enquiry

Request a pre-referral meeting

Refer to the EPA

Start an application

OFFICIAL

11. After reviewing the Summary page, select **Back to application** to return to the application

</

12. On the Proposal details page, select **Next** to progress through each stepped item



PRJ-0002251 - Creating a new project
EPA Referral
Change to proposal

Amendment summary

Proposal details

Decision making authorities

Tenure & local government approvals

Lead agency status

Stakeholders & consultations

Commonwealth approvals

Alternatives

Impact of amendment

Changes to environmental significances

Attachments

Review & submit

Proposal details

These parts of your project form part of the proposal. Any changes within the proposal content will incur fees if they are changed at a later date.

Proposal to amend

▶ PRO-0001292 - A new proposal (Ver. 6.00) 

Previous

Save and Exit

Next

Help

Pages

- Step-by-step through the proposal assessment process

Forms & Templates

- Step-by-step through the proposal assessment process

Guidelines & Procedures

- Step-by-step through the proposal assessment process



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Logout

13. On the Decision making authorities page, enter the required information.

14. Select **Next**

PRJ-0002251 - Creating a new project
EPA Referral
Change to proposal

Decision making authorities
Is there any changes to the decision making authorities included in the proposal?

No Yes

Briefly describe the changes to the decision making authorities

Previous Save and Exit **Next**

Help
Pages
• Step-by-step through the proposal assessment process
Forms & Templates
• Step-by-step through the proposal assessment process
Guidelines & Procedures
• Step-by-step through the proposal assessment process

15. Update each of the following pages, as required:

- Tenure and local government approvals
- Lead agency status
- Stakeholders and consultations
- Commonwealth approvals
- Alternatives
- Impact of amendment
- Changes to environmental significance

16. On the Attachments page, select **Add files** to add supporting documentation

17. Select **Next**



PRJ-0001430 - Aloha Wave Park
EPA referral
Change to proposal
(APP-0003393)

- Amendment summary
- Proposal details
- Decision making authorities
- Tenure & local government approvals
- Lead agency status
- Stakeholders & consultations
- Commonwealth approvals

Attachments

This is the placeholder text for the change to proposal attachment panel description

 Add files

 New folder

Name ↑	Modified
 WAEEnvOffsetsPolicy-270911.pdf (54 KB)	10/08/2022 3:08 PM

Previous

Save and Exit

Next

Help

Pages

- Step-by-step through the proposal assessment process

Forms & Templates

- Step-by-step through the proposal assessment process

Guidelines & Procedures

- Step-by-step through the proposal assessment process

18. On the Summary page, select the **drop-down arrow** to review the final summary details, or select the **Edit** icon to make any changes
19. Select the **checkbox** to confirm your authorisation of the application
20. Select **Submit to the EPA**

Summary

- ▶ Proposal
- ▶ Contact Details
- ▶ Decision Making Authorities
- ▶ Tenure & Local Government Approvals
- ▶ Stakeholders & Consultations
- ▶ Lead agency status
- ▶ Commonwealth Government Approvals
- ▶ Environmental Review
- ▶ Attachments

A fixed fee of \$ 0 is payable upon submission of this referral. Unpaid amounts will accrue interest and may be recovered by the CEO as provided for in the [Policy: Implementing the Environmental Protection \(Cost Recovery\) Regulations 2021](#).

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

[Previous](#) [Save and Exit](#) [Submit to the EPA](#)

Help

Pages

- Step-by-step through the proposal assessment process

Forms & Templates

- Step-by-step through the proposal assessment process

Guidelines & Procedures

[How to pay](#) →

21. Select **Ok** to confirm the EPA referral submission

Confirm EPA referral submission

! Important Notice

Changes to your referral cannot be made once you submit to the EPA. Any changes to the content of your proposal will require consideration under section 38C or section 43A of the Environmental Protection Act 1986, and would incur additional fees. If you would like your proposal to be assessed based on referral information (ARI), ensure that you have completed the Environmental Impact Assessment section of your project.

[Ok](#) [Cancel](#)

22. The application will now commence an automatic validation process. The Environment Online portal reviews the entered content to ensure the information has been entered correctly.
23. The validation can take a few minutes to process. If any status checks return an error, select Return to Proposal change to validate your information
- a. If you receive a validation error, select the drop-down menu of the item that requires more information, then return to the proposal change to make the required adjustments
 - b. Once updated, return to the **Review & Submit** page and select **Submit to the EPA**



PRJ-0001430 - Aloha Wave Park
EPA referral
Change to proposal
(APP-0003393)

Validating Application

Status	Validation summary
✓	➤ Proposal
✓	➤ Changes to environmental significances
✓	➤ Shape File Validation
✗	➤ Amendment Summary 1. Amendment Summary - Describe the amendment - Required field - Reason for the amendment - Required field - Changes to your assessment - Required field
✓	➤ Decision making authorities
✓	➤ Tenure & Local government approvals
✓	➤ Lead Agency Status
✓	➤ Stakeholders & consultations
✓	➤ Commonwealth approvals
✗	➤ Alternatives
✗	➤ Impact of Amendment

Re-Validate

Return to Proposal Change

24. When your application is successfully validated, it is automatically submitted to the EPA for review.

The **Thank You** page will display.

25. Take note of your **application number**

26. You will receive an email notification, and the referral can be viewed in your tasks list of **My environment**.



HomeMy environmentInteractive mapGet involved ▾Guidance



EO - Referral - Thank You

 / EO - Referral - Thank You

Thank you for your referral

You have successfully submitted your referral under section 38 of the *Environmental Protection Act 1986*. The Department of Water and Environmental Regulation will be in touch with you shortly to discuss the referral. Note that the EPA will first need to determine whether the refer is valid or not. The EPA has 28 days to decide whether or not to assess a validly referred proposal.

Your application reference number is: **APP-0001303**.

Next steps

Timeframes and next steps

Subtext that provides and indication of timeline for amenments to be approved.

- [Referral Instructions](#)
- [Assess on Referral Instructions](#)
- [Guidelines and procedures](#)

Associated fees

Subtext that provides information regarding how fees are calculated for changes.

- [How to pay](#)
- [How fees are incurred](#)
- [Guidelines and procedures](#)

View referral

